

Grand Canyon University College of Education Office of Accreditation

Information Necessary for Processing an Institutional Recommendation or Letter of Completion

An Institutional Recommendation (IR) is provided only for satisfactory completion of AZ-State Board of Education approved programs that lead to initial licensure: Elementary Education, Secondary Education, Special Education and Educational Administration. Letters of Completion are provided for all programs. Please note that IRs and Letters of Completion cannot be issued until the student has officially graduated.

Student Information: *(please type or print clearly)*

Last Name _____ First Name _____ Middle Initial _____

Home Phone _____ Work Phone _____ Cell Phone _____

Student ID _____

Email Address _____

Mailing Address: *(address should match the address of record)*

Street Address _____

City _____ State _____ Zip _____

Country *(if not U.S.)* _____

Student Teaching:

Yes No Grade Level _____

If secondary education, specify what subject area student teaching occurred in: _____

Have you taken the required exam(s) for certification/initial licensure? Yes No

If yes, please attach a copy of your exam scores. *Note: Professional Knowledge and applicable Content Knowledge (except Education Administration) test scores are required.*

Certification:

Are you seeking certification/initial licensure in the state of Arizona? Yes No

Are you seeking certification/initial licensure in a state other than Arizona? Yes No

If yes, which state(s): _____

Additional Comments:

Please complete and email this document to your Teacher Education Specialist. If you do not know who your Teacher Education Specialist is, please contact your Academic Counselor. Phone: 800-800-9776

Grand Canyon University's College of Education is approved by the Arizona State Board of Education and the Arizona Department of Education to offer Institution Recommendations for the certification of elementary, secondary and special education teachers and administrators. The Arizona state approved programs lead to Arizona certification and eligibility for an Arizona Institution Recommendation. Students of the College of Education are responsible for contacting their state Department of Education or Licensing Department for certification requirements and program approval.