

Steps to acquire Substitute Certificate

For the State of Arizona

1. Obtain Fingerprint Clearance Card from Arizona Department of Public Safety.
 - a. Fill out top portion of application (three part form)
 - b. Obtain a money order or cashier's check for \$69.00 payable to DPS.
 - c. Fill out top portion of Fingerprint card (8"x8" card)
 - d. Have a law enforcement agency take the Identity Verified Prints.
 - e. The law enforcement agency must mail the application, card and payment in provided postage paid blue envelope.

2. Request 2 sets of official transcripts for any and all units/degrees acquired.

3. Fill out Application for Certification from the Arizona Department of Education and include the following: You can mail or process in person at ADE. See www.ade.az.gov for more information.
 - a. Photocopy of IVP fingerprint card
 - b. Money order, cashiers or personal check for \$60.00 payable to ADE.
 - c. 1 set of Official transcripts.

4. Complete Certified Employment Application for the District(s) you want to be a substitute for.
 - a. Turn in employment application to District with the Fingerprint Clearance Card, resume, transcripts and Substitute Certificate.
 - b. District will register Certificate with county and return to you.
 - c. District will place you on their Board Agenda for Board Approval.