



Teach Us I Arizona

2026

HANDBOOK

Welcome to Teach Us Arizona!

Teach Us was established in 2021 to help address teacher shortages by delivering accessible teacher preparation and providing a community of support throughout teachers' professional journeys. Our goal has been and will continue to be to strengthen teacher pipelines by removing barriers in becoming a teacher and increasing retention through on-going, personalized support. This support includes interactions with and feedback from advisors, instructors, field supervisors, mentor teachers, and campus administrators who genuinely care about your growth, success, and professional development. Thus, throughout your professional journey with Teach Us, you can be assured that we are readily available to support you so that you are well-prepared to serve the diverse population of students in your classroom and school community.

Because we understand that the goals and needs of teachers vary, which are based on their backgrounds and experiences and the schools and communities in which you serve or will serve, our program uses a personalized, competency-based approach to teaching and learning. This approach relies on your personalized data, which helps inform the curriculum you will engage in, professional development opportunities, and systems of support for you to be successful and remain in the profession.

The coursework you will engage in is asynchronous/fully online, so you can progress on your own time, at your own pace. Throughout the coursework, you will have opportunities to learn about, practice, and receive feedback on equity, diversity, and inclusion (EDI), social emotional learning (SEL), Arizona's Professional Teaching Standards, and the ISTE Standards. Additionally, test preparation is part of your coursework (at no additional cost). See Program Overview that outlines the scope and sequence of the coursework. Although the coursework is primarily asynchronous, you will also have multiple, optional synchronous and collaborative opportunities (e.g., Professional Learning Communities) throughout the program that will support your professional growth and development.

Again, we welcome you as a member of and contributor to Teach Us Arizona!

TABLE OF CONTENTS

TABLE OF CONTENTS	2
VISION STATEMENT	3
MISSION STATEMENT	4
PROGRAM LEARNING OUTCOMES	4
ADMISSION REQUIREMENTS	6
TRANSFER CREDIT	7
LEAVE OF ABSENCE POLICY.....	8
WITHDRAWALS AND EXIT POLICY	8
COHORT MODEL	9
PROGRAM OVERVIEW	9
PROGRAM REQUIREMENTS.....	10
GRADING	10
ACCOMMODATIONS	11
FINGERPRINTING AND BACKGROUND CHECK	12
CODE OF CONDUCT	12
ALTERNATIVE TEACHING CERTIFICATE REQUIREMENTS	13
STANDARD CERTIFICATION REQUIREMENTS.....	13
TUITION AND FEES	14
CANCELLATION AND REFUND POLICIES	15
GRIEVANCE PROCESS.....	15

VISION STATEMENT

To be a high-quality, online alternative certification program that is recognized by key stakeholders as unique, candidate-centered, responsive, and flexible.

MISSION STATEMENT

Teach Us Arizona's alternative certification program is dedicated to preparing novice teachers to be student- and community-centered, inclusive, culturally responsive, and reflective, socially aware, responsible decision-makers, and content experts. This is accomplished through:

- Coursework that anchors to research-based practices and the tenets of diversity, equity, and inclusion and social emotional learning
- Test preparation that prepares candidates to enhance their content expertise while also supporting their pedagogical strategies to support students' learning
- Virtual and face-to-face school-based experiences that provide candidates opportunities to experience authentic teaching and learning contexts
- Clinical practice experiences that encourage candidates to use the knowledge of their students' learning, backgrounds, and assets to consistently promote a positive, responsive classroom community
- Candidate evaluations collected throughout the program that include specific criteria related to student-centeredness, culturally responsive pedagogy, social emotional learning, and content specificity
- Targeted feedback from instructors and field supervisors to support candidates' professional growth and enrich their preparation experiences

PROGRAM LEARNING OUTCOMES

Our Program Learning Outcomes (PLOs) describe the knowledge, skills, and dispositions an aspiring teacher must demonstrate with proficiency prior to being recommended for a Standard Professional Certificate by Teach Us Arizona. Throughout the program, candidates will have multiple opportunities to learn about, practice, and receive feedback on the knowledge, skills, and dispositions to support their professional growth and development. The chart below outlines the PLOs by domain and each of the domain's indicators.

NOTE: The PLOs are aligned to our mission so that we honor our commitment for aspiring teachers.

PLO Domains	Competencies for Each Domain's PLO
1. Planning and Preparation Domain: The candidate organizes meaningful, authentic, student-centered, standards-based instruction to activate	The candidate organizes instruction that reflects: 1a. Application of Content Knowledge and Pedagogy: The candidate demonstrates an understanding of the content, content standards, and the most effective ways to teach the content that are grounded in research- and/or evidence-based practices. 1b. Knowledge of Students and Valuing Their Assets: The candidate assesses students' prior learning to determine what their students know

social, emotional, and academic growth.	and can do within the discipline, as well as assessment of students' race, culture, ethnicity, background, digital literacy, and interests for real-world, authentic connections to be made and learning outcomes to be met. 1c. Instructional Outcomes: The candidate's instructional outcomes are rigorous and realistic for every student that encourages and supports intellectual risk-taking, curiosity, and autonomy. 1d. Effective Resources: The candidate intentionally selects instructional materials and resources (e.g., leveraging technological tools and resources to engage students and promote student learning) that lead to student learning and development. 1e. Coherent Instruction: The candidate organizes authentic, challenging learning experiences that meet students where they are and promote active engagement. 1f. Valuable Assessments: The candidate designs (e.g., using digital tools) and/or adopts a variety of assessments that provide authentic measures of students' areas of strength and areas for growth that will be used to support students' learning and development.
2.Learning Environments Domain: The candidate creates and sustains caring, mutually respectful, challenging, student-centered learning environments that nurture their social, emotional, and academic growth.	The candidate creates and sustains learning environments that reflect: 2a. Respect and Affirmation: The candidate develops, nurtures, and honors positive relationships with every student that are grounded in mutual respect. 2b. A Culture for Learning: The candidate has rigorous instructional outcomes for students and provides support for students to achieve the outcomes. 2c. Purpose: The candidate designs routines and procedures with student input that promote independent learning and development. 2d. Support for Positive Behaviors: The candidate models and reinforces positive behaviors (e.g., responsibly engaging in the digital world) that promote student-engagement and reflection. 2e. Organized Spaces for Learning: The candidate thoughtfully designs cognitive, physical, and digital spaces that address students' assets and needs and allow for collaboration with others.
3.Learning Experiences Domain: The candidate prepares and cultivates learning experiences that allow for student voice, critical thinking, reasoning, and reflection, resulting in social, emotional, and academic growth.	The candidate prepares and cultivates learning experiences that reflect: 3a. Organized Communication: The candidate accurately and enthusiastically communicates the content's purpose to promote active engagement. 3b. Questioning and Discussion Techniques: The candidate and students question and discuss the content that encourages critical thinking, reasoning, digital literacy, media fluency, and reflection. 3c. Engagement in Learning: The candidate provides learning experiences that allow for curiosity, exploration, and critical thinking, and students are given opportunities to represent their learning in multiple ways. 3d. Autonomous and Collaborative Learning: Foster a culture where students take ownership of their learning outcomes in both independent and group settings with opportunities to engage in digital platforms, virtual environments, or hands-on makerspaces. 3e. Assessment of and for Learning: The candidate uses and documents formative checks of understanding to determine students' understanding,

	analyze their progress towards mastery of the learning outcomes, and provide targeted feedback that support learning and development. 3f. Responsiveness to Students' Needs: The candidate makes timely adjustments that meet students' needs and lead to deeper content understanding and/or new learning experiences.
4. Principled Teaching Domain: The candidate takes the initiative to identify opportunities to advocate for students, grow professionally, and serve as a teacher leader.	The candidate takes the initiative to: 4a. Advocate for Students: The candidate advocates for equitable access to learning opportunities, educational technology, and digital content to meet the diverse needs of all students. 4b. Engage in Reflective Practice: The candidate uses multiple sources of evidence to assess the effectiveness of their instruction, resulting in targeted adjustments to support and/or deepen students' learning and development. 4c. Create Professional Learning Goals: The candidate creates goals that include but are not limited to pedagogical approaches that could be made possible by using technology and reflects on their effectiveness in relation to their teaching and students' learning. 4d. Document Student Progress: The candidate documents students' progress towards mastery of the learning outcomes and collaborates with students to monitor and reflect on their learning. 4e. Engage Families and Communities: The candidate promotes a respectful, culturally responsive classroom community, which includes family and community engagement. 4f. Contribute to the School Community and Culture: The candidate demonstrates teacher leadership by engaging in and leading events, programs, activities, and/or digital learning networks that positively contribute to and advance the school's culture and digital citizenship. 4g. Grow and Develop Professionally: The candidate dedicates time to collaborate with colleagues and students to improve practice, discover and share resources and ideas (e.g., create authentic learning experiences that leverage technology), and solve problems that promote professional growth. 4h. Act in the Service of Students: The candidate upholds and models high standards of ethical practice and wise decision-making that honor students, families, and colleagues.

ADMISSION REQUIREMENTS

To be eligible for admission into Teach Us Arizona, an applicant must have a conferred bachelor's degree with a cumulative grade point average (GPA) of or higher.

The GPA shall be calculated from an official transcript as follows:

1. 2.0 in all coursework previously attempted at an accredited institution of higher education (IHE) currently enrolled at or from which the most recent bachelor's degree or higher was conferred; or
2. 2.0 in the last 60 semester credit hours on all coursework previously attempted at an accredited IHE.
3. If an applicant has less than 60 semester credit hours on the official transcript from the accredited IHE currently enrolled at, Teach Us Arizona shall use grades from all coursework previously attempted by a person at the most recent accredited IHE, starting with the most recent coursework; or from which the most recent bachelor's degree or higher was conferred.
4. If an applicant has hours beyond the most recent degree, Teach Us Arizona may use grades from the most recent 60 hours of coursework from an accredited IHE.

An applicant must submit an application and may complete a screening instrument to determine if the applicant's knowledge, experience, skills, and aptitude are appropriate for the certification sought.

Teach Us Arizona will notify the applicant of the offer of formal admission by electronic notification. For an applicant to be considered formally admitted to Teach Us Arizona, the applicant must accept the offer of formal admission in writing by mail, email, or an electronic notification. The effective date of formal admission shall be included in the offer of formal admission.

Candidates may not begin working on coursework prior to formal admission.

To apply to Teach Us Arizona, applicants will:

1. Need to show proof of a:
 - Bachelor's degree from a regionally accredited U.S. institution
 - Minimum 2.0 GPA (overall or in the last 60 semester hours of college coursework)
2. Apply for their Teach Us Arizona Certification Program of choice
3. Submit official transcripts to Teach Us Arizona from all colleges/universities attended:
 - Electronically send to transcripts@teachus.com or
 - Mail to
 - 2375 E Camelback Rd., Suite 600
 - Phoenix, Arizona 85016
4. [Optional] Complete the Admission Screener

TRANSFER CREDIT

Candidates may substitute prior or ongoing service, training, or education, provided that the experience, education, or training is not also counted as a part of the internship, clinical teaching, or practicum requirements, was provided by an approved EPP or an accredited IHE within the past five years and is directly related to the certificate being sought.

Military service members or veterans may also receive credit for military service, training, or education if your military service, training, or education is directly related to the certificate being sought.

Transferability of credits earned at Teach Us Arizona is entirely at the discretion of the institution to which the candidate may seek to transfer. Teach Us Arizona cannot guarantee the acceptance of the credits awarded at Teach Us Arizona by other institutions or employers.

For more information on transferring credit, please contact info@teachus.com.

LEAVE OF ABSENCE POLICY

If you need to request a leave of absence from the program for one or more of the reasons listed below, please contact info@teachus.com.

- Medical leave: documentation from a licensed health care provider confirming length of time you will be unable to attend (do not provide specifics on medical condition).
- Military leave: a copy of your military orders.
- Personal leave: a letter of explanation detailing the reason for the leave request. Leave requests are limited to a 3-month period for coursework only. If you need to extend your leave for additional time, please reach out to your support specialist to discuss the next steps for requesting additional time at info@teachus.com. NOTE: Candidates cannot take more than a 6-month absence over a 12-month period.

To be approved to take a leave of absence from the program, you will submit documentation supporting the request. Requests received without documentation will be denied.

NOTE: If you are enrolled in clinical practice (i.e., internship), you must contact clinicalpractice@teachus.com to discuss next steps with the Director of Clinical Practice.

WITHDRAWALS AND EXIT POLICY

A candidate choosing to withdraw from Teach Us after starting coursework needs to provide written notice to info@teachus.com. The notice will prompt an action for the candidate to complete a form, Program Withdrawal Request, that indicates the expected last date of attendance and must be signed and dated by the candidate. Upon receiving the candidate form, Teach Us Arizona will notify Arizona's Department of Education (ADE) by submitting the

Program Withdrawal Letter (as required by ADE).

An applicant must provide written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement.

Candidates may be required to withdraw from Teach Us Arizona for the following reasons:

1. Failure to complete the action steps and key milestones as outlined in the Personalized Learning Plan. Candidates who require intensive support related to test preparation and/or educator preparation coursework will receive a Personalized Learning Plan.
2. Violations of the Code of Ethics and Standards for Arizona Educators and/or TU's Professional Disposition for Candidates.
3. Inactive for an **excessive period of time** (i.e., past due accounts; delayed submission of assignments; non-responsive to Cohort Leader's feedback).
4. The internship was not successfully completed.
5. Fail to pass one or more certification exams by the final attempt as identified in your Personalized Learning Plan.

COHORT MODEL

Teach Us Texas employs a cohort model. Thus, after being admitted into Teach Us Texas, you will be assigned a Cohort Leader. Your Cohort Leader will serve as your primary point of contact throughout coursework. Your Cohort Leader will: facilitate academic advising sessions, track, and document your progress throughout the program, encourage progression throughout the program, promptly respond to your inquiries, evaluate your assignments and assessments, and provide evaluative feedback.

PROGRAM OVERVIEW

The Teach Us Arizona program is designed to be completed in approximately 15 months, but this is dependent on the certification area and clinical practice pathway chosen. The following certification areas we offer are:

- Elementary Education, K-8 (Reading and English Language Arts, Math, Science, Social Studies, the Arts, Health, and Fitness)
- Secondary Education, 6-12: English Language Arts
- Secondary Education, 6-12: General Science
- Secondary Education, 6-12: Mathematics

Teach Us' coursework is structured into flexible, self-paced e-learning modules and aligns with research-based teaching practices and dispositions, so you are prepared to support and enhance a diverse population of students' learning.

Prior to engaging in coursework, you will complete a self-paced, online orientation. The orientation outlines key aspects of the program and supports seamless progression throughout coursework and clinical practice. Additionally, you will meet with your assigned Cohort Leader who will discuss your specific program of study to ensure you have an in-depth understanding of the program requirements leading to teacher certification.

PROGRAM REQUIREMENTS

You must meet the following requirements to maintain successful progression in the program:

- Actively engage in coursework
- Successfully complete each course's assignments and signature assessments
- Successfully complete the required number of field-based experiences
- Successfully complete all requirements set forth to prepare for the certification exams
 - Successfully complete all requirements identified in Clinical Practice

All coursework is offered fully online; thus, you are responsible for securing minimum technology requirements (e.g., strong internet connection – recommended internet speed: 1.5 Mbps download, 750 Kbps upload; electronic device to review and complete assignments; Microsoft Office) for participation in the program.

Teach Us Arizona reserves the right to reschedule the program's start date as needed to meet operational needs. Teach Us Arizona also reserves the right to update program requirements to best support candidates and ensure alignment with Arizona's rules and legislation.

GRADING

Each course contains evidence-based content and instruction, learning tasks, formative checks of understanding, and signature assignments. As noted previously, you will be assigned a Cohort Leader upon enrollment in the program. Your Cohort Leader consistently monitors your participation and progress in each course and evaluates your performance according to evaluative criteria (e.g., rubric). You should use the evaluation criteria as your guide to identify what the expectations are for each assignment. Your Cohort Leader will also provide targeted feedback. Should you score below the performance threshold, you will use your Cohort Leader's feedback to improve your performance for re-evaluation.

Performance Threshold

Candidates must receive a minimum of a Proficient performance level to pass a course. The levels of performance are listed below with the associated percentages for each performance level.

- Highly Proficient: 90 – 100%
- Proficient: 80 – 89%
- Developing: 70 – 79%
- Beginning: 0 – 69%

NOTE: Clinical practice assignments may have different levels of performance.

If you have a question about grade(s), please contact your Cohort Leader to discuss the evaluation and how the grade was derived. If after discussing the grade(s) with your Cohort Leader and you would like to appeal the grade(s), please contact info@teachus.com to begin the appeal process.

If you have a disability for accommodation, please contact academicadvising@teachus.com to make your Cohort Leader aware and for further assistance with the next steps.

ACCOMMODATIONS

If you require accommodations due to a disability, please contact advising@teachus.com to inform your cohort leader and receive guidance on the next steps, advising@teachus.com

We are committed to ensuring that all learners can access and use the technologies required for this course. Below are accessibility statements for each technology used in this course:

[Canvas Learning Management System]: [LMS Accessibility Statement](#)

[Zoom Communications]: [Tool Accessibility Statement](#)

[YouTube]: [Accessibility Statement for YouTube](#)

If you experience difficulties accessing these tools, please contact Dr. Lecia Eubanks, Executive Director of Academic Programs at lecia.eubanks@teachus.com.

FINGERPRINTING AND BACKGROUND CHECK

Candidates are required to have evidence (i.e., Fingerprint Clearance Card) that they have had their fingerprinting and background check completed and approved through [Arizona's Department of Public Safety](#) before being recommended for the Alternative Teaching Certificate. The Fingerprint Clearance Card must be submitted to certification@teachus.com.

NOTE: Please be advised that processing for fingerprinting can take between 4-6 weeks; thus, it is strongly recommended that candidates complete their fingerprinting and background check prior to enrollment.

CODE OF CONDUCT

Pursuant to Arizona's [Professional Practices for Certificate Holders](#), the State Board of Education may impose disciplinary action upon a certified individual, including a letter of censure, suspension, suspension with conditions or revocation of a certificate upon a finding of immoral or unprofessional conduct.

The Arizona educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Arizona educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Arizona educator, in exemplifying ethical relations with colleagues, shall extend just equitable treatment to all members of the profession. The Arizona educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Arizona educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Before and during the program, you will review and agree to adhere to Arizona's Code of Ethics and Teach Us Arizona's Professional Disposition for Candidates (PDC). The requirements for professional dispositions include:

- Demonstrate student- and community-centeredness
- Honor diverse perspectives and backgrounds
- Make responsible decisions that are in the best interest of the teaching profession, particularly decisions related to students
- Take ownership of their own and students' learning
- Responsive to constructive feedback
- Receptive to collaborating with others
- Respond professionally in all communication (e.g., oral, written, electronic)
- Maintain the integrity of program components

If a candidate does not adhere to Arizona's Code of Conduct and/or Teach Us Arizona's PDC, the progressive discipline process listed below will be enacted.

1. Investigate the situation or issue, which includes securing the candidate's explanation
2. Document the results from the investigation
3. Inform the candidate of the investigation results
4. If the investigation resulted in a violation, the following steps will be taken:

- i. Require the candidate to review and acknowledge the Agreement for Teach Us Code of Ethics, which includes the statement, “I understand failure to adhere to the Code of Ethics and/or Teach US’s PDC may result in dismissal from Teach Us.
- ii. If another violation occurs during the program, the candidate may be formally withdrawn from Teach Us.

ALTERNATIVE TEACHING CERTIFICATE REQUIREMENTS

Candidates must meet the following criteria for internship eligibility:

- Have a bachelor’s degree or higher from an accredited institution
- Secure a teaching position in the content area and grade level related to the certification being sought. An internship is a contracted position for one academic year. Candidates will be responsible for finding an internship position but will need to complete a form, Verification of Enrollment, to determine if the placement meets all criteria.
- Attend Teach Us Arizona’s Orientation
- Obtain a valid fingerprint clearance card issued by the Arizona Department of Public Safety
- Take and pass the Subject Knowledge Test required for the certification area being sought
- If applicable, pay the fees to apply for the [Alternative Teaching Certificate](#) through Arizona’s Department of Education
- Be up-to-date on Teach Us Arizona’s tuition fees

STANDARD CERTIFICATION REQUIREMENTS

All candidates must meet the following to be recommended for a Standard Certificate by Teach Us Arizona.

- Successfully complete all coursework
- Successfully complete the required number of field-based experiences
- Pass Professional Knowledge Test for the certification area being sought
 - *NOTE: Please be advised that you may be exempt from taking the professional knowledge test. To determine if you are exempt, please see <https://www.azed.gov/educator-certification/forms-and-information/certificates>.*
- If applicable, pass the Constitutions of the United States and Arizona test
 - *NOTE: If you have taken a college/university course covering United States and Arizona Constitution, you are exempt from taking the test.*
- Successfully complete your 1-year internship at an accredited, approved school

- Have a GPA of 3.0
- If applicable, pay the fees to apply for the Standard Certificate through Arizona's Department of Education
- Have a zero-account balance with Teach Us Arizona

The Teach Us Arizona program is developed only to meet the Arizona Administrative Code. Candidates who relocate to another state while enrolled may not be able to complete their studies as their program may not meet the educational requirements necessary for certification in the relocation state.

TUITION AND FEES

Teach Us Arizona offers candidates an affordable, quality program with multiple payment options. NOTE: The following tuition and fees are subject to change.

Enrollment Fee (non-refundable):	\$ 195.00
Program Tuition:	<u>\$4,450.00</u>
Total Program Costs:	\$4645.00

Payment Terms: The enrollment fee of \$195 must be paid before starting the teacher's certification program. Monthly payments of \$95 commence 30 days after the program starts. Once a candidate obtains a paid internship, Teach Us Arizona allows for the remaining program of tuition to be paid monthly in 10 equal installments.

NOTE: If after the expiration date a withdrawal is requested, the full tuition is owed for the program.

Additional Fees and/or Costs: The total cost to complete the program may include the additional costs (e.g., purchasing a laptop computer, internet access), which are not paid to Teach Us but are the candidate's responsibility to acquire for participation in the program. There may be additional costs (e.g., Personalized Learning Plan; request to change certificate area), which will be paid to Teach Us.

Transcript Service (Optional) (non-refundable): \$25. Candidates may elect to have Teach Us order official transcripts on their behalf from former colleges or universities attended. Not all colleges and universities accept third-party requests.

CANCELLATION AND REFUND POLICIES

If an applicant is not accepted by Teach Us Arizona, they are entitled to a refund of all monies paid.

Cancellation Policies

Three-Day Cancellation: An individual who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. Teach Us Arizona will provide a refund no later than 30 days after receiving the notice of cancellation.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to starting the program, is entitled to a refund of all monies paid, less an administrative fee of \$125.00.

Refund after starting the program:

1. Procedure for withdrawal/withdrawal date:

- a) A candidate choosing to withdraw after starting the program must provide written notice to Teach Us Arizona. The notice must indicate the expected last date of attendance and be signed and dated by the candidate.
- b) A candidate may be determined to be withdrawn from the program if the candidate has not participated in any class for 30 days. The candidate will need to re-apply and pay all corresponding tuition and fees associated with the re-admission.
- c) No refunds will be issued if the candidate has started the program and is withdrawn due to lack of activity.

2. Tuition charges/refunds:

Before starting the program, and after the expiration of the cancellation period, the candidate is entitled to a refund of 100% of the tuition. An administrative fee of \$125 will be deducted from the tuition refund. **No refunds will be issued if the candidate has begun coursework.**

GRIEVANCE PROCESS

If you have a complaint, please follow the following process:

- Submit the complaint in writing to info@teachus.com.
- The written complaint must clearly state the facts that are the subject of the complaint and must state the measures the complainant has taken to attempt resolution of the complaint.
- Anonymous complaints may not be accepted or investigated.

Teach Us Arizona will review the complaint and contact the complainant within 3 business days.