University of Arizona
College of Education

Instructions for
Institutional Recommendation Application for Certification

The Institutional Recommendation – Application for Certification (IR) facilitates and accelerates the certification process. Review the following information carefully before completing the attached forms.

Return the COE Information Sheet to Letty Gutierrez, Student Services, Room 247, College of Education, by October 1 for December graduation (or post-baccalaureate completion) or by March 1 for May/August graduation (or certification completion). This allows us to complete your application in a timely manner as soon as your program is officially completed.

Official Completion

Undergraduate students - Bachelors degree must be posted by Graduation Services (usually 1-4 weeks after finals).
Graduate students - Masters degree must be posted by Graduate Graduation Services (usually 1-4 weeks after finals)
Certification students - all grades for the current semester must be posted (usually 1-2 weeks after finals).

Must also provide copy of official transcript to verify previous degree awarded

Reminder for undergraduate students

- Your degree will not be posted (official completion) if coursework for your degree is incomplete. If you have an incomplete grade on a course, correspondence work that has not been graded, or courses that have not been transferred to the University and these courses are necessary for your degree, your degree will not be posted.
- Completion of the U.S. and Arizona Constitutions is a College of Education degree requirement.
- You MUST process a degree check in order to graduate.

Complete the attached forms:

- College of Education Information Sheet for Institutional Recommendation (white sheet).
  Complete BOTH sides of the white Information Sheet.
  Be sure to sign and date the Family Educational Rights and Privacy Act of 1974 (FERPA) statement.
- If non-degree seeking please provide transcripts from institution you received your degree from.

If you change your address after filing your application, please inform Letty Gutierrez via email or phone.

THE INSTITUTIONAL RECOMMENDATION WILL BE SENT TO YOUR EMAIL

Please DO NOT include payment to the College of Education when you submit the Information Sheet
Payment will be required only when you submit the Institution Recommendation to the Arizona Department of Education after completing the Teacher Preparation Program.

If you have any questions, contact Letty Gutierrez at (520) 621-7865 or olgutier@email.arizona.edu

College of Education
University of Arizona
P. O. Box 210069
Tucson, Arizona 85721-0069
Attn: Letty Gutierrez, RM247

06/2010
College of Education Information Sheet for Institutional Recommendation

Please print legibly. Complete both sides. Date: ____________________

Name: ___________________ Last __________ First __________ Middle/Maiden/Previous __________

SS# ___________________ SID# ___________________

Address: ___________________________ (address after graduation)

City: __________________________ State __________ ZIP __________

Phone Number: __________________________

E-Mail: __________________________

Date of Birth: ___________ ☐ Male ☐ Female

1. Predominant Ethnic Background:
(required for Federal reporting purposes)
☐ Hispanic ☐ Black ☐ Asian or Pacific Islander ☐ American Indian/Alaskan Native ☐ Caucasian and all others

2. Student teaching completed in grade level(s): K 1 2 3 4 5 6 7 8 9 10 11 12
(Circle grade level)

3. Please check the certificate for which you are applying:
☐ Early Childhood (birth – age 8) ☐ Elementary (K-8) ☐ Special Education -- (i.e., LD, MR, etc.)
☐ Secondary (7-12) ☐ Major ____________________ ☐ Supervisor ☐ Principal ☐ Superintendent
☐ School Psychologist ☐ School Counseling & Guidance (majors are listed on back of this form)

4. Please check the *K-12 endorsement for which you are applying. (Only these endorsements can be submitted by IR.)
☐ Art/Art Education (K-12) ☐ PE (K-12) ☐ Music/Music Education (K-12)
*See reverse side for endorsements available from the Arizona Department of Education.

5. U.S. Constitution ☐ Yes ☐ No Arizona Constitution ☐ Yes ☐ No SEI :
☐ Foundation (list course) ☐ Methods (list course)

6. Degree:
Bachelor ☐ Masters ☐ Education Specialist ☐ Doctorate ☐ Post Baccalaureate

Date of Completion: __________________________

Are you in:
☐ College of Science Teacher Preparation Program ☐ Teach AZ ☐ Other: ____________________ (name program)

7. Please list all universities/colleges where course work was completed (use additional page if necessary):

<table>
<thead>
<tr>
<th>University/College</th>
<th>Location (City, State)</th>
<th>Major</th>
<th>Degree Awarded</th>
<th>Date Awarded</th>
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Rev. 06/2010
Family Educational Rights and Privacy Act of 1974 (FERPA)

In certain instances in the processing of your academic and certification paperwork, we may need a signed statement authorizing us to access and release particular academic information to states or agencies requesting it for certification purposes. Your release of this information is optional, but requesting states likely will not approve your application for teacher/administrative/school psychologist/school counseling and guidance certification without the requested information.

I authorize The University of Arizona Registrar’s Office to release my transcripts to Letty Gutierrez, COE Student Service. I further authorize Letty Gutierrez, to release that information to third parties.

Signature ____________________________ Date ____________

Secondary Majors

Agricultural Education
Art Education
Dance
English
Extended English
Family and Consumer Science
French
German Studies

Health Education
History
Latin
Mathematics
Music Education
Physical Education
Political Science
Russian

Science Education
Biology
Chemistry
Earth Science
Physics
General Science
Social Studies
Spanish
Theatre Arts Education

K-12 endorsements (unless noted differently)

These endorsements are available ONLY by presenting transcripts for evaluation to the Arizona Department of Education.

Please check the endorsement(s) you will request from the Arizona Department of Education.

☐ Bilingual K-8
☐ Bilingual 7-12

Specify language

(If Spanish, the Arizona Classroom Teacher Spanish Proficiency Examination must be passed.)

☐ Dance
☐ Dramatic Arts

☐ English as a Second Language
☐ Gifted Education

☐ Library Media Specialist
☐ Mathematics Specialist

☐ Reading Specialist

OFFICE USE ONLY

Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Date enter in database: ____________________________

Initials: ____________________________