

Obtaining a Substitute Certificate

The first step is to obtain an IVP Fingerprint Card.

You **MUST** have an IVP card in order to apply for a certificate.

Flowing Wells School District schedules fingerprinting sessions in the Human Resources office.

If you have questions about fingerprinting, or to RSVP, please contact Human Resources at 520-696-8822.

To obtain a fingerprint card, you'll need the following:

- Driver's license/photo ID
- \$67.00 money order or cashier's check made payable to the Department of Public Safety.
Exact amount needed, no personal checks or cash.
- \$10.00 check, cash, money order, cashier's check made payable to Eagle Fingerprinting.



Fingerprint cards can take 4-6 weeks to arrive. Please plan accordingly.

For more information about fingerprint clearance cards, visit www.azdps.gov.

After you receive an IVP Fingerprint Card, you can apply for a Substitute Certificate.

You can apply for a certificate three ways:

ONLINE

www.azed.gov/educator-certification

BY MAIL

Send application, payment, and all materials to:

ADE – Certification

P.O. Box 6490

Phoenix, Arizona 85005-6490

IN-PERSON

Visit the Certification Counter at:
Arizona Department of Education
1535 West Jefferson Street

Phoenix, AZ 85007

Hours for the Certification Counter:

8:30 – 4:30

For certification, you will need:

- Fingerprint Clearance Card
- Picture ID
- Official transcripts
- Substitute application (*found online*)
- \$60.00 check or money order. *Cash payments are not accepted.*



Certification questions?

Call ADE at 602-542-4367

Email ADE at certification@azed.gov

**After you have a Fingerprint Card and a Substitute Certificate,
you can apply to work in the Flowing Wells District at
www.floatingwellsschools.org/employment/substitute_for_f_w**