

# ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

## EMERGENCY SUBSTITUTE CERTIFICATE

*THE CERTIFICATE IS VALID FOR ONE SCHOOL YEAR OR PART THEREOF AND EXPIRES ON THE FOLLOWING JULY 1. THE CERTIFICATE ENTITLES THE HOLDER TO SUBSTITUTE ONLY IN THE DISTRICT THAT VERIFIES AN EMERGENCY EMPLOYMENT SITUATION EXISTS AND IN THE TEMPORARY ABSENCE OF A REGULAR CONTRACT TEACHER. THE INDIVIDUAL HOLDING ONLY AN EMERGENCY SUBSTITUTE CERTIFICATE SHALL NOT BE ASSIGNED A CONTRACT TEACHING POSITION AND SHALL BE LIMITED TO 120 DAYS OF SUBSTITUTE TEACHING PER SCHOOL YEAR.*

➤ **All requirements for initial issuance of Emergency Substitute Certificate must be met.**

1. Associate's degree, high school diploma, GED, official high school transcripts with diploma posted or official university/college transcripts with posted high school graduation date.
2. The Request Form for Issue of Emergency Substitute Certificate completed and signed by the school district superintendent verifying an emergency employment situation exists.
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. Completed request with a money order, cashiers check or personal check **ONLY**, made payable to the Arizona Department of Education (ADE). **Cash will not be accepted.** Each initial issuance or re-issuance of the Emergency Substitute Certificate is \$60, and each additional issuance or re-issuance requested in the same school year is \$60. Fees are non-refundable.

➤ **Requirements for re-issuance of the Emergency Substitute Certificate are:**

1. Official transcripts showing 2 semester hours of academic courses completed since the last issuance of the Emergency Substitute Certificate. District in-service programs designed for professional development may substitute for academic courses. Fifteen clock hours of in-service is equivalent to one semester hour. In-service hours shall be verified by the district superintendent or personnel director. Individuals who have earned 30 or more semester hours are exempt from this requirement.
2. The Request Form for Issue of Emergency Substitute Certificate signed by the school district superintendent verifying an emergency employment situation exists.
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. Completed request with a \$60 money order, cashier's check or personal check **ONLY**, made payable to the Arizona Department of Education (ADE). **Cash will not be accepted. Fees are non-refundable.**

**\*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.**

**ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.**

[www.ade.az.gov/certification](http://www.ade.az.gov/certification)