

**If you are in need of renewing your teaching certificate:**

To meet the requirements of the Arizona Department of Education and the expectations of their contracts, all teachers must maintain a current, valid, and appropriate certification for their subject matter. This may include the base certificate, approved areas, SEI, or additional certifications required to be highly qualified for the role. Below is a list of helpful points to review when you need to renew your certificate:

- Link to the ADE renewal form: <http://www.azed.gov/educator-certification/files/2013/10/application-for-renewal-of-certificate.pdf>
- Page 3 of the renewal form lists what should count for your recertification hours.
- You must have 180, or more, seat hours to submit for a renewal request.
- Renewals are not accepted any sooner than 6 months prior to your current certificate expiration date.
- Only seat hours taken after the issuance of your current certificate can count toward your 180 requirement.
- The Director of Human Resources for FUSD will review your seat hours and certify your renewal form. For scheduling purposes, please ensure a 1 week window to make an appointment for your document review. Please contact Human Resources to make an appointment.
- You may mail your completed documentation to ADE and expect a 2-4 week turnaround time, or you may walk the documentation in to the main ADE office in Phoenix Monday – Friday from 8:30 to 4:00
- Note: If you are using conference or seminar hours from outside of FUSD, the maximum number of hours that can be counted per calendar year is 30.

**If you need to convert a provisional certificate to a standard one, the link is posted below.** The Director of Human Resources will need to verify in writing that you have either 4 semesters or two full years of teaching experience prior to the submittal of this form.

**If you are from out of State, the link to the Reciprocal Certificate is listed below.**

**If you want to become a substitute teacher, the link is listed below.**

Arizona Department of Education Certification

Department: <http://www.azed.gov/educator-certification/certificate-requirement/>

Convert a Provisional Certificate to a Standard Certificate: <http://www.azed.gov/educator-certification/files/2011/09/application-to-convert-a-provisional-teaching-certificate.pdf>

NES Certification Exams: <http://www.azed.gov/educator-certification/az-ed-exams/>

Reciprocal Certificate Page: <http://www.azed.gov/educator-certification/certificate-requirement/reciprocal-certificates/>

Renewal of Certificate form on the ADE website: <http://www.azed.gov/educator-certification/files/2013/10/application-for-renewal-of-certificate.pdf>

Substitute Teaching Certificate: <http://www.azed.gov/educator-certification/files/2013/11/application-for-certification-checklist-11-18-2013.pdf>

**If you wish to contact the Certification Unit, please refer to the information below:**

Email: [Certification@azed.gov](mailto:Certification@azed.gov)

Phone: 602-542-4367

Mailing Address: ADE – Certification, PO Box 6490, Phoenix AZ 85005-6940

Walk-in Address 8:30 – 4:00 Monday to Friday: 1535 West Jefferson Street, Phoenix AZ 85007 (SW corner of Jefferson St. and 15th Ave.) \*Suggestion: Call first to ensure availability before traveling to Phoenix.\*