

What is a Teaching Intern Certificate? It is a type of teaching certificate awarded by the Arizona Department of Education (ADE): Click [HERE](#) for link. This certificate enables the holder to enter into a teaching contract while completing requirements for an Arizona Provisional Teaching Certificate. NAU's program is specific to Special Education-Mild/Moderate, Special Education-Early Childhood, Teaching Science w/Cert (MAT-S), and Elementary Education with Certification. The Intern Certificate is good for two years and may be renewed for two consecutive additional years, if needed.

NAU Requirements

What are NAU's requirements for Teacher Internship Preparation Program (TIPP) candidates?

1. Admission to the NAU Graduate College in one of the following programs: *MAT-S Teaching Science w/Cert, M.Ed. Elementary with Certification, M.Ed. Special Education-Mild Moderate Disabilities with Certification, or M.Ed. Early Childhood Special Education with Certification*
 - a. Submit application to the Graduate College: <http://nau.edu/GradCol/Admissions/Application/>
 - b. Must have a bachelor's or more advanced degree from an accredited institution with a GPA of 3.0 or higher, or eligible for admission to the Professional Education Program at NAU.
2. Admission to the Professional Education Program (PEP)
 - a. ENG 105 or equivalent with a minimum English GPA of 3.0
 - b. College Algebra or an approved math course with a minimum grade of C
 - c. One lab science course with a minimum grade of C
 - d. Valid IVP Fingerprint Clearance Card (copy of the front & back)
3. Completion of a Program of Study with your advisor
4. Completion of the TIPP Application packet which includes a Student Teaching Intern Written Supervision Plan

Arizona Department of Education (ADE) Requirements

Where do I apply for the Teaching Intern/Alternative Teaching Certificate? Applications for the Alternative Teaching Certificate are available from <https://cms.azed.gov/home/GetDocumentFile?id=57a606fbaadebe02a4f4f3d6>. After you have applied and are approved for the NAU TIPP program, submit the following to the Arizona Department of Education (ADE) office in Phoenix:

1. Completed ADE Alternative Teaching Certificate application
2. Money order or personal check for application fees (ATA Recipients fees are waived. Contact ATA office for information)
3. Photocopy of valid Arizona IVP fingerprint card
4. Official transcripts documenting a Bachelor's or more advanced degree from an accredited institution
5. Program Verification Letter from NAU indicating enrollment in an approved teacher preparation program

How do I obtain the Program Verification Letter from NAU? Once you have submitted the TIPP Application packet, Professional Education Program (PEP) Office will provide you with the Program Verification Letter from NAU.

Local Education Agency (LEA)/School District Requirements

Are there special requirements for the LEA/school districts participating in the TIPP program? Yes, the LEA/School District are required to provide onsite support to the intern. The LEA/School District will need to complete the Student Teaching Intern Written Supervision Plan which is part of the TIPP application packet. The Student Teaching Intern Written Supervision Plan outlines the responsibilities of the LEA/School District.

FAQs

- ***Why do I have to “Student Teach” if I am the teacher in my own class?***
Student Teaching is a state requirement for any certification program and must be verified on official transcripts. The Teaching Intern Certificate method of completing your student teaching requires that you be under university supervision until you have met the state certification requirements. Each term you are enrolled in Student Teaching you are under the guidance and mentorship of an NAU university supervisor.
- ***Are there any requirements for a school district hiring a Teaching Intern Certificate candidate?***
Arizona Department of Education requires that schools or districts provide a mentor to support, advice, and encourage Teaching Interns in conjunction with NAU faculty and university supervisors.
- ***Are there additional forms for Student Teaching?***
Yes, you must complete the Student Teaching application. The Student Teaching application must list the hiring district, school, and grade(s) to be taught in the Special Request section. Student teaching applications are due October 15th for the following fall, March 15th for the following spring.
- ***My Teaching Intern/Alternative Teaching Certificate is about to expire. How do I renew it?***
Teaching Intern Candidates who have met all the requirements for *Satisfactory Progress* can contact the Professional Education Program (PEP) Office for a Satisfactory Progress letter. This letter needs to accompany the Application for Extension of a Teaching Intern Certificate
<https://cms.azed.gov/home/GetDocumentFile?id=57a50763aadebe130c518662>
- ***What is Satisfactory Progress?***
Satisfactory progress is determined by the following:
 - Candidates have passed program coursework with a “B” or higher
 - Candidates must be on track to complete their M.Ed. program
 - Candidates must be in good academic standing with NAU
 - Candidates must be fully admitted to the Professional Education Program
- ***What if I have not met the Satisfactory Progress requirements?***
 - NAU will not be able to verify to the AZ Department of Education that you have met the requirements for the Teaching Intern Certificate
 - Your Intern Certificate will expire
 - It will take five years to be eligible to reapply for another Intern Certificate
- ***Is there anything else I should be aware of?***
The State of AZ requires all teacher candidates to have a course(s) or an appropriate examination(s) that meets AZ Constitution and US Constitution. There are many classes that can be used to meet these requirements. If you have not previously met this requirement, you can complete this requirement through coursework at NAU or any Arizona Community College. Completion of the constitution requirement is required before an Institutional Recommendation for Arizona Teacher Certification can be issued.

APPLICATION FORM

LAST NAME	FIRST NAME	MIDDLE NAME		
NAU ID #	NAU E-MAIL ADDRESS			
MAILING ADDRESS	CITY	STATE	ZIP	PHONE#
Anticipated Student Teaching Term/Year				
Spring or Fall Year: _____				
PROGRAM – check one				
<input type="checkbox"/> M.Ed. Elementary with certification <input type="checkbox"/> MAT-S Teaching Science w/Cert (MAT-S) <input type="checkbox"/> M.Ed. Special Education with certification – Mild/Moderate Disabilities Certified <input type="checkbox"/> M.Ed. Special Education with certification - Early Childhood Special Education				
APPLICATION CHECK LIST				
<p>A complete application includes the following:</p> <ul style="list-style-type: none"> • TIPP Application form • Student Teaching Intern Written Supervision Plan <p>Email the complete packet to the Professional Education Program Office: Shauna.Scheffner@nau.edu</p>				

Candidates must READ and INITIAL each line.

- _____ I understand that my participation in the TIPP program is contingent upon the availability of an NAU supervisor in the location I am requesting for student teaching.
- _____ I understand if I change my employment and secure another full-time teaching position, I will need to re-apply and be accepted to continue in the TIPP program. There must be clear evidence of satisfactory progress in the first placement. Be aware that the TIPP continuation placement can be denied, and a traditional student teaching placement may be required.
- _____ I understand that I must demonstrate satisfactory progress with teaching skills, knowledge, and dispositions. If I fail the TIPP student teaching, I have one more opportunity to be successful. This must be completed in a traditional student teaching assignment.
- _____ I understand that I must submit a Student Teaching application in accordance with the College of Education's policies and deadlines.
- _____ I understand that the semester of student teaching MUST coincide with my program completion.
- _____ I understand that I must submit a complete TIPP Application packet before I will be issued a Program Verification Letter for the Intern Certificate.
- _____ I confirm that the information provided in this application is true and correct to the best of my knowledge and that the documents submitted in support of the application are accurate and have not been altered in any way.

Applicant's Name-Please Print

Applicant's Signature

Date

- Questions regarding this application should be directed to the Professional Education Program Office at (928) 523-0358.

**Student Teaching Intern
Written Supervision Plan**

(The yellow highlighted areas
must be completed.)

This collaborative training agreement is between:

Name of Local Education Agency (LEA):

Address:

Phone Number:

Email:

Name of Principal/Superintendent/Designated Administrator:

AND:

Name of Board Approved Educator Preparation Program: NAU Professional Education Program

Address: 801 S. Knoles Drive, Flagstaff, AZ 86011-5774

Phone Number: 928-523-0538

Name of Program Director: Shauna Scheffner

FOR:

Name of Student Teaching Intern:

Address of Student Teaching Intern:

Phone Number of Student Teaching Intern:

Email Address of Student Teaching Intern:

This Written Supervision Plan is between the Local Educational Agency (LEA) and the Educator Preparation Program (Program) and is in accordance with A.A.C. R7-2-614 Other Teaching Certificate approved by the Arizona Board of Education. The establishment of the plan is for the purpose of defining the nature and scope of a planned organized Student Teaching Intern (Intern) experience designed to facilitate the development of the Student Teaching Intern skills and competencies in the provision of high quality teaching consistent with applicable legal, ethical and professional standards. This plan will also specify the duties and responsibilities of the Supervising Practitioner identified by the LEA and the Supervisor assigned by the Intern's Program.

Establishing the Student Teaching Intern Placement:

1. The Designated Administrator (i.e., superintendent, principal or head) of the LEA agree that all aspects of this student teaching intern experience will be carried out in accordance with all requirements of the A.A.C. R7-2-614 Other Teaching Certificates, and all other applicable statutes and rules.
2. The LEA will establish a Supervising Practitioner for this internship experience subject to approval by the Program.
3. The LEA will communicate directly with the Director of the Educator Preparation Program or Designee regarding the experience that will be provided for the Student Teaching Intern.
4. Through a mutually agreed upon decision between the LEA and the Educator Preparation Program, the Student Teaching Intern who does not fulfill the requirements of the internship may be eligible to complete the student teaching capstone experience through traditional student teaching experience as defined by the respective Educator Preparation Program and by A.A.C R7-2-604.
5. The Educator Preparation Program (EPP) will indicate the professional development required of the Supervising Practitioner of the Student Teaching Intern. This professional development may be offered in partnership with the LEA and or other appropriate entities qualified to provide professional development.
6. Compensation for the Supervising Practitioner for the additional responsibilities related to the supervision of a Student Teaching Intern should be covered by the LEA and must be prearranged in writing with the duties and expectations clearly outlined in the agreement.

Responsibilities of the Educator Preparation Program Supervisor (Program Supervisor):

1. The Student Teaching Intern will complete an orientation facilitated by the EPP, upon obtaining the Student Teaching Intern Certificate.
2. The Student Teaching Intern will be assessed formally by the Program Supervisor using the established processes determined by the program for student teaching experiences.
3. Program Supervisors will collaborate with the LEA Supervising Practitioner and the Student Teaching Intern, and provide a report of these evaluations to the LEA Supervising Practitioner and the Student Teaching Intern.
4. Program Supervisors will review logs and other forms to ensure that adequate supervision and mentorship is being provided to the Student Teaching Intern.
5. The Student Teaching Intern will be deemed to have completed the experience upon meeting the Educator Preparation Program catalog and syllabus requirements for student teaching experiences.
6. Site and program expectations will be established in conjunction with the LEA Supervising Practitioner and the Program Supervisor.
7. Normally, the Student Teaching Intern should not be responsible for extra duties (e.g., coaching, substituting, monitoring, extensive committee responsibilities and other additional assignments).
8. The Program Supervisor will complete in-class observation/evaluation meetings consistent with program expectations with the Student Teaching Intern and Supervising Practitioner.
9. The Program Supervisor and the Supervising Practitioner will participate in an agreed upon number of supervision and evaluation meetings with the Student Teaching Intern.
10. The Program Supervisor will complete required forms established by the Program.
11. The Program Supervisor will provide information regarding professional development training experiences and ensure that the Student Teaching Intern has the opportunity to participate in these experiences.
12. Upon meeting programmatic requirements, the responsibility of the Program Supervisor ceases.

Qualifications of the Local Education Agency (LEA) Supervising Practitioner:

1. The Supervising Practitioner will be located in the same school building as the Student Teaching Intern.
2. The Supervising Practitioner shall meet the Standards for Arizona Teachers and have the experience with a variety of teaching strategies.
3. The Supervising Practitioner shall have a minimum of three years of teaching experience and must be appropriately certified, and have the content knowledge and training, in the areas of emphasis in which the Student Teaching Intern is being placed.
4. The Supervising Practitioner shall have completed the EPP required training in supervision within the last three years, and provide a copy of the certificate of completion.

Responsibilities of the Local Education Agency (LEA) Supervising Practitioner:

1. As per A.A.C R7-2-614, the LEA Supervising Practitioner will provide onsite mentorship and support to the Student Teaching Intern.
2. The Supervising Practitioner will collaborate with the Program Supervisor and Student Teaching Intern to provide regular feedback of the Student Teaching Intern's instruction, professional performance, and abilities, as well as help the Student Teaching Intern reflect upon strengths and areas that need improvement.
3. The Supervising Practitioner will have a minimum of one meeting per week with the Student Teaching Intern at a prearranged time for a minimum of 60 minutes or the equivalent of a class period to provide formative feedback, reflect on the week and plan. Additional hours of mentorship will be provided when necessary to ensure the adequate quality of the internship experience. These meetings will be documented by the Supervising Practitioner and the Student and reviewed by the Program Supervisor to ensure minimum requirements are met.
4. The Supervising Practitioner or designee will conduct informal class observations as frequently as possible but at minimum at least once every two weeks during the internship experience and provide feedback within 48 hours. Observations forms and notes will be reviewed by the Program Supervisor to ensure minimum requirements are met.
5. Along with the Program Supervisor, the Supervising Practitioner will participate in a agreed upon number of supervision and evaluation meetings with the Student Teaching Intern. During the weeks these meetings occur, they can take the place of the weekly supervision meeting as described in #4.
6. The Supervising Practitioner will complete required forms established by the Program.
7. The Supervising Practitioner along with the assistance of the Designated Administrator will provide information regarding professional development training experiences, additional coaching and observation opportunities as needed, and ensure that the Student Teaching Intern has the opportunity to participate in these experiences.
8. The Supervising Practitioner agrees to participate in one or more training experiences provided by the Program.

This plan will be signed by all parties concerned including the Designated Administrator, Supervising Practitioner, and Program Director or identified parties responsible for executing this agreement. Amendments to this plan will be made upon approval of all parties that have signed and agreed to this plan. A copy of the plan will be provided to the Student Teaching Intern.

COMPLETED BY THE LOCAL EDUCATION AGENCY/DISTRICT ADMINISTRATOR

Name of Designated AdministratorSignatureDate

Print name of Supervising PractitionerSignatureEmail addressDate

Title of Position AcceptedGrade LevelSubject Area

Name of SchoolLocation of School

Local Education Agency/District

COMPLETED BY THE INTERN/TIPP CANDIDATE

Name of Teacher CandidateSignatureDate

FOR NAU USE ONLY

Placement approved

Placement denied

Field Experience Director

Date

GENERAL INFORMATION

Graduate College:	http://nau.edu/graduate-college/admissions/	928-523-4348
Financial Aid:	https://nau.edu/office-of-scholarships-and-financial-aid/	928-523-4951
Residence Life:	https://nau.edu/reslife/	928-523-3978
Campus Health Services:	https://nau.edu/campus-health-services/	928-523-2131
Scholarship Information:	https://nau.edu/COE/Scholarships	
COE Student Services:	coe.stuserv@nau.edu	928-523-2145
Professional Education Programs:	https://nau.edu/pep/	928-523-7246
Arizona Department of Education	http://www.azed.gov/educator-certification/	