

**R7-2-614. Other Teaching Certificates**

A. Except as noted, all certificates are subject to the general certification provisions in R7-2-607.

**B. Substitute Certificate - PreK through 12**

1. The certificate is valid for six years and renewable by reapplication.
2. The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. A person holding only a substitute certificate shall not be assigned a contract teaching position.
3. An individual who holds a valid teaching or administrator certificate shall not be required to hold a substitute certificate to be employed as a substitute teacher.

~~4. A person holding only a substitute certificate shall be limited to teaching 120 days in the same school each school year.~~

~~5.~~ 4. The ~~requirement~~ requirements for issuance ~~is~~ are:

a. A bachelor's degree, and

b. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

~~6.~~ 5. Substitute certificates previously issued as valid for life under this Section shall remain valid for life.

~~7. A person holding only a substitute certificate may be exempt from the limit on teaching 120 days in the same school each school year if the school district superintendent has provided verification to the Department of Education that the position is continuously advertised on a statewide basis at a minimum of three sites with at least one being a higher education institution and that a highly qualified and employable candidate was not found. An exemption from teaching 120 days shall not be granted to the same individual more than three times.~~

**C. Emergency Substitute Certificate - PreK through 12**

1. The certificate is valid for ~~one~~ two school ~~year~~ years or part thereof. The expiration date shall be ~~the following~~ July 1 in the year of expiration.

2. The certificate entitles the holder to substitute only in the district ~~or charter school~~ that has a verified ~~verifies that an~~ emergency employment situation ~~exists~~.

3. The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. A person holding only an emergency substitute certificate shall not be assigned a contract teaching position.

4. The holder of an emergency substitute certificate shall be limited to 120 days of substitute teaching ~~per school year~~ in the same school each school year. A person holding an emergency substitute certificate may be exempt from the limit on teaching 120 days in the same school each school year if the school district superintendent or charter school administrator provides verification to the Department that the position has been continuously advertised on a statewide basis at a minimum of three sites with at least one being a higher education institution and that an employable candidate was not found. An exemption from teaching 120 days shall not be granted to the same individual more than three times.

5. The requirements for initial issuance are:

a. A high school diploma, General Education diploma, or associate's degree;

b. Verification from the school district superintendent ~~or charter school administrator~~ that an emergency employment situation exists; and

c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

Emergency Substitute and Substitute Certificate

As Recommended by Certification Advisory Committee December 7, 2021

Updated January 21, 2022

6. The requirements for each reissuance are:

- a. Two semester hours of academic courses completed since the last issuance of the Emergency Substitute Certificate. District in-service programs designed for professional development may substitute for academic courses. Fifteen clock hours of in-service is equivalent to one semester hour. In-service hours shall be verified by the district superintendent, ~~charter school administrator~~ or personnel director. Academic courses and in-service programs completed pursuant to this section may include classroom management and professionalism and ethics. Individuals who have earned 30 or more semester hours are exempt from this requirement,
- b. Verification from the school district superintendent ~~or charter school administrator~~ that an emergency employment situation exists, and
- c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.