

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:
<https://cms.azed.gov/home/GetDocumentFile?id=57a4d6dcaadebe130c51856d>
- 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/forms-and-information/certificates/>

Convert a Provisional Certificate to a Standard Certificate:
<https://cms.azed.gov/home/GetDocumentFile?id=598a8d483217e10ce0664857>

Reciprocal Certificate Page: <http://www.azed.gov/educator-certification/forms-and-information/reciprocity/>

Renewal of Certificate form on the ADE website:
<https://cms.azed.gov/home/GetDocumentFile?id=57a4d6dcaadebe130c51856d>

Substitute Teaching Certificate:

<https://cms.azed.gov/home/GetDocumentFile?id=57a4d90caadebe130c51857a>

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

Email: 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.*