

Certified Staff (Out-of-State) Applicants

	<p>Certified staff positions include:</p> <ul style="list-style-type: none"> • Guidance Counselor • Interventionist • Psychologist • Speech Language Pathologist • Teacher
1	<p>COMPLETE ONLINE EMPLOYMENT APPLICATION</p> <ul style="list-style-type: none"> • Include all applicable experience (used in calculating initial salary) • 3 <u>professional work</u> references • Explanation of all gaps in employment • Attach documents
2	<p>OBTAIN ARIZONA IVP FINGERPRINT CLEARANCE CARD</p> <p>A fingerprint clearance card from the state of Arizona is an essential requirement of the application for teacher certification. The cost of fingerprint rolling and application processing is the responsibility of the applicant. (click or refer to fingerprint directions)</p>
3	<p>OBTAIN TEACHER CERTIFICATION IN YOUR <u>CURRENT</u> STATE</p> <p>Arizona Department of Education will issue a valid, comparable out of state teaching certificate from any other state in the U.S.</p>
4	<p>ORDER OFFICIAL TRANSCRIPTS</p> <p>Submit original, official transcripts showing all conferred degrees. DO NOT OPEN SEALED ENVELOPES.</p> <ul style="list-style-type: none"> • Electronic transcripts must be sent directly from your university to personnel@lhusd.org OR • Official <i>sealed</i> hard copies of transcripts mailed to LHUSD Personnel Department, 2200 Havasupai Blvd, Lake Havasu City, AZ 86403
5	<p>VERIFICATIONS OF EMPLOYMENT</p>
6	<p>ONBOARDING PAPERWORK</p> <ul style="list-style-type: none"> • Complete online hire packet; authorize background check to be completed • Salary Placement/Welcome letter • District will complete online at Background check (employee responsible for fee)
7	<p>AZ DEPARTMENT OF EDUCATION CERTIFICATION</p> <p>You are required to hold a valid Arizona teaching certificate to be employed as a teacher in LHUSD; an HR Specialist will help you with the application process. <i>The process cannot start unless you have an IVP Fingerprint Card from the Arizona Department of Public Safety first.</i></p>
8	<p>BRING NECESSARY DOCUMENTS TO COMPLETE THE HIRING PROCESS BY APPOINTMENT</p> <ul style="list-style-type: none"> • Two forms of identification for the I-9 • Social Security Card (for payroll purposes) • Content Exam Results • Checkbook or money order to pay for AZ certification application fees
9	<p>PAYROLL & BENEFITS</p> <p>The Payroll Department will contact you to enroll in medical and other benefits.</p>

Welcome to LHUSD!

PLEASE COMPLETE THE FOLLOWING NEXT STEPS:

1. OBTAIN ARIZONA IVP FINGERPRINT CLEARANCE CARD

A fingerprint clearance card from the state of Arizona is an essential requirement of the application for teacher certification. The cost of fingerprint rolling and application processing is the responsibility of the applicant. There are two different processes for obtaining an application packet for a fingerprint card. One is for out-of-state applicants and the other is for applicants currently residing in the state of Arizona.

Out-of-State Packet Process*

You MUST mention your need for an *IVP packet for Teacher Certification*.

There are three options available:

Request an *IVP packet for Teacher Certification* by 1) calling the Arizona Department of Public Safety at: (602) 223-2279, Monday-Friday, 8am-5pm; or 2) faxing the AZ Department of Public Safety at (602) 223-2947 and request an *IVP packet for Teacher Certification*; or 3) mailing the Arizona Department of Public Safety, Applicant Clearance Card Team (ACCT), P.O. Box 18390, Phoenix, AZ 85005-8390

*Important Notice: If you are out of state, the process can take several weeks so it is important that you do this as soon as possible.

Contact your local law enforcement agency or a private fingerprint service to find out if they can roll/take your fingerprints. Present them with the *IVP packet for Teacher Certification* to process your fingerprints. Bring a valid driver's license, state or government issued ID card, or passport.

2. OBTAIN TEACHER CERTIFICATION IN YOUR CURRENT STATE

The Arizona Department of Education Certification Unit may issue a comparable teaching certificate to an applicant who holds a valid, comparable certificate in another state and is in good standing in that other state. Applicants may also qualify to add additional approved areas or endorsements to existing teaching certificates if they hold a valid, comparable approved area or endorsement in another state. *Individuals who qualify under Certification Reciprocity Rules are exempt from Arizona educator exam requirements.*

3. ORDER OFFICIAL TRANSCRIPTS

You must submit original, official transcripts showing all conferred degrees. LHUSD accepts mailed or electronic transcripts. Electronic transcripts must be send directly from your university to: Personnel@lhusd.org

- Mail original official hard copies directly to: LHUSD #1, Personnel Department, 2200 Havasupai Blvd, Lake Havasu City, AZ 86403
- **DEADLINE** to turn in all transcripts is 60 days from your official hire date

Foreign Degrees: Applicants with academic training and degrees granted out the United States MUST submit a credential evaluation report that includes a statement of degree equivalency and a breakdown of the coursework and semester hour credits. A partial list of approved agencies can be found out at www.naces.org.

4. VERIFICATIONS OF EMPLOYMENT

Newly certified LHUSD employees are awarded up to 5 years full-time teaching experience. Electronic VOE forms will be sent to your application email to forward to all eligible former employers. Upon receipt of VOE forms, appropriate experience credit will be issued for placement on the salary schedule.

You will be paid a beginning teacher salary until all Verifications of Employment and official transcripts are received by the Personnel Department.

5. ONBOARDING PAPERWORK

6. ARIZONA DEPARTMENT OF EDUCATION CERTIFICATION

7. BRING NECESSARY DOCUMENTS TO COMPLETE THE HIRING PROCESS

- To complete the I-9 form, employees must provide documentation to LHUSD to show their identity and authorization to work. [Click here for acceptable documents.](#)
- Social Security Card for payroll purposes

- Content Exam Results (NES, AEPA, out of state exam)
- Check or Money Order to pay for AZ Department of Education certification application fees

Helpful LHUSD Resources

Staff Calendars ([hyperlink](#))

Pay Dates ([hyperlink](#))

IT Helpdesk ([hyperlink](#))