

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 Office of Academic Records has moved the student to Graduated status.

Student Name (First, Last, and Maiden): _____ _____	Student ID or SSN: _____
Phone Number(s) (cell and home): _____ (c) _____ (h)	Mailing Address (must be a <u>personal mailing address</u> other than the address on file): Street Address _____ <u>City, State, Zip</u> _____
Personal Email Address(s): _____	Student Teaching: Yes <input type="checkbox"/> No <input type="checkbox"/> What 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 <input type="checkbox"/> No <input type="checkbox"/> If Yes, please attach a copy of your exam scores . Note: Professional Knowledge and applicable Content Knowledge (except Educational Administration) test scores are required.
Additional Comments: 	Are you seeking certification/initial licensure in the state of Arizona? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you seeking certification/initial licensure in a state other than Arizona? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes...which state(s)? _____

PLEASE COMPLETE AND EMAIL or FAX TO:

EMAIL: credentialinbox@gu.edu

Fax: 480-270-3938

The Grand Canyon University 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.