

International Teaching Prescreening Instructions and Checklist

Before you begin: Rules to help us help you

Rule 1: No Piecemeal Documents. Please include all required documents needed to qualify for the certificate in one packet. Do not send documents “piecemeal” as this will delay processing.

Rule 2: No Double Sided Documents. Please do not submit double-sided documents (especially foreign credential evaluations). Double-sided documents are much more difficult to evaluate.

Rule 3: No “Extraneous” Credentials Checked. Please check that the applicants are not requesting “extra” certificates, endorsements, or approved areas. We will charge a \$60 fee for each credential requested, even if they do not qualify.

Application Checklist

1. Completed Application

- Personal Information.** Verify Personal Information is Complete
 - Legal Name
 - Date of Birth
 - Address where certificate should be mailed. **Note:** If mailed to the school district, indicate C/O [Name of District or Charter] Human Resources and the district address.
- Background Questions.** Verify all background questions are answered, form is signed and dated.
- Correct Certificate Checked.** Verify the appropriate teaching certificate that aligns with their teacher preparation program is checked
- Approved area (if applicable).** Verify that an approved area is indicated, if applying for a middle grades or secondary certificate
- Appropriate Fee.** Check or money order for the appropriate fee (\$60 per certificate or additional approved area checked).

2. AZDPS IVP Fingerprint Clearance Card.

- Copy of the AZDPS IVP fingerprint (plastic); or
- Proof of the pending IVP application (Emailed receipt with “IVP tracking number or copy of paper IVP application with FP technician’s signature) and Conditional Early Release form signed by the superintendent.

3. Valid J1 Visa

- A copy of the valid J1 visa

4. Foreign Credential Evaluation (“FCE”)

- Verify the FCE is from an approved agency
- Verify the FCE indicates the equivalent of a Bachelor’s degree from an accredited college/university.
- Verify the foreign credential evaluation verifies a teacher preparation program in the requested certification area with student teaching. **Note:** A letter from the college/university department chair or dean (or equivalent) may be required if the FCE