



Steps to Obtain an Arizona Substitute Certificate

Step 1: Obtaining a Fingerprint Clearance Card

Call the AZ Department of 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 return self-addressed envelope for sending the materials back to the DPS.

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 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 www.ade.state.az.us 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 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. Copy of the DPS Fingerprint Clearance Card
2. Completed AZ Department of Education Substitute application is completed
3. Official college transcripts
4. Money order or personal check for \$60

ADE's address: 1535 W. Jefferson, Phoenix

Mailing address: P. O. Box 6490, Phoenix 85005-6490

If you have any questions for ADE, they can be reached at 602-542-4000.

Once a current and valid fingerprint clearance card and substitute certificate have been obtained, go to www.peoriaunified.org, click on Staff, Join Our Team, then click on Quick links & Apply For a Job.