

TEACHER CERTIFICATION INFO SHEET 2016

RENEW YOUR CERTIFICATE

- What you will need: (1) Documentation of 180 or more PD hours since your current certificate was issued. (2) A current and valid DPS fingerprint card.
- Schedule an appointment with the Director of HR to validate your 180+ seat hours. During this meeting the 2-page renewal form will be completed for your submission to ADE. HR does not submit the documentation to ADE.
- Timing: ADE accepts renewals up to 6 months prior to the expiration date. The typical ADE turnaround time if you mail the completed documentation is 4 weeks unless you walk-in to ADE's office. For the HR director meeting, please allow one week to schedule.
- HR does not maintain a file with all employee PD certificates; it is the responsibility of all teachers to maintain their own records. TrueNorthLogic is a great resource.
- Once Endorsements are added and not provisional, you do not need to renew them.

CONVERT A PROVISIONAL CERTIFICATE

- To convert your provisional certificate, you must have the following items:
 - Completed your full 45 hour SEI program with documentation
 - Completed your US/AZ constitution deficiency with documentation
 - Completed 2 full years or 4 semesters (full-time teaching experience)
 - Complete any required NES or AEPA subject knowledge exams
 - Meet with the Director of HR to verify teaching experience and complete the ADE Convert a Provisional form. Please plan on a 1-week availability to schedule the appointment.
- If you are missing one of these items, you will need to extend your provisional.

EXTEND A PROVISIONAL CERTIFICATE

- If you have not met all of the requirements / deficiencies of your provisional certificate prior to its' expiration, you must request to extend your provisional certificate. The link to the form on the ADE website is below.
- You do not need to see Human Resources to submit this form to ADE
- Provisional certificates can only be extended once!

Contact HR @ 928-527-6070 or email dsauer@fused1.org to schedule an appointment with the director.

ADE weblinks: Renew your Certificate: <http://www.azed.gov/educator-certification/files/2013/10/application-for-renewal-of-certificate.pdf?20160225/>-

Convert your Provisional Certificate: <http://www.azed.gov/educator-certification/files/2011/09/application-to-convert-a-provisional-teaching-certificate.pdf?201506.25.0>

Extend your Provisional Certificate: <http://www.azed.gov/educator-certification/files/2011/09/application-to-extend-a-provisional-teaching-certificate.pdf?20150625>

**** DPS FINGERPRINT CARDS: Take up to 10-16 Weeks! Schedule your appointment with the Flagstaff Police Department to have your prints run.****