

REQUIREMENTS FOR  
**RECIPROCAL PROVISIONAL TEACHING CERTIFICATES**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

AN ARIZONA RECIPROCAL PROVISIONAL TEACHING CERTIFICATE MAY BE ISSUED WITH A VALID COMPARABLE ELEMENTARY EDUCATION, SECONDARY EDUCATION, EARLY CHILDHOOD EDUCATION, ARTS EDUCATION PREK-12 OR SPECIAL EDUCATION CERTIFICATE FROM ANOTHER STATE. APPLICANTS WHO WERE ISSUED AN ARIZONA RECIPROCAL PROVISIONAL TEACHING CERTIFICATE ARE NOT ELIGIBLE TO OBTAIN AN ARIZONA EMERGENCY TEACHING CERTIFICATE. THE DEFICIENCIES OF ARIZONA CONSTITUTION, UNITED STATES CONSTITUTION, AND A PASSING SCORE ON ALL REQUIRED PORTIONS OF THE ARIZONA EDUCATOR PROFICIENCY ASSESSMENT (AEPA) SHALL BE SATISFIED PRIOR TO THE ISSUANCE OF THE SAME TYPE CERTIFICATE.

➤ **RECIPROCAL PROVISIONAL TEACHING CERTIFICATE**

The certificate is valid for 1 year and may *not* be renewed.

**Requirements for a Reciprocal Provisional certificate are:**

1. Completed **Application for Reciprocal Teaching and Reciprocal Administrative Certification**

2. Appropriate fee (See *Application for Reciprocal Teaching and Reciprocal Administrative Certification*)

3. One of the following:

- A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008. - OR -
- B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

*NOTE: Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*

If fingerprinted in an approved state, proof of application (pink or yellow copy) for an Arizona Fingerprint Clearance Card and a signed "Testament Form" are required. (Testament Form available at: <http://www.ade.az.gov/certification/TestamentforFingerprintReciprocity.pdf>).

4. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) required.

5. A valid comparable out-of-state teaching certificate from any other state in the United States. Submit a notarized photocopy of the certificate.

- ◆ **Requirements #6, #7 and #8 are required within one year of the date of issuance of this certificate.**
- ◆ **Applicants who meet requirements #6, #7 and #8 will qualify for a two-year Provisional Teaching certificate.**

6. Professional Knowledge Exam.

**One of the following:**

- A. A passing score on the appropriate Professional Knowledge portion of the Arizona Educator Proficiency Assessment (AEPA).
- B. A passing score on a comparable Professional Knowledge examination from another state or agency. **Submit the original score report at time of application.**
- C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
- D. Three (3) years of full-time teaching the appropriate grade level. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience.

7. Subject Knowledge Exam.

**One of the following:**

- A. A passing score on the appropriate Subject Knowledge portion of the Arizona Educator Proficiency Assessment (AEPA).
- B. A passing score on a comparable Subject Knowledge examination from another state or agency. **Submit the original score report at time of application.**
- C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
- D. Master's degree from an accredited institution in the appropriate subject area.  
*NOTE: Does not apply to the Elementary Education certificate.*

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8. Verification of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
- A. Verification of 1 semester hour or 15 clock hours of state approved SEI training.
  - B. Verification of 3 semester hours or 45 clock hours of state approved SEI training.

***NOTE:** The Provisional SEI endorsement is valid for three years. An additional three semester hours of state approved SEI training will be required to qualify for the Full SEI endorsement.*

*Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirement for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.*

9. Arizona Constitution (a college course or the appropriate examination).
10. U.S. Constitution (a college course or the appropriate examination).

***NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).*

➤ **REQUIREMENTS TO TRANSFER FROM A RECIPROCAL TEACHING CERTIFICATE TO A 3-YEAR PROVISIONAL TEACHING CERTIFICATE:**

*The Provisional certificate is valid for 3 years and may not be renewed, but may be extended once for 3 years.*

1. A passing score on the Professional Knowledge and Subject Knowledge portions of the Arizona Educator Proficiency Assessments (AEPA) or waiver as indicated on the Reciprocal Provisional Teaching certificate evaluation.
2. Verification of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
  - A. Verification of 1 semester hour or 15 clock hours of state approved SEI training.
  - B. Verification of 3 semester hours or 45 clock hours of state approved SEI training.

***NOTE:** The Provisional SEI endorsement is valid for three years. An additional three semester hours of state approved SEI training will be required to qualify for the Full SEI endorsement.*

3. One of the following:
  - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
  - OR -
  - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

***NOTE:** Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*

**ADDITIONAL INFORMATION:**

For further information regarding Arizona Educator Proficiency Assessments (AEPA), visit the following website:

<http://www.aepa.nesinc.com>