

Applying for the Alternative Teaching Certificate through the AZ Department of Education

Hints and Tips ~

- Wait until you receive your letter of intent from Chandler Unified to apply for the Alternative Teaching Certificate
- Use the online submission application, avoid using traditional mail service
- Once applied, send Kathleen Jett (jett.kathleen@cusd80.com) your educator ID number and she will ask for your application to be expedited

ADE Application Page

[Link to the ATC Page](#)

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Alternative Teaching Certificate

Certificate Information

Overview: The Alternative Teaching certificate is valid for two years and may be extended yearly for no more than two consecutive years. The certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona Standard Professional teaching certificate. The candidate shall be enrolled in an Arizona State Board-authorized alternative path to the certification program, or an Arizona State Board-approved teacher preparation program. An individual is not eligible to hold the Alternative Teaching certificate more than once in five years. Requirements may be subject to change and are fully referenced in the Arizona Revised Statutes and Administrative Code R7-2-601, R7-2-607, and R7-2-614 (E).

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▶ [Allowable Deficiencies](#)

▶ [How to Submit Official Documents](#)

[Ready to apply - click here for step-by-step directions](#)

Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety, or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

[Certification Requirements](#)

[Endorsement Requirements](#)

[Approved Area Requirements](#)

[Reciprocity \(Out-of-State Certification\)](#)

[Testing Information](#)

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[Certification Forms](#)

[Explore Certification and Career](#)

[Certification Updates & Communication](#)

[Data Management](#)

Contact

Phone Hours: 8:30 AM to 4:30 PM
(602) 542-4367

[Educator Certification Email Contact Form](#)

[Apply Online](#)

What do I need before starting?

The following must be uploaded by you to the online application portal

Accepted Photocopies from the Applicant

- **AZDPS IVP Card:** Submit a photocopy of the Arizona DPS IVP Fingerprint Clearance card.
- **Program Verification Letter:** A letter verifying that you are enrolled in an Arizona State Board-approved alternative path to certification program or an [Arizona State Board-approved educator preparation program](#). The letter must be signed by the appropriate designee from the educator preparation program.

The verification letter is what you received from CUSD and ink signed that you are enrolled in Chandler RISE.

Initial Application Checklist

A formal review is required to verify that all requirements have been met. Please visit the "**How to Submit Official Documents**" below for the proper submission of the required documents. Failure to submit documents as described could cause a delay in the processing of the application.

Submit the following:

- **Application:** A completed Application for Certification.
- **Fee:** The fee for this certificate is \$60. Per Board rule, certification fees are non-refundable.
- **AZDPS IVP Card:** A valid Arizona DPS IVP Fingerprint Clearance Card.
- **Official Transcripts:** Official Transcripts documenting your Bachelor's or more advanced degree and all applicable coursework.
 - Note: If you completed your degree and applicable coursework at an institution outside of the United States, you must submit an evaluation from a Department approved foreign credential evaluation agency. Please see the "Approved Foreign Credential Evaluation Agencies" list.

Program Enrollment Verification: A letter verifying that you are enrolled in an Arizona State Board-approved alternative path to certification program or an [Arizona State Board-approved educator preparation program](#). The letter must be signed by the appropriate designee from the educator preparation program.

- **Subject Knowledge Exam Requirement(if applicable):** Applicants who are seeking an Alternative Teaching Certificate that reflects the certification area they are qualified to teach must meet the subject knowledge exam requirement for the Standard Professional Teaching Certificate they are pursuing. Applicants who do not meet the subject knowledge exam requirement may qualify for an Alternative Teaching Certificate that does not show a certification area. For information on the subject knowledge exam requirement, please review the [requirements for the Standard Professional Teaching Certificate you are pursuing](#).

What do I need before starting?

There is a \$60 fee to obtain the ATC. Once you are signed into your portal, there will be a secure location to pay using a credit card.

▼ Initial Application Checklist

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Items that must be submitted by outside agencies

The following must be requested to be sent to the ADE. In the online portal, there are directions on how to do this.

Documents Requiring Submission by the Verifying Authority

- **Official Transcripts:** Transcripts that are uploaded through the educator portal or emailed by the applicant are **not** official and will not be accepted. Official transcripts and foreign credential evaluations must be submitted as follows:
 - Electronic official transcripts must be submitted **directly** by the college or university to certification@azed.gov.
 - Paper official transcripts must be in a sealed envelope and mailed by the college or university to the Arizona Department of Education - Certification Unit; PO Box 6490, Phoenix, AZ 85005-6490.
 - Foreign credential evaluations must be sent directly by the [approved foreign credential evaluation agency](#), to certification@azed.gov or mailed to the Arizona Department of Education - Certification Unit.

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Applying Online

Once you are ready, you will need to set up an account with the ADE.

Follow the link at the bottom of this screen.

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Alternative Teaching Certificate

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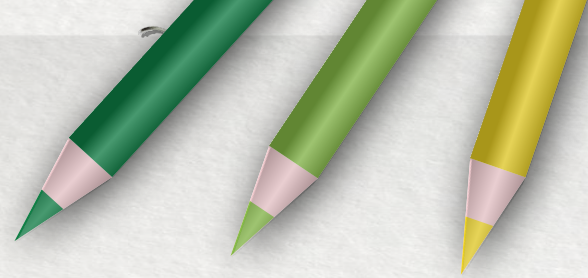
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Online Portal Navigation



Once in, select apply for a new credential.

Educator Certification System
Arizona Department of Education

JENA PHILLIPS (CertUser)
PHILLIPS.JENA@CUSD80.COM

Home My Cert Profile My Certificates Open Applications My Letters Closed Applications

JENA L PHILLIPS Educator ID: [REDACTED]

DPS IVP Fingerprint Card Status: Valid ([REDACTED])

View Your Credentials
Your credentials are available online. Start [here](#) to view your credentials and available actions.

Using the Educator Portal
Start [here](#) for help using this educator portal. Explore currently available services. View services coming soon.

Renew Your Certificates
Please review the [instructions](#) before beginning your online renewal application. After reviewing the instructions, click [here](#) and follow the prompts to submit your renewal application and fee online.

Apply for a New Credential
Click [here](#) to apply for a new certificate, endorsement, or approved area.

Online Portal Navigation



This page includes all the steps and the email of where you submit transcripts.

Add New Credential

You are adding a **new or additional** Arizona credential.

Before you begin, please take the time to read and follow the steps outlined below. Following these steps will help ensure that an accurate and complete application is submitted. Missing one of the steps below may cause a delay in your application.

Step 1: Review the [Certification Requirement](#) documents for the credential(s) you are seeking.

Step 2: Verify that your [Arizona Department of Public Safety \(DPS\)](#) Identity Verified Prints (IVP) fingerprint clearance card status is valid in the header above (under your name). If you have a valid IVP fingerprint card, but you do not see it above, scan the plastic card and save it to your computer as a PDF, GIF, or PNG document before uploading.

Step 3: When applicable, request that your college or university send your official transcripts to the Certification Unit at Certification@azed.gov. Transcripts uploaded through the online portal are not considered official.

Step 4: When applicable, [Verification of PreK-12 Teaching Experience](#) forms must be submitted by the HR Department to Certification@azed.gov. Verification forms uploaded through the online portal are not considered official.

Step 5: When applicable, scan any additional supporting documentation, such as exam score reports, and save them to your computer as a PDF, GIF, or PNG document before uploading.

Cancel

Next

Select NEXT

Online Portal Navigation



Select the middle option.

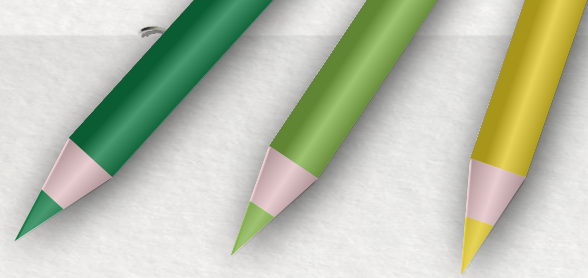
Add New Credential

Select the type of credential you would like to apply for from the list below. Please visit our [website](#) for detailed Arizona state requirements if you have questions or would like to review credential requirements prior to applying.

- I want to apply for a Substitute, PreK-12 certificate.
- I want to apply for a Teaching, Administrative, or Professional Non-Teaching certificate.
- I want to add an additional approved area or endorsement to a certificate.

Select NEXT

Online Portal Navigation



Select Teaching Certificate

✍ Add New Credential

Select the type of certificate you would like to apply for from the list below. For detailed requirement information, please visit the [Certification Website](#).

- Teaching Certificate:** Early Childhood Education, Elementary Education, Middle Grades Education, Secondary Education, Special Education, **or** Pre-K-12 Teaching (Art, Dance, Drama, Music, Physical Education).
- Career and Technical Education Certificate:** Agriculture, Business and Marketing, Education and Training, Family and Consumer Sciences, Health Careers, **or** Industrial and Emerging Technology.
- Administrative Certificate:** Supervisor, Principal, **or** Superintendent.
- Professional Non-Teaching Certificate:** School Counselor, School Psychologist, School Social Worker, **or** Speech-Language Pathologist
- Other Teaching Certificate:** Adult Education, Athletic Coaching, Emergency Substitute, Emergency Teaching, JROTC, Native American Language, Student Teaching Intern.

Cancel

Previous

Next

✍ Add New Credential

Select the type of certificate you would like to apply for from the list below. For detailed requirement information, please visit the [Certification Website](#).

- Standard Professional Teaching:** I have completed all teacher preparation and exam requirements **or** I hold a valid, comparable teaching certificate from another state.
- Alternative Teaching:** I will be teaching while enrolled in an Arizona Board-approved educator preparation program.
- International Teaching Certificate:** I am participating in an international teacher exchange program and have a valid J1 or Q1 visa.
- Subject Matter Expert (Secondary) Certificate:** I have the required degree and demonstration of expertise in a subject area.
- Specialized Secondary STEM Certificate:** I have five years of industry experience in a science, technology, engineering or mathematics (STEM) field and the required coursework/degree in a STEM subject.

Cancel

Previous

Next

Then you will see the
“Alternative Teaching”
option.

Online Portal Navigation

On this page, select the certificate you are applying for -either Alt. Elementary Education K-8 or Alt. Mild/Moderate Disabilities Special Education K-12

Add New Credential

Select the type of Alternative Teaching Certificate you would like to apply for from the list below. For detailed requirement information, please visit the Certification Website.

- Alternative Teaching Early Childhood Education, Birth-Age 8/Grade 3 ⓘ
- Alternative Teaching Elementary Education, K-8 ⓘ
- Alternative Teaching Secondary Education, 6-12 ⓘ
- Alternative Teaching PreK-12 Art Education ⓘ
- Alternative Teaching PreK-12 Dance Education ⓘ
- Alternative Teaching PreK-12 Music Education ⓘ
- Alternative Teaching PreK-12 Theatre Education ⓘ
- Alternative Teaching PreK-12 Physical Education ⓘ
- Alternative Teaching Early Childhood Special Education, Birth-Grade 3 ⓘ
- Alternative Teaching Mild/Moderate Disabilities Special Education, K-12 ⓘ
- Alternative Teaching Moderate/Severe Disabilities Special Education, K-12 ⓘ
- Alternative Teaching Hearing Impaired, Birth-Grade 12 ⓘ
- Alternative Teaching Visually Impaired, Birth-Grade 12 ⓘ

[Cancel](#) [Previous](#) [Next](#)

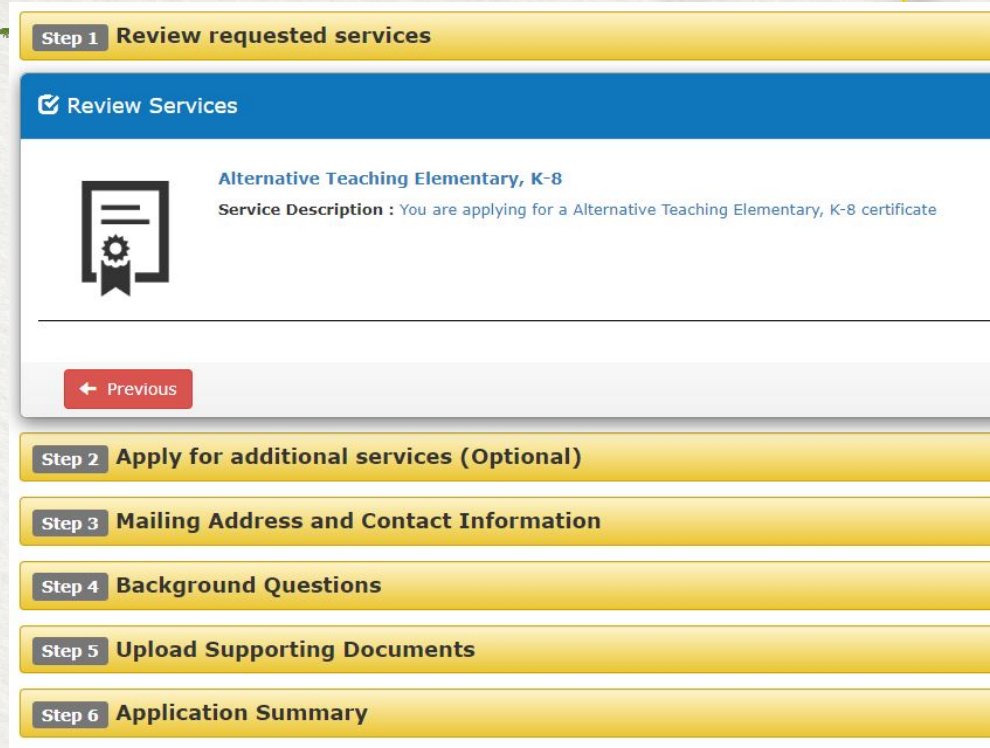
*On NEXT page “Add to Cart”

Online Portal Navigation

Follow the steps shown on the next screen.

*Step 2 is only used if you are uploading an approved area (i.e.Mandarin) or an endorsement


After submitting, you can return to this site to check on the status of your application.



The screenshot displays a navigation menu on the left with six steps:

- Step 1 Review requested services
- Step 2 Apply for additional services (Optional)
- Step 3 Mailing Address and Contact Information
- Step 4 Background Questions
- Step 5 Upload Supporting Documents
- Step 6 Application Summary

The main content area shows the details for Step 1:

- Review Services**
- Alternative Teaching Elementary, K-8**
- Service Description :** You are applying for a Alternative Teaching Elementary, K-8 certificate
- 
- [← Previous](#)

Questions about Certification?

Kathleen is the best contact for anything certification. She has contacts at the Arizona Department of Education (ADE) and will be able to answer specific questions to individual situations.

Kathleen Jett

jett.kathleen@cusd80.com

Director of Recruitment and Onboarding

480-812-7623