



The certification process takes place at the end of your student teaching semester or when you have completed all program requirements. The College of Education-Student Services Office, located in Eastburn Education Center room 101, provides all Institutional Recommendations for Teacher Certification from NAU. An Institutional Recommendation from NAU verifies that the applicant has completed all the requirements of NAU's teacher education program. Students completing NAU's teacher education program have three years after program completion to request an Institutional Recommendation. Some states require their own Institutional Recommendation form for teacher certification. The College of Education completes those institutional recommendations as well.

Below are several steps that must be taken to ensure eligibility for certification from the Arizona Department of Education. **All students who have completed the NAU Teacher Education Program must submit an Institutional Recommendation to the Arizona Department of Education in order to obtain Arizona certification.**

GENERAL INFORMATION

- All communication concerning certification should be directed to:

College of Education -Student Services
NAU Box 5774
Flagstaff, AZ 86011
(928) 523-2145

PROVISIONAL CERTIFICATION (initial certification)

- **Post-degree students** - when your student teaching grade is reported to the College of Education, Student Services will complete your Institutional Recommendation and mail it to you at the address listed on your request.
- **Undergraduate students** - when your degree is listed on your transcript, Student Services will complete your Institutional Recommendation and mail it to you at the address listed on your request.
- Grades are typically listed by the Registrar's office one week after the end of the semester.
- Degrees are typically listed by the Registrar's office two to four weeks after the end of the semester.
- Allow a minimum of one week **after** grades and/or degrees are listed to receive your Institutional Recommendation.
- After you receive the Institutional Recommendation from Student Services, you will need to mail it to the Arizona Department of Education along with the following items:
 - your Arizona Educator Proficiency Assessment scores
 - your original fingerprint clearance card (the card will be returned to you with your certificate)
 - certification fees (\$30.00 for each certification area)

SUBSTITUTE CERTIFICATION

- A provisional certificate will qualify you to substitute teach.

ARIZONA EDUCATION PROFICIENCY ASSESSMENTS

You will be required to pass the following tests prior to receiving Arizona certification:

- Professional Knowledge Test: Elementary or Secondary depending on your major.
- Subject Knowledge Test: You will take a test in the specific area(s) in which you are seeking certification.

CERTIFICATION FEES

- You will need to include the appropriate fees when you mail your Institutional Recommendation to the Arizona Department of Education. The fees are as follows:
 - Elementary Certificate \$30.00
 - Secondary Certificate \$30.00
 - Special Education \$30.00

FINGERPRINTING

You should have already submitted your Fingerprint Clearance Card Application to the Department of Public Safety. If you submitted your Fingerprint Clearance Application directly to the Arizona Department of Education prior to August 2000, your fingerprint clearance has expired. It takes a minimum of 3-6 weeks for your fingerprints to be cleared by the FBI. The cost is \$52.00. Your fingerprints must be cleared before the Arizona Department of Education will process your request for certification.

ARIZONA AND U.S. CONSTITUTION

If you have **not** completed the requirement for Arizona and/or U.S. Constitution at the time your institutional recommendation is submitted to the Arizona Department of Education, you will receive a certificate with a deficiency. Once you have taken the necessary test or course, you will need to obtain an **Application to Remove Deficiencies** from the Arizona Department of Education. Complete the application and return it with your payment of \$20.00 and an official transcript or test score to the Certification Unit of the Arizona Department of Education.

ADDRESSES YOU NEED TO KNOW

<u>Flagstaff State Certification Office</u>	<u>Phoenix State Certification Office</u>	<u>Tucson State Certification Office</u>
Arizona Department of Education Exceptional Student Services 2717 N. 4 th Street, #190 Flagstaff, Arizona 86001 Phone #: (928) 226-0979	Arizona Department of Education Teacher Certification Unit P.O. Box 6490 1535 W. Jefferson, Suite #126 Phoenix, Arizona 85005-6490 Phone #: (602) 542-4367 (800) 352-4558	Arizona Department of Education Teacher Certification Unit 400 W. Congress, # 118 Tucson, Arizona 85701 Phone #: (520) 628-6326

Arizona Department of Education web site: www.ade.state.az.us