Secondary Education Certificate Program
Steps for Progression into Program

The Mary Lou Fulton Teachers College offers students both course work and clinical experiences that align with state standards for Arizona teacher certification. Students are typically ready to begin the education program junior or senior year. Students can also complete this program as a post-baccalaureate program of study.

Progression Requirements:

- A copy of both sides of an IVP DPS Fingerprint Clearance Card
- Content knowledge proficiency demonstrated with a minimum of 24 credits in your major or appropriate teacher certification exam
- Completed Progression Pathway Form (indicating whether you will be completing the program over two, three or four semesters)
- 2.5 CUM GPA will be required to progress into your final semester of student teaching

How to prepare:

1. **Meet with a Teachers College advisor** at your campus for information about preparing for and enrolling in the secondary education certificate program. Your advisor will help you complete the paperwork necessary to add the certificate to your degree plan.

2. **Take the appropriate courses (24 credits in content area) or pass Arizona educator exam** required to demonstrate subject knowledge proficiency in the area you plan to teach. A passing score on the appropriate subject knowledge exam is required prior to enrollment in certificate program courses if your major does not provide a minimum of 24 credits in the area you plan to teach. Secondary exams can be taken in the following subjects: biology, business, chemistry, Chinese (Mandarin), earth and space science, economics, English, French, general science, geography, German, history, mathematics, physics, political science, Spanish, and theatre: [www.aepa.nesinc.com](http://www.aepa.nesinc.com)

3. In order to be admitted to the secondary education certificate program you must also have a valid DPS (Department of Public Safety) **IVP Fingerprint Clearance Card.** Obtaining a fingerprint card can a few weeks, so it’s important to plan ahead to avoid delays to degree completion. For online application services and to schedule an appointment for digital printing, go to: [www.azdps.gov/services/fingerprint](http://www.azdps.gov/services/fingerprint). Be sure to select (IVP) Identity Verified Prints volunteer or student (NOT regular application). On sponsors page select: Tutor or Teacher Preparation Program ARS 15-534

4. Once you are admitted to ASU, have demonstrated proficiency in the subject you plan to teach, and have a valid DPS IVP fingerprint card, your Teachers College advisor will help you **submit the online form** needed to notify Teachers College you are ready to begin the certificate program. This form should be completed the semester before you plan to start with the **recommended deadline of October 1 for a spring start and March 1 for a fall start.**

5. Once your transcripts, test scores (if needed) and fingerprint card have been reviewed, you will be invited **to attend an orientation** where you will receive information about course and internship requirements. Attendance at the workshop is mandatory and is a pre-requisite to course registration.

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