



Steps to Obtain an Arizona Substitute Certificate

Step 1: Obtaining a Fingerprint Clearance Card

Call the Arizona Department of Public Safety (DPS), Clearance Card Team, 602-223-2279, and state that you are going to apply to be a substitute teacher. The DPS will send you an application form, a card to have your fingerprints rolled and a self-addressed envelope for sending the materials back to DPS. You will then need to go to a facility (Phoenix Police Department, UPS Stores, etc.) that fingerprints individuals.

The cost for a Certified/Teacher Fingerprint Clearance card issued by the Department of Public Safety (DPS) is \$67.00. DPS requires payment with a money order or cashiers check in the exact amount made payable to DPS.

In approximately 6 to 8 weeks you will receive a fingerprint clearance card (looks a little like a credit card or ID card) mailed to your address. You **MUST** wait to receive the card before you can apply for an Arizona Substitute Certificate.

Step 2: What can be done while waiting for the fingerprint card:

Obtain official college transcripts indicating a bachelor's degree. Go to Arizona Department of Education at www.azed.gov where you can download an application for the Substitute certificate. The application cannot be completed on-line but to save time it can be completed while waiting for the fingerprint clearance card. Another money order or personal check will be needed for the AZ Department of Education ("ADE") in the amount of \$60.

Step 3: The Arizona Substitute Certificate:

If you have completed all the above, take or mail the following to the Arizona Department of Education:

1. DPS Fingerprint Clearance card
2. AZ Department of Education Substitute application
3. Official college transcripts/Bachelor's degree
4. Money order or personal check for \$60

ADE's address is 1535 W. Jefferson, Phoenix. If you have questions for ADE, they can be reached at 602-542-5393 or 1-800-352-4558.

Once a current and valid fingerprint clearance card and Substitute Certificate have been obtained, go to www.peoriaud.k12.az.us

Click: Join our Team

Click: Substitute Teacher Info

Then to apply for a Substitute Teacher Position, Click (***HERE***) and follow the directions.

The PUSD Substitute Coordinator can be reached at 623-486-6064 or ariess@peoriaud.k12.az.us.