

REQUIREMENTS TO  
**ADD AN APPROVED SUBJECT AREA TO A TEACHING CERTIFICATE**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ **Additional Approved Area Requirements**

*Approved Subject Areas may be added to an Elementary, Secondary, or Special Education (K-12) certificate.*

**Requirements to add an approved area are:**

1. Completed [Application for Certification](#).
2. Appropriate fee (See Application for Certification).
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card. For more information visit <http://www.azed.gov/educator-certification/fingerprint-clearance-card-ivp/>.
4. A valid Arizona Elementary, Secondary, or Special Education (K-12 or Birth-grade 12) teaching certificate.
5. Subject Knowledge Competency. **One of the following:**
  - A. **AEPA/NES:** A passing score on the appropriate [Arizona Educator Proficiency Assessment \(AEPA\) or National Evaluation Series \(NES\) Subject Knowledge Exam](#). If a proficiency assessment is not offered in a subject area, submit official transcripts documenting 24 semester hours of subject-related courses from an accredited institution.
  - B. **Out-of-State Exam:** A passing score on a substantially similar Subject Knowledge examination from another state or agency. Submit the original score report at time of application.
  - C. **NBCT:** A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a photocopy of the certificate.
  - D. **Degree in the Subject:** A Bachelor's, Master's, or Doctorate degree from an accredited institution in the appropriate subject area. Submit official transcripts.
  - E. **Teaching Experience:** Three years of full-time teaching experience in any state, including Arizona, in the appropriate subject area. Submit a [Verification of Teaching Experience](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience. Experience teaching in a foreign school does not meet this requirement.  
**NOTE:** To qualify for a waiver of an AEPA or NES exam in the subject areas of Science, Social Studies, Mathematics, or English at the high school level, you must have three years of full-time experience teaching the subject in grades 9-12.
  - F. **Post-Secondary Teaching:** Experience teaching courses relevant to the appropriate subject area for the last two consecutive years and for a total of at least three years, at one or more regionally or nationally accredited postsecondary institutions. Submit a verification letter from a department chair, dean, or personnel director, verifying employment for the specific durations from one or more qualifying postsecondary institutions.
  - G. **Work Experience:** Verification of a minimum of five years of work experience that is relevant to the subject area. "Work experience" means work experience identified in the submission of a resume verified by a hiring public school superintendent or personnel director or the Department of Education which demonstrates knowledge or skills relevant to the subject area.

**Options H and I may be used in lieu of 24 semester hours of coursework when an AEPA or NES Exam is not offered.**

- H. **ACTFL:** A passing score of Advanced Low on the American Council on the Teaching of Foreign Languages (ACTFL) for the speaking and writing exams may be used in lieu of 24 semester hours of coursework if an NES/AEPA language assessment is not offered.
- I. **Native American Language Proficiency:** Verification of Native American language proficiency may be used in lieu of 24 semester hours of coursework. Submit a letter on official letterhead from a person(s) or entity designated by the appropriate tribe.