



April 18, 2017

RE: Student Teaching Intern Certificate

Dear Educator Preparation Program Representative:

Your institution's written supervision plan for Student Teaching Interns was approved by the Board of Education on February 27, 2017. This email is to provide information on the requirements and application procedures for the Student Teaching Intern Certificate.

Requirements for the Student Teaching Intern Certificate

The Student Teaching Intern Certificate requires all of the following:

1. Enrollment in the culminating student teaching capstone experience of a Board approved educator preparation program (EPP);
2. An offer of employment from an Arizona district or charter school that has agreed to provide on-site mentorship and induction as indicated in the EPP's Board approved written supervision plan;
3. Completed coursework with a minimum GPA of 3.0 on a 4.0 scale or the equivalent;
4. A passing score on the required Arizona Professional Knowledge and Subject Knowledge exams that correspond to the teaching certificate the applicant is pursuing;
5. A valid Arizona Department of Public Safety IVP fingerprint clearance card;
6. If the applicant has been hired for a special education teaching position, a Bachelor's degree is required.

Application Process for the Student Teaching Intern Certificate

If a student teacher meets the above requirements, the following process should be used to apply for the Student Teaching Intern certificate:

1. A designated EPP representative completes the EPP Request for Student Teaching Intern Certificate and gives this request and all other pages of the application to the employing district or charter school.
2. The district or charter school superintendent completes the District/Charter School Request for a Student Teaching Intern Certificate and gives this request and the completed EPP request to the Student Teaching Intern applicant.
3. The Student Teaching Intern completes the Application for a Student Teaching Intern Certificate and submits all pages of the application and a \$60 fee to the Arizona Department of Education, Certification Unit.

Please email the names, contact information and signatures of the EPP representatives who will be the point of contact for all inquiries and responsible for completing the EPP Request for a Student Teaching Intern certificate to Beth.Driscoll@azed.gov. Please note that the Certification office will provide this information to student teachers and district/charter schools who are interested in pursuing the Student Teaching Intern certificate.

If you have any questions or concerns, please contact Beth Driscoll at (602) 364-2191 or Maura Yildirim at (602) 364-0127.