

APPLICATION FOR AN INTERIM ADMINISTRATIVE CERTIFICATE

Arizona Department Of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

General Information:

Interim Administrative certificates are issued in the areas of supervisor, principal and superintendent. The certificate is valid for one year from the date of issuance and may be extended yearly for no more than two consecutive years. The candidate must be enrolled in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program. An individual is not eligible to hold the interim administrative certificate more than once in a five-year period.

Submit the following:

- Completed Application for an Interim Administrative certificate
 - Answer **every** Background Question, sign and date the application.
 - If you answer “Yes” to any Background Questions, submit a completed [Explanation of Incident](#) form. If you have more than one incident to report, you must disclose every incident separately.
- A photocopy of your valid [Arizona Department of Public Safety Identity Verified Prints \(IVP\) fingerprint card](#) (plastic).
- A check or money order for the amount due made payable to the **Arizona Department of Education (ADE)**. Credit card payments (Visa or MasterCard) are accepted for in-person applicants at the Phoenix Certification office. Credit card payments are **not** accepted through the mail or in the Tucson office. Cash will not be accepted. Certification fees are nonrefundable.
- Official transcripts documenting a Bachelor's or more advanced degree from an accredited institution. A Master's or more advanced degree is required if applying for an Interim Superintendent certificate.
- A letter of verification, signed by the dean or department chair of a college of education, indicating enrollment in an Arizona State Board approved administrator preparation program.
- One** of the following:
 - A [Verification of PreK-12 Teaching Experience](#) form verifying three (3) years of full-time teaching experience, completed and signed by a district superintendent or personnel director, or charter or private school administrator;
 - OR**
 - A letter of verification, signed by a district superintendent or personnel director, or charter or private school administrator, , verifying three (3) years of related education services experience in a PreK-12 setting. **Note:** Related education experience may be used for the Supervisor and Superintendent Certificate **only**. The Interim Principal certificate requires three (3) years of full time teaching.
- A letter of verification, signed by a district superintendent or personnel director, or charter or private school administrator, indicating the interim certificate holder will be under the direct supervision of an Arizona certified administrator or the appropriate county school superintendent.

Arizona State Board of Education
Professional Practices for Certificate Holders

Standards for Imposing Certificated Educator Sanctions

Consistent with A.R.S. §15-203(20), the State Board of Education may impose disciplinary action upon a certified individual, including a letter of censure, suspension, suspension with conditions or revocation of a certificate upon a finding of immoral or unprofessional conduct.

Criminal Offenses

Pursuant to administrative code R7-2-1307 and ARS § 15-550, the Board shall revoke the certification of a person who has been convicted of or admitted in open court or pursuant to a plea agreement any of the following criminal offenses in this state or similar offenses in another jurisdiction:

1. Sexual abuse of a minor
2. Incest
3. First-degree murder
4. Second degree murder
5. Manslaughter
6. Sexual assault
7. Sexual exploitation of a minor
8. Commercial sexual exploitation of a minor
9. A dangerous crime against children as defined in A.R.S. §13-604.01
10. Armed robbery
11. Aggravated assault
12. Sexual conduct with a minor
13. Molestation of a child
14. Exploitation of minors involving drug offenses

Upon notification that a certificated individual has been convicted of a nonrenewable offense, the Board shall revoke the certificate.

Unprofessional and Immoral Conduct

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 shall:

1. Make reasonable efforts to protect pupils from conditions harmful to learning, health, or safety;
2. Account for all funds collected from pupils, parents, or school personnel;
3. Adhere to provisions of the Uniform System of Financial Records related to use of school property, resources, or equipment; and
4. Abide by copyright restrictions, security, or administration procedures for a test or assessment.

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 shall not:

1. Discriminate against or harass any pupil or school employee on the basis of race, national origin, religion, sex, including sexual orientation, disability, color or age;
2. Deliberately suppress or distort information or facts relevant to a pupil's academic progress;
3. Misrepresent or falsify pupil, classroom, school, or district-level data from the administration of a test or assessment;
4. Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a pupil;
5. Use professional position or relationships with pupils, parents, or colleagues for improper personal gain or advantage;
6. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character;

7. Assist in the professional certification or employment of a person the certificate holder knows to be unqualified to hold a position;
8. Accept gratuities or gifts that influence judgment in the exercise of professional duties;
9. Possess, consume, or be under the influence of alcohol on school premises or at school-sponsored activities;
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs, or narcotic drugs, as each is defined in A.R.S. § 13-3401;
11. Make any sexual advance towards a pupil or child, either verbal, written, or physical;
12. Engage in sexual activity, a romantic relationship, or dating of a pupil or child;
13. Submit fraudulent requests for reimbursement of expenses or for pay;
14. Use school equipment to access pornographic, obscene, or illegal materials;
15. Engage in conduct which would discredit the teaching profession.

Individuals found to have engaged in unprofessional or immoral conduct shall be subject to, and may be disciplined by, the Board.

Resignation as an Unprofessional Act and Penalty: ARS §15-545

A certificated teacher shall not resign after signing and returning his contract, unless the resignation is first approved by the governing board. A teacher who resigns contrary to this section shall be deemed to commit an unprofessional act and, upon request of the governing board, shall be subject to such disciplinary action, including suspension and revocation of certificate, as the state board of education deems appropriate.

Failing to Report of Immoral or Unprofessional Conduct

Pursuant to ARS §15-514, any certificated person or governing board member who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of section 13-3620 (mandatory reporting) shall report or cause reports to be made to the department of education in writing as soon as reasonably practicable but not later than three business days after the person first suspects or receives allegation of the conduct.

The superintendent of a school district or the chief administrator of a charter school who reasonably suspects or receives a reasonable allegation that an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges by a certificated person has occurred shall report the conduct to the department of education.

Failure to report information as required in ARS §15-514 by a certificated person constitutes grounds for disciplinary action by the state board of education.

A governing board member or school district employee who has control over personnel decisions and who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of ARS §§ 13-3620 and 15-514 shall not accept the resignation of the certificate holder until these suspicions or allegations have been reported to the State Board of Education.

Filing a Complaint against a Certificate Holder

The Investigative Unit may be reached at (602) 542-2972 or investigation@azed.gov

For Further Information: Call or Email

State Board of Education
(602) 542-5057 inbox@azsbe.az.gov

Updated 10/28/16

APPLICATION FOR AN INTERIM ADMINISTRATIVE CERTIFICATE

Arizona Department Of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

SECTION 1: PERSONAL INFORMATION

Please type or print in blue or black ink.

Social Security Number: _____

Date of Birth: ____/____/____

Gender: M / F

Full Legal Name: Last: _____

First: _____

Middle: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Information: Phone: _____ E-mail Address: _____

Ethnicity: (Gender and Ethnicity are requested for federal reporting purposes only)

- American Indian or Alaskan Native Asian or Pacific Islander Black or African-American (not Hispanic)
 Hispanic or Latino White (Not Hispanic) Other

SECTION 2: BACKGROUND QUESTIONS

Answer **every** question, sign and date. **ATTENTION:** If “YES” is indicated for any of the following questions, please attach a full explanation to this application; a statement must be provided with each application. Answer every question, sign and date. If “YES” is indicated for any of the following questions, please attach a full explanation to this application; a statement must be provided with each application.

1. Yes ___ No ___ Have you ever received any disciplinary action, including revocation, suspension or reprimand, involving any professional certification or license?
2. Yes ___ No ___ Are you now or have you ever been under investigation for any type of misconduct related to a professional license or certificate in this state or any other jurisdiction regardless of outcome?
3. Yes ___ No ___ Are you now or have you ever been under investigation or have you ever been the subject of any investigation by the Department of Child Safety or a similar department in this state or another jurisdiction?
4. Yes ___ No ___ Have you ever been convicted of a felony offense?
5. Yes ___ No ___ Have you ever been arrested, cited and released, or received a criminal summons for any offense, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?
6. Yes ___ No ___ Have you ever been arrested, cited and released, or received a criminal summons for any offense involving a child, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I grant permission for the Arizona Department of Education to obtain a records check from the federal, state, county, and/or local law enforcement agencies and Department of Family Services. I have read and understood the rules and statutes related to unprofessional and immoral conduct including resignation from a contracted position without authorization and duties to report as required by law. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education or denial of my application.

Applicant's Signature

Date

SECTION 3: SERVICE TYPES AND FEES

CERTIFICATES (\$60 EACH)

- Interim Principal
 Interim Superintendent
 Interim Supervisor