

# 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](mailto:olgutier@email.arizona.edu)

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



# College of Education Information Sheet for Institutional Recommendation

Please print legibly. Complete both sides.

Date: \_\_\_\_\_

<b>Name:</b> _____		
Last	First	Middle/Maiden/Previous
<b>SS#</b> _____	<b>SID#</b> _____	_____
<b>Address:</b> _____		
(address after graduation)		
<b>City:</b> _____	<b>State</b> _____	<b>ZIP</b> _____
<b>Phone Number:</b> _____		
<b>E-Mail</b> _____		
<b>Date of Birth:</b> _____	<input type="checkbox"/> Male	<input type="checkbox"/> 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 \_\_\_\_\_ (majors are listed on back of this form)  
 \_\_\_ Supervisor    \_\_\_ Principal    \_\_\_ Superintendent    \_\_\_ School Psychologist    \_\_\_ School Counseling & Guidance

**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 :** \_\_\_\_\_  
 \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 (list course)    (list course)    (list course)    **Foundation**    **Methods**  
 \_\_\_\_\_    \_\_\_\_\_  
 (list course)    (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):**

University/College	Location (City, State)	Major	Degree Awarded	Date Awarded

Name: \_\_\_\_\_ Date emailed: \_\_\_\_\_

**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:**

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**Date enter in database:** \_\_\_\_\_

**Initials:** \_\_\_\_\_