

# Certificate and Fingerprint Clearance Card

## FAST FACTS

To apply for a new certificate, renew a certificate, add an endorsement, etc., visit the Arizona Department of Education website at [www.ade.az.gov/certification](http://www.ade.az.gov/certification) for requirements and forms. Forms are also available in Human Resources.

### **Certificate Dates**

Most standard renewals require 180 seat hours of professional development activities during the valid period of the certificate. Typically these include academic courses related to education, in-service trainings, workshops or conferences that provide training to improve teaching skills. Documentation of hours are brought to HR for verification and signature on the renewal form.

Submit all required certification paperwork to ADE well in advance of the expiration date to allow time for processing and turnaround. You may apply for a standard renewal up to 6 months prior to the expiration date.

### **Arizona Educator Proficiency Assessments (A.E.P.A.)**

The AEPA assessments are offered for professional knowledge and subject knowledge tests which are required for most teaching certificates. For a test bulletin, please call National Evaluation Systems, Inc. at 1-800-239-8105 or visit their website at <http://www.aepa.nesinc.com/>.

### **Fingerprint Clearance Card, Identity Verified Prints (IVP)**

Arizona state statute requires that a certificate holder who applies for any certification service must have a valid fingerprint clearance card. Human Resources has application packets. The Sedona Police Station will fingerprint and mail you're application. A cashier's check or money order made out to DPS for \$69 must be submitted at the time of fingerprinting. Cash or a personal check will not be accepted by DPS.

\* **Reminder:** When you receive your new fingerprint clearance, please bring it to Sedona Oak-Creek Human Resources. We will make a copy (front and back), update the information in the IFAS system, and place a copy in your file.

### **Apply Early for Renewals!**

An expired teaching certificate or fingerprint clearance card could jeopardize your contract status and salary. The certification office here in Flagstaff has closed so applications must be mailed to either Phoenix or Tucson for processing. Apply for renewal in a timely manner allowing for appropriate turn around time.

### **Record Certificate with County**

Your new certificate must be stamped and recorded at the County Superintendent's office (mailing address, 1015 Fair Street, Suite 324, Prescott, Az 86305-1852). Bring your original certificate in for HR to mail to Prescott for you or provide HR a copy of your certificate after it's been stamped. It's preferred that it not be faxed. The specialty paper used for printing the certificate makes it very difficult to read when faxed.

Visit the Arizona Department of Education's website for more detailed information regarding all teacher certification processes and requirements at [www.ade.az.gov/certification](http://www.ade.az.gov/certification).

### **HOW LONG WILL THE CERTIFICATION PROCESS TAKE?**

Per ADE, applications will be processed in the order received. Complete applications usually have a prompt turnaround time. However, there are seasonal changes in processing times due to increased service requests. For these reasons, please apply well in advance.

**CERTIFICATION LOCATIONS:**

**PHOENIX OFFICE:**

Physical Location: 1535 West Jefferson St.

Phoenix, AZ 85007

Phone: 602-542-4367

Mailing Address: P.O. Box 6490

Phoenix, AZ 85005-6490

Walk-In Services: Monday – Friday

8:30am-4:30pm

**TUCSON OFFICE:**

Physical Location: 400 W. Congress St., #118

Tucson, AZ 85701

Phone: 520- 628-6326

Mailing Address: 400 W. Congress St., #118

Tucson, AZ 85701

Walk-In Services: Monday – Friday

8:30am-4:30pm

**WALK-IN SERVICES:**The following services are available as same-day services at each of our Certification locations:

- Name Changes • Substitute Certificates
- Duplicate Certificates • Institutional Recommendations (I.R.)
- Removal of Deficiencies • Adult Education Certificates
- Renewals (except Career and Technical Education Certificates)
- Extensions & Conversions of Provisional Certificates  
(except Career and Technical Education Certificates)