1. **District Verification – Human Resources Provides Verification**
   - **Standard Certificate Renewals** – HR must sign your renewal form to verify that 15 hours of Professional Development have been completed for each year within the valid dates of the certificate at hand (i.e. a 12-year certificate will require 180 hours of PD for renewal).
   - **Provisional Certificate Transfers (Conversions)** – Two years of full-time contact teaching is no longer required to convert/transfer a provisional certificate to a standard. You must submit documentation to ADE to show you have completed all allowable deficiency requirements. Please use the [Application to Transfer a Provisional Certificate to a Standard Certificate form](http://www.azed.gov/educator-certification) found at http://www.azed.gov/educator-certification.
   
   PD Hour verification services are provided on a walk-in basis during regular business hours from 8:00 AM – 4:00 PM on Wednesdays when ADE’s Tucson Office is open.
   - If staff is not available for verifications, documents can be left & you will be notified when ready (usually within 1-3 days). Please bring renewal forms and transcripts with you, as applicable.
   - All other ADE forms are available on [http://www.azed.gov/educator-certification](http://www.azed.gov/educator-certification).

2. **Submit Your Form to AZ Department of Education (ADE)**
   - **Online** – AZ Dept. of Ed now offers an option to [renew online](http://www.azed.gov/educator-certification/azedcert/). This is only available for renewal of existing or expired certificates (less than one year). For more information visit [http://www.azed.gov/educator-certification/azedcert/](http://www.azed.gov/educator-certification/azedcert/).
   - **Tucson Walk-in Services available on select Wednesdays** – at 400 W. Congress, Rm. 416, (8:00 AM – 4:00 PM). *ADE website posts the schedule of Tucson office dates on their website (web address above).*
   - **By Mail** – to PO Box 6490, Phoenix, AZ 85005-6490 (processing times posted on ADE’s website).
   - **Phoenix Walk-in Service** – available daily at 1535 West Jefferson (602) 542-4367.

3. **Pima County School Superintendent Stamp**
   - This step is no longer required for employees of TUSD, but many opt to continue having it registered & stamped. **Note:** most other Pima County districts still require this process.
   
   Address is 200 North Stone Ave, Tucson (corner of Stone and Alameda) 8:00 AM – 5:00 PM Monday through Friday. Phone number: (520) 740-8451. NO FEE.

***REMEMBER YOU MUST MAINTAIN YOUR RECORD UP TO DATE. Please provide a copy of your renewed certificate to both Human Resources and your site administrator immediately upon receipt***
PD HOURS VERIFICATIONS

*Tucson Unified provides verification services only – you will need to visit ADE for any renewal services.*

If you are unable to come in and wait to receive your verification, you may elect to drop off or send in your documents to HR (1010 E 10th Street, C/O Human Resources Bldg. A Rm 69). **Please include:** a signed renewal application form that indicates what certificate(s) you are renewing along with True North Logic transcript or other Professional Development certificates/transcripts to be counted or a transfer form.

You will be notified when it is ready for pick up (usually within 1-3 business days). Provide preferred contact information (phone number or email).

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TEACHING EXPERIENCE ONLY VERIFICATIONS

Verification of teaching experience are needed to add an endorsement or obtain a new certificate. Employee requests for experience verification can be emailed to hrdocs@tusd1.org. Please include information for which endorsement/certificate you are adding so we include the specific information ADE needs. You will be notified by email (or phone if preferred) when the verification form is complete (usually within 3 days).

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ADDITIONAL CERTIFICATE QUICK FACTS:

**Standard Teaching Certificates,** may be renewed up to 6 months prior to expiration and costs $20 per certificate. Certificates may be renewed with proof of 15 clock hours of professional development activities for each year of the certificate term (i.e. an 8-year certificate will require 120 hrs of PD, a 6-year certificate will require 90 hrs).

College coursework from an accredited institution should be posted on an official transcript. **Note** that one semester hour = 15 clock hours. You can use a combination of PD hours and college credits if needed. All hours need to be completed during the valid period of the certificate being renewed and must be verified by your district.

- **Please bring** your most recent transcript of professional development from the True North Logic Learning Portal along with any additional professional activity certificates earned outside of the district.

**Provisional Certificate Transfers,** may be submitted once you have satisfied all allowable deficiency requirements. **Note** the following changes to Board of Education rules for teaching certificates are now in effect:

- Two years of full-time teaching experience during the valid term of a Provisional Teaching certificate is no longer required to qualify for a Standard Teaching certificate.
- The Structured English Immersion (SEI) is no longer required to maintain a valid Arizona teaching certificate. However, the SEI, English as a Second Language (ESL), or full Bilingual endorsement is required for teachers who are instructing students in Arizona's Structured English Immersion models.

Provisional CTE certificates are unique and holders need to contact ADE for your renewal requirements.

**Reciprocal and other types of Certifications not listed** have specific requirements and do not require TUSD verification, so you may want to research before coming to Human Resources for verification assistance.

You can contact the Arizona Department of Education at (602) 542-4367 or view their website if you have specific questions not found here: [http://www.azed.gov/educator-certification](http://www.azed.gov/educator-certification).