

TEACHING INTERN PROCESS CHECKLIST

YEAR ONE - TEACHING INTERN CERTIFICATE STEPS:

1. BEFORE APPLYING FOR INTERN CERTIFICATION

- a. A passing score on one or more of the subject knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) OR a comparable subject knowledge examination from another state or a Master's degree in the appropriate subject area. If a subject knowledge proficiency assessment is not offered, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution. Note: An approved area in general science is comprised of 12 semester hours of life science and 12 semester hours of physical science courses. Submit a notarized copy of the original score report for out-of-state examinations at the time of application. The score report submitted must indicate "Pass" on it.
- b. **IVP** Fingerprint card - AZ Department of Public Safety (602-223-2279)
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 card issued on or after January 1, 2008 will NOT be accepted.
- c. Official university/college transcripts showing degree conferred; Bachelor's or above from an accredited school.
- d. Official transcripts or Structured English Immersion Certificate of Training verifying 3 semester hours or 45 clock hours of state approved Structured English Immersion training for either the provisional or full SEI endorsement. For approved SEI coursework see:
<http://www.azed.gov/wp-content/uploads/PDF/InstitutesofHigherLearning.pdf> OR
contact the OELAS unit at 602-542-0753
- e. Letter of verification indicating the candidate is enrolled in an Arizona State Board approved alternative path to certification program or an Arizona State Board approved teacher preparation program.

2. APPLYING FOR INTERN CERTIFICATION AT ADE

- a. [Application for Teaching Intern Certificate](#)
- b. Submit all required documents (1.a-e)
- c. \$120 check, money order or cashier's check
- d. Mail or bring all required items to 1535 W Jefferson, Phoenix, AZ 85007; certification desk

3. APPLY FOR A JOB (neither list is all inclusive)

See [Arizona Education Employment Board](#) (AEEB) for some job openings OR
Apply directly to [School Districts](#)

4. APPLYING FOR TRANSITION TO TEACHING GRANT ([see applicable school districts](#))

- a. Contact Department at 602.542.5344 to apply

TEACHING INTERN PROCESS CHECKLIST

YEAR TWO

1. Qualification for the initial issuance of the teaching intern certificate outlined in State Board of Education Rule R7-2-614 (E)(5).
2. Letter from university/college indicating required coursework is completed satisfactorily.
3. Official university/college transcripts documenting the completion of the required coursework
4. The submission of an [‘Extension of Teacher Intern Certificate’](#) application. There is no fee to extend the certificate.
5. 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).

Note: It is recommended that the appropriate Professional Knowledge AEPA exam be passed, along with the AZ & US Constitution requirements, during the first semester of second year to ensure ample processing time for the provisional teaching certificate prior to expiration of teaching intern certification.

APPLICATION FOR PROVISIONAL TEACHING CERTIFICATE

THE HOLDER OF THE TEACHING INTERN CERTIFICATE MAY APPLY FOR AN ARIZONA PROVISIONAL TEACHING CERTIFICATE UPON THE COMPLETION OF THE FOLLOWING:

1. Submission of an Institutional Recommendation (IR) verifying the successful completion of an Arizona State Board authorized alternative path to certification program or an Arizona State Board approved teacher preparation.
2. A passing score on the required professional knowledge portion of the Arizona Teacher Proficiency Assessment (AEPA) or a comparable professional knowledge examination from another state.
3. Full Structured English Immersion (SEI) endorsement.
4. Arizona/US Constitution.
5. \$60 check, money order or cashier’s check

APPLICATION FOR THE
TEACHING INTERN CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT
Phoenix Office: P.O. Box 6490, Phoenix, AZ 85005-6490 Telephone: (602) 542-4367
Alternative Pathways to Teacher Certification Telephone: (602) 542-5344

The Teaching Intern certificate is valid for one year and may be extended yearly for no more than two consecutive years. The Teaching Intern certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona Provisional Teaching certificate. During the valid period of the Teaching Intern certificate the holder may teach in a Structured English Immersion (SEI) classroom or in any subject area in which the holder has passed the appropriate Arizona Educator Proficiency Assessment (AEPA). The candidate shall be enrolled in an Arizona State Board authorized alternative path to certification program, or an Arizona State Board approved teacher preparation program. An individual is not eligible to hold the certificate more than once in a five-year period.

GENERAL INSTRUCTIONS AND INFORMATION:

Please submit the following:

- A. One of the following:
 - 1. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008; **or**
 - 2. A photocopy of your valid Arizona fingerprint clearance card (plastic) **issued prior to January 1, 2008.**
- B. A completed *Application for a Teaching Intern Certificate* and a money order, cashier's check or personal check **ONLY** for \$60, made payable to the Arizona Department of Education (ADE). Additional approved areas are \$60 each. Fees are **not** refundable. **Cash will not be accepted.** This application will be processed in the Phoenix office only.
- C. Official transcripts documenting a Bachelor's or more advanced degree from an accredited institution.
- D. A passing score on one or more of the subject knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) or a comparable subject knowledge examination from another state or a Master's degree in the appropriate subject area. Submit a notarized copy of the original score report for out-of-state examinations at the time of application. Master's degree must be verified by submitting official transcript(s).
- E. Official transcripts or Structured English Immersion (SEI) Certificate of Training verifying 3 semester hours or 45 clock hours of state approved SEI training for either the Provisional or Full SEI endorsement.
- F. Letter of verification indicating the candidate is enrolled in an Arizona State Board approved alternative path to certification program or an Arizona State Board approved teacher preparation program.

SECTION 1: PERSONAL INFORMATION (TYPE OR PRINT IN BLUE OR BLACK INK)

Social Security Number: _____ **Date of Birth:** ____/____/____ **Gender:** M / F
(For identification purposes only)

Full Legal Name: _____
Last First Middle

Mailing Address: _____
Street Number or P.O. Box City State Zip

Telephone: (____) _____ - _____ **Email Address:** _____

Ethnicity: _____ American Indian or Alaskan Native _____ Black or African-American (Not-Hispanic) _____ White (Not-Hispanic)
_____ Asian or Pacific Islander _____ Hispanic or Latino _____ Other
(Gender and Ethnicity are requested for federal reporting purposes only)

SECTION 2: CERTIFICATION TYPE AND FEES

TEACHING CERTIFICATES:

<p>___ Elementary Education, K-8 \$60</p> <p>Additional Approved Area(s): <input type="checkbox"/> \$60 ea.</p> <p>___ Secondary Education, 7-12</p> <p>Select Primary Approved Area: <input checked="" type="checkbox"/> \$60</p> <p>Additional Approved Area(s): <input type="checkbox"/> \$60 ea.</p>	<p>___ Arts Education, PreK-12 \$60</p> <p>Select One: <input type="checkbox"/> Art <input type="checkbox"/> Dance <input type="checkbox"/> Dramatic Arts <input type="checkbox"/> Music</p>
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SPECIAL EDUCATION CERTIFICATES:

<p>___ Cross-Categorical, K-12 (ED, LD, MR, O/OHI) \$60</p> <p>___ Early Childhood, Birth to Age 5 \$60</p> <p>___ Emotional Disability, K-12 \$60</p> <p>___ Hearing Impaired, K-12 \$60</p> <p>___ Learning Disability, K-12 \$60</p>	<p>___ Mental Retardation, K-12 \$60</p> <p>___ Orthopedic/Other Health Impairments, K-12 \$60</p> <p>___ Severely and Profoundly Disabled, K-12 \$60</p> <p>___ Visually Impaired, K-12 \$60</p>
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ENDORSEMENT:

___ Provisional Structured English Immersion \$60	___ Full Structured English Immersion \$60
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APPLICATION FOR THE
TEACHING INTERN CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

SECTION 3: CRIMINAL HISTORY

Answer *EVERY* question, Sign and Date

ATTENTION: If “YES” is indicated for any of the following questions, please attach a full explanation to this application. A statement must be provided with each application.

1. YES__ NO__ Have you ever had any professional certificate or license, revoked or suspended?
2. YES__ NO__ Have you ever received a reprimand or other disciplinary action involving any professional certification or license?
3. YES__ NO__ Have you ever been convicted of any felony offense?
4. YES__ NO__ **Have you ever been arrested for any offense for which you were fingerprinted?**

5. **Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction?**

- | | | | |
|------------|---|------------|---|
| YES__ NO__ | a Second-degree murder | YES__ NO__ | n Continuous sexual abuse of a child |
| YES__ NO__ | b Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against a minor under fifteen years of age | YES__ NO__ | o Attempted first-degree murder |
| YES__ NO__ | c Sexual assault | YES__ NO__ | p Any other dangerous crime against children as defined in section 13-604.01 |
| YES__ NO__ | d Molestation of a child | YES__ NO__ | q Any of the above listed offenses if committed as a reparatory offense as described in section 13-1001 |
| YES__ NO__ | e Sexual conduct with a minor | YES__ NO__ | r Any offense causing you to register as a sex offender |
| YES__ NO__ | f Commercial sexual exploitation of a minor | YES__ NO__ | s First-degree murder |
| YES__ NO__ | g Sexual exploitation of a minor | YES__ NO__ | t Armed Robbery |
| YES__ NO__ | h Child abuse | YES__ NO__ | u Incest |
| YES__ NO__ | i Kidnapping | YES__ NO__ | v Exploitation of minors involving drug offenses |
| YES__ NO__ | j Sexual abuse of a minor | YES__ NO__ | w Sexual abuse of a vulnerable adult |
| YES__ NO__ | k Taking a child for the purpose of prostitution as prescribed in section 13-3206 | YES__ NO__ | x Sexual exploitation of a vulnerable adult |
| YES__ NO__ | l Child prostitution as prescribed in section 13-3212 | YES__ NO__ | y Commercial sexual exploitation of a vulnerable adult |
| YES__ NO__ | m Involving or using minors in drug offenses | YES__ NO__ | z Abuse of a vulnerable adult |
| | | YES__ NO__ | aa Molestation of a vulnerable adult |
| | | YES__ NO__ | bb Neglect of a vulnerable adult |

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education.

Applicant's Signature

Date

Funding Opportunities

Transition to Teaching Grant – Teaching Intern Scholarship

This grant is focused on mid-career changers and recent college graduates who are interested in becoming teaching to provide financial assistance in their education program through a state approved teacher preparation program. Candidates must pass the AEPa subject knowledge exam in the area they wish to teach. Please review the website for additional information: www.ade.az.gov/asd/altpath

TEACH Grant – US Dept. of Education

<http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp>

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Recipients of this grant must teach for at least four academic years. (**Note:** TTT participants must teach in *public* schools that meet the definition of high-need and are operated by a high-need LEA for at least *three* years). Individuals interested in becoming teachers and who would like more information about the TEACH Grant Program should contact the financial aid office at the college where they will be enrolled starting with the 2008–2009 school year to find out if the college is participating in this program.

Americorps Scholarship information:

Alexis Smith-Schallenberger
333 East Virginia Avenue
Phoenix AZ 85004
602-252-5312 ext
alexis@cisarizona.org
www.cisarizona.org

Funding for Women and Minorities

http://usgovernmentinformation.com/w_m_325.html

Federal Student Aid

<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>

Loan Forgiveness for Public Service Employees

<http://studentaid.ed.gov/students/attachments/siteresources/LoanForgivenessMarch18.pdf>

Tools and Resources

<http://studentaid.ed.gov/PORTALSWebApp/students/english/toolsandresources.jsp>

Disclaimer:

This list of organizations/programs is provided for your information only and requirements are subject to change. Please read carefully before applying to ensure the understanding of your responsibilities.