



**iteach**<sup>®</sup>  
A K12 Coalition Company

# Arizona **Teacher** Catalog







## Dear Prospective Teacher,

Let me be the first to welcome you to the most critical and crucial profession: **teaching!**

Teaching can be challenging, but I cannot fathom a more worthwhile or rewarding profession. Once you are in the classroom, the opportunity to impact your students' lives will be ever-present, and you will be able to leave your mark on their future.

When Dr. Diann Huber started iteach, she was looking for a solution to help individuals find their way into the classroom without having to quit their current job, take on student loans, or leave their home to complete their coursework. Furthermore, the price had to be reasonable all while making sure the program was comprehensive enough to equip teachers to be fully confident in the classroom. Thankfully, Dr. Huber achieved her goal and so much more.

Today, iteach provides test preparation, access to Teaching Channel courses, as well as excellent mentors and supervisors to guide you along the way.

**Every child deserves the opportunity to learn from a great teacher and we want that to be YOU. At iteach, we seek to prepare individuals who respond to this pressing need with enthusiasm, creativity, and dedication.**

*You can do this*, and we have your back. You have the support of me, the iteach staff, your instructors, and your supervisor. We believe in you and cannot wait to hear the great stories of student learning that await!

Well, that's it from me... good luck and let's get started!

Warmest regards,

Andrew Rozell  
President | iteach

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“Education is what remains  
after one has forgotten what  
one has learned in school.”

~ Albert Einstein

# Institutional Philosophy

iteach is an educator preparation program whose objective is to enable qualified individuals with bachelor's degrees to meet the requirements for a Level 1 Professional Certification in the state of Arizona.

The conceptual framework model of iteach is based on a foundation of sound pedagogical philosophy, core beliefs and purpose. The conceptual framework logo is a symbolic image providing direction for the iteach candidates through components of the program, the delivery of instruction, and the expected learning outcomes. The visual compass provides directions for teacher candidates as they progress toward success. An analysis of the conceptual framework model reveals continuous infusion from the Learner Centered Community and expectations associated with standards, competencies, and proficiencies. The emphasis on candidate content knowledge based on prior instruction and competencies based on extensive assessments culminates in the placement of a highly effective certified teacher in the classroom. The conceptual framework provides a synopsis of the unit's mission, vision, philosophy, purpose and goals.

## Vision

To establish the premier route to certification by enhancing the capacity of the teaching profession to provide equal educational opportunities for all segments of the culture, both domestically and internationally. The unit strives to prepare caring, effective, and competent professional educators, committed to lead others to lifelong learning. With the desire to diversify the teaching force and


the administrative staff, particularly in urban and rural areas and on military bases, and by addressing regional, national, and subject-specific teacher shortages, iteach promises to provide a solution to the multifaceted problem of educating all students for multicultural and global learning communities.

## Mission

iteach commits to a mission of excellence in teacher preparation in an evolving technological world. Through the recruitment, training and support of qualified degreed individuals, the emerging shortage of highly qualified, highly effective teachers and administrators can be reduced, especially in the identified high needs areas of Bilingual Education, Spanish, Math and Science. iteach is designed to offer excellent educational experiences and an innovative delivery system to transform a diversified candidate pool into leaders impacting the lives and learning of EC-12 learners in a global society.





A young girl with brown hair, wearing a black and white striped long-sleeved shirt, is writing on a whiteboard with a white marker. She is looking towards the camera with a slight smile. In the background, a woman with blonde hair, wearing a grey cardigan over a black top, stands with her arms crossed, watching the girl. The background is a bright, out-of-focus classroom setting with bookshelves. The top left corner of the image features a decorative pattern of green and blue dots of varying sizes.

We value  
instruction that  
**develops** lifelong  
learners.



## Institutional Philosophy Continued...

The philosophy of iteach is grounded in the **Six Tenets of the Conceptual Framework**. Based upon established standards and a goal of excellence, these tenets frame the program's instructional curriculum, guide the field experience and provide the candidate with skills to impact student learning. The tenets also align the unit's instruction, field experience, assessments, and evaluation, emphasizing the importance of preparing successful diverse learners. As demonstrated by the visual compass, this alignment yields the institutional standards.



iteach will review effectiveness of the program on an annual basis. This review will be comprehensive in nature leveraging anonymous feedback from all candidates as well as reviewing all data on teacher effectiveness available from the Arizona Department of Education. We will use this data to direct any changes necessary to program processes to maintain alignment with our mission. Additionally, teacher data along with teaching industry data (resignation, retirements, employment.)

# Approval/Accreditation

## National Accreditation

Council for the Accreditation of Educator Preparation (CAEP)  
Accredited: (Initial, Advanced), October 2013  
1140 19th St NW Suite 400 • Washington, DC 20036

## Program State Approval

Arizona Department of Education  
1535 W Jefferson Street • Phoenix, AZ 85007

### GOVERNANCE

#### **Andrew Rozell, MBA | Director of Development/Program Director**

Masters of Business Education  
State Certified Teacher – 6-12 Mathematics

#### **Kimberly Thaggard, PhD | Program Director, West Region**

Doctor of Philosophy Certified Secondary Administrator Certified in Social Studies

#### **Zach Rozell, M.Ed. | Director of Operations**

Masters of Education  
State Certified Teacher – 4-8 Science

The above listed governing board has the full power and authority to operate the iteach teacher certification program. Additionally, with this authority includes the duty to provide fulfillment of all listed obligations from the program as defined in this catalog and detailed in the Letter of Agreement, signed by all students in the program. These obligations are the sole responsibility of the governing body.

## Location

iteach Arizona  
3555 Duchess Drive  
Denton, TX 76209



# General Information

## Calendar

As an online program your program is available to you 24/7. However, program instructors will not grade assignments on the following national and religious holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

## Hours of Operation

Monday	8:00 am to 5:00 pm
Tuesday	8:00 am to 5:00 pm
Wednesday	8:00 am to 5:00 pm
Thursday	8:00 am to 5:00 pm
Friday	8:00 am to 12:00 pm
Saturday	Closed
Sunday	Closed

\* All times are in CST





# Program Overview

iteach is a private alternative teacher certification program, seeking approval by the Arizona Department of Education, based on distance learning that recommends to the Arizona Department of Education of successful candidates for the Level 1 Professional Certification in the state of Arizona. As it is your desire to obtain a Arizona Standard Credential, below is a visual diagram of how to progress through the iteach program.

## Completion of the iteach program includes:

1

Successfully complete and fulfill all requirements of the instructional coursework with completion of the six instructional courses, TCAZ 5100 – TCAZ 5600, within six months of enrolling into the program; and literacy courses specific to your program.

2

Obtain a field experience placement in an identified content area within two school years of the date of acknowledging the Letter of Agreement.

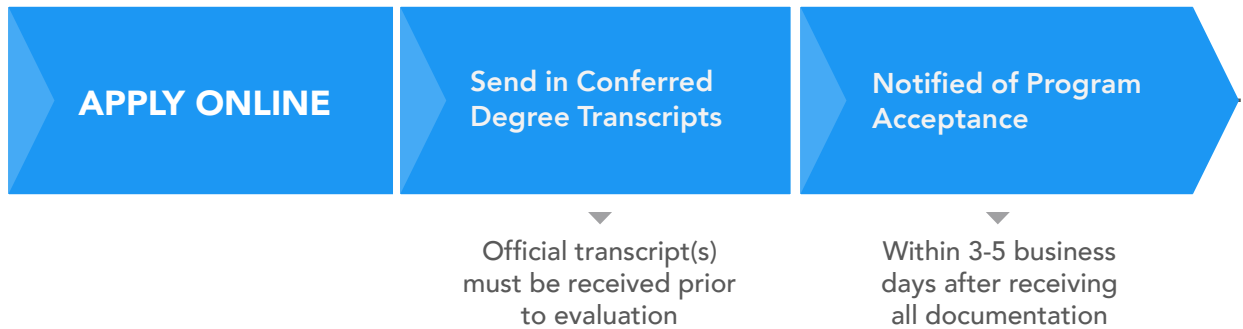
3

Pass the AEPA/NES Test(s) by the end of the field experience/ capstone placement

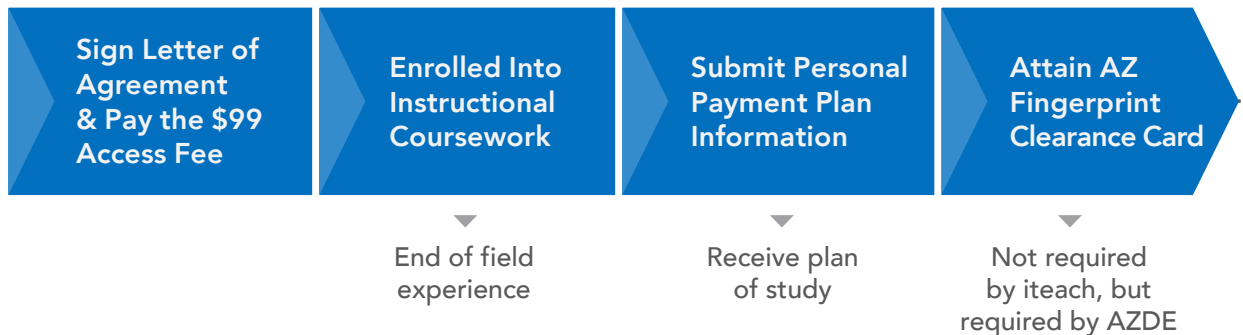
# Program Phases

The iteach Teacher Certification program is organized into the following phases:

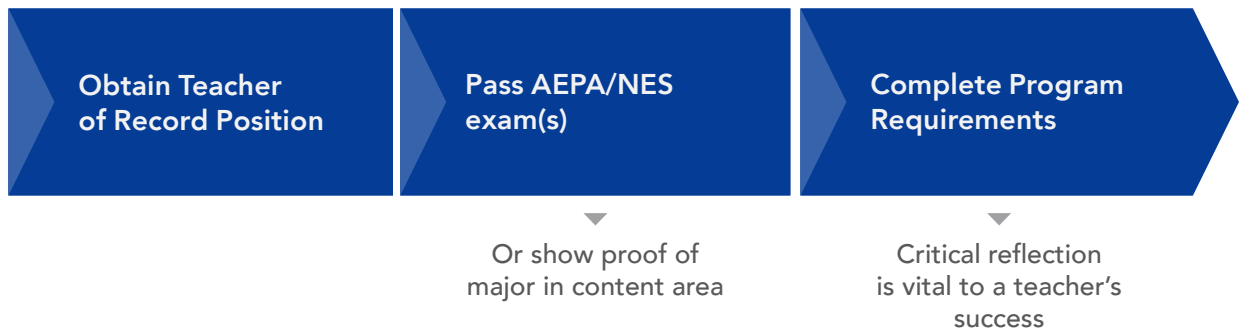
## ▶ Program Pre-Acceptance



## Accepted



## Field Experience





“The one exclusive sign of thorough knowledge is the power of teaching.”

~ Aristotle



# Admissions Requirements

To enroll in the iteach Arizona Teacher Certification Program, you must provide documentation of the following:

## A Bachelor's Degree

Your degree must be from a nationally or regionally accredited institution of higher education as required by the Arizona Department of Education.

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## A Minimum 2.50 Grade Point Average

- Your degree must be from a nationally or regionally accredited institution of higher education as required by the Arizona Department of Education
- This will be determined in one of the following ways:
  - Minimum 2.50 GPA (your undergraduate GPA as posted on conferred degree transcript), or
  - Minimum 2.50 GPA in the last 60 hours.

Your graduating GPA must be calculated and posted by the university on your official transcripts. If your final transcript does not reflect a graduation GPA, you will need to contact your college registrar's office to have a letter typed on university letterhead that includes your GPA sent in with your official transcripts.

## Testing Requirements

No testing is required to obtain your "Enrollment Verification" or your hiring documents. However, you must pass the AEPA/NES test in the area in which you are pursuing your certification during your field experience. If you hold a degree in the content area you would like to teach, your test will be waived. Listed below are the areas that iteach is approved. You may also learn more on the AEPA website.





“A good teacher can inspire hope,  
ignite the imagination, and instill  
a love of learning.”

~ Brad Henry



# Start Teaching Faster!

## Timeline

- No deadline for enrollment/you can enroll at any time
- Upon acceptance, immediate enrollment in instructional coursework
- Once accepted into the program, you have two full school years in which to complete all certification requirements, including the field experience.



Once your field experience placement is identified, you must complete all program requirements by the end of the field experience. The following timeline provides an overview of how an individual progresses through the teacher certification program. (This is an ideal scenario and may not hold true for each candidate depending on individual circumstances.)

### CALENDAR

As an online program your program is available to you 24/7. However, program instructors will not grade assignments on national holidays.



# Teacher Certification Timeline

Each person is unique as this is a self-paced program, but the chart below provides a general timeline for the program completion.



## 1. Submit a Completed Application Packet

- Complete the application online.
- Send official electronic transcripts via SCRIP-SAFE or other secure electronic transcript provider to [transcripts@iteach.net](mailto:transcripts@iteach.net). If the electronic transcript provider requires the transcript to be sent with attention to a specific person, please list First Name: "Admissions" Last Name: "iteach" in these fields.
- Receive access to the instructNET and canvas platform instructional platform to track your application status.
- Complete intruVIEW, the online screening interview, on the instructNET and canvas platform learning platform.
- Applications are retained for six months. If you do not submit a completed packet within six months, the application is destroyed to ensure the security of your personal information.

## 2. Evaluation

- Receive notification of your program status via email.
- Upon acceptance into the program, you gain online access to the Letter of Agreement (LOA).
- Completed packets are retained for six months. If you do not acknowledge the Letter of Agreement and/or pay the non-refundable access fee of \$99 within six months, your packet is destroyed to ensure the security of your personal information.

## 3. Program Acceptance

- Within a week from the time you acknowledge the Letter of Agreement, pay the enrollment access fee of \$99, and return the completed personal payment authorization form you will receive:
  - An official Letter of Acceptance
  - Access to the instructional courses. Your six-month time frame for completion will begin on this date.
- Once accepted into the program, you have two full school years in which to complete all certification requirements, including the Field Experience/Capstone. Once you begin your Field Experience/ Capstone position, you must complete all program requirements by the end of the Field Experience/ Capstone.

## 4. Instructional Courses

- You will gain access to the online courses once you return your signed Letter of Agreement to iteach Arizona and pay the enrollment access fee of \$99. Your six-month timeline will begin on the date you gain access to TCAZ 5000.
- You must complete the first two courses, TCAZ 5000 and TCAZ 5100, in order to gain an Intent to Hire form—a form you provide to school districts to verify your eligibility for Field Experience/Capstone.
- The seven instructional courses, TCAZ 5000 – TCAZ 5600, and the literacy courses, are self-paced, although progress is required during a six-month time frame.
- You are permitted to progress from one course to the next course at a rate no faster than one course per 10 days.
- If you do not complete the final instructional course, TCAZ 5600, within six months from being enrolled in TCAZ 5000, you may request permission to continue in the courses for a three month period with the payment of the instructional renewal fee.

## 5. Certification Test(s)

- You must pass appropriate AEPA/NES or show degree in content area.
- You must complete a U.S. Constitution & AZ Constitution course from a list of providers. Please see the Arizona Department of Education website.
- You must pass the appropriate Professional Knowledge Exam to earn standard certificate.





## 6. Field Experience/Capstone

- You may begin the interview process to secure a field experience/capstone position as soon as you are accepted into the iteach Arizona program and complete the first two courses (TCAZ 5000 and TCAZ 5100). It is your responsibility to secure a teaching position.
- Once you obtain field experience, you must complete all of the program requirements by the end of the field experience placement.
- You are enrolled in TCAZ 5700: *Field Experience—The Classroom Teaching Experience*.
- When hired, you are provided a Verification of Enrollment from iteach Arizona. You must then file this paperwork with the Arizona Department of Education to receive your alternative certification.
- Return Intent to Hire to iteach Arizona at [adminAZ@iteach.net](mailto:adminAZ@iteach.net).
- You are assigned a field supervisor.
- Your personal payment plan is implemented.

## 7. Institutional Recommended for Certification

You are issued a Certificate of Completion after successfully fulfilling the following program requirements:

- Complete the instructional courses.
- Pass the required certification tests.
- Complete the field experience with recommendation from field supervisor and campus administrator.
- Submit required reflections in *Field Experience—The Classroom Teaching Experience*.
- Pay all program fees.
- Submit evaluation exit survey\*.

\* The exit survey is a non-graded, anonymous survey that provides feedback to iteach leadership for the purposes of improving the program and ensuring continual alignment with the mission of our program.



# Syllabus

## iteach Benefits

- Web-based instruction
- Instruction on your time schedule
- Direct online interaction



## Course Description Overview

This teacher preparation coursework is designed to prepare an individual who has demonstrated subject mastery to be an effective classroom teacher. Through the distance learning coursework developed by iteach, you, the teacher candidate, will obtain knowledge on a broad array of topics ranging from human development, to educational pedagogy, to classroom management, to special needs students. The vision of the coursework is for you to study and understand various aspects of the teaching discipline and translate this knowledge into actual classroom practice. This knowledge will empower you to adapt teaching practices to maximize individual student learning.

## Requirements

You must have access to a personal computer that has Microsoft Word. Many schools and public libraries have Internet filters in place that will not allow the viewing of downloads from the Internet. Additionally, it is your responsibility to frequently review the program announcements on the instructNET platform.

## Pace

While the iteach Arizona coursework is self-paced, the seven instructional courses, TCAZ 5000–TCAZ 5600, are designed to be completed within a six-month time span.

After TCAZ 5000, you are progressed no faster than one instructional course per 10 days. Each of the instructional courses is equivalent to a three-hour course. You will progress through each course chronologically; each course enrollment is dependent on the satisfactory completion of the prior course.

iteach will not force a specific timeline for course progression but the issuance of a license is dependent on the completion of the courses. Unsuccessful progression through the course will delay the issuance of your credential.



# Courses

## Instructional Courses

### **TCAZ 5000: Professional Learning and the Path to Certification** (45 Clock Hours)

The purpose of this instruction is to help pre-service and early service teachers understand the professional relationships and dispositions that are essential to growth in the teaching profession. This course will also outline the progression of the iteach program.

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### **TCAZ 5100: Learning Environments** (45 Clock Hours)

The purpose of this instruction is to help pre-service and early service teachers understand the factors which contribute to positive learning environments, notably, classroom management; classroom layout and use of physical space; rules and procedures; and ethical behavior and compliance with FERPA (the Family Educational Rights and Privacy Act).

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### **TCAZ 5200: Learner Development** (45 Clock Hour)

The purpose of this instruction is to help pre-service and early service teachers learn about student development, including major theories of how learners learn; normal developmental characteristics for student age groups; factors impacting student readiness for learning, including motivation and self-efficacy; and the importance of moving learners to higher orders of learning on Bloom's taxonomy.

### **TCAZ 5300: Planning for Instruction and Assessment** (45 Clock Hours)

The purpose of this instruction is to help pre-service and early service teachers to understand the importance of lesson planning; know common lesson planning models; differentiate between various instructional models and select the model best suited to the learning task; and write their own learning objectives and lesson plans. This instruction will also equip pre-service and early service teachers to understand the role and limitations of assessment, including how to make use of formative assessment, assessment fairness and validity, and use and interpretation of assessment results.

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### **TCAZ 5400: Literacy, 21st Century Instruction, and Pedagogical Content Knowledge** (45 Clock Hours)

The purpose of this instruction is to help pre-service and early service teachers develop a the 21st century skills—including literacy, technological proficiency, and an interdisciplinary approach to problems—that are appropriate to the content area of instruction in the classroom, with an emphasis on the special role of literacy in developing learners across all content areas. Additionally, this course will help teachers to understand how technology impacts the classroom and how it may be harnessed to boost, rather than distract, from learning in the classroom.



### **TCAZ 5500: Learner Differences and Adaptation for Students with Disability** (45 Clock Hours)

- The purpose of this instruction is to help pre-service and early service teachers learn about how students' differences, including physical disabilities, mental illnesses, learning disabilities, and giftedness collectively influence learning and impact the teacher's responsibility to the individual student.
- As a secondary purpose, this instruction is designed to help new teachers to meet the demands of executing the legal responsibility required to support students who receive services as defined in the Individuals with Disabilities Education Act (IDEA).

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### **TCAZ 5600: Diverse Student Populations, English Language Learners and Bilingual Students** (45 Clock Hours)

Teachers enrolled in this course will learn how their students' diverse backgrounds, including cultural, socioeconomic, and linguistic differences, will shape the students' classroom experience. Included in the course is a focused discussion of the teacher's role in facilitating language acquisition for English Language Learners (ELLs).

## **Field Experience/Capstone Courses**

### **TCAZ 5700: Field Experience** (45 Clock Hours)

- The purpose of this course is for the teacher to apply knowledge and skills in a 8 semester credit hours, but totally a minimum of 1,040 classroom

hours of field based experience. During this field based experience; theoretical approaches, screening/identification, educational placement considerations will be addressed.

- Elementary and Special Education Candidates will take both courses below. Secondary is only required to take TCAZ 6004.

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### **TCAZ 6004: Responsive Literature Instruction**

The purpose of this course is to prepare pre-service and early service teachers to develop a deep understanding of the research-based instructional practices used to teach reading and writing to varying ages and abilities, including students with dyslexia. There is an emphasis on both traditional and next-generation read-aloud, shared reading, guided reading, and independent reading. Teachers will have the opportunity to compare these approaches and examine ways they can strike a balance between the approaches based on student needs.

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### **TCAZ 6005: Critical Reading and Writing Instruction**

\*Optional offering available to all candidates.

The purpose of this course is to prepare pre-service and early service teachers to deliver research-based instruction in language and literacy development. There will be an emphasis on using reading and writing workshop to promote critical and evaluative thinking in order to arm students with the 21st century skills needed to navigate rigorous texts and write proficiently.



## Course Objectives

While each course has its own objective(s) for the teacher candidate, the following overall objectives of the course material ensure that each candidate possesses the identified teacher dispositions on which iteach is built:

- Instill belief that all students can learn based upon the stages of human development
- Develop respect for individual differences to ensure a democratic classroom environment
- Foster commitment to inquiry, self-reflection and assessment
- Promote intellectual curiosity and enthusiasm about learning based upon the importance of literacy
- Examine openness to new ideas in behavioral management
- Value positive interactions
- Perform all practices responsibly and ethically
- Value diversity of students and peers

## Observational Videos

A library of observational videos is available to our candidates throughout enrollment in the iteach program. You may search these videos by content specific, grade specific, and topic specific criteria. To supplement the actual teaching of the topics, each video has research based articles, specific questions and a reflection prompt.



Extensive  
selection of  
authentic  
classroom  
videos

## Assignments

Each iteach online course contains required assignments that will appear in various forms, such as research, reflection, essays and even completion of school and state procedures. Every candidate in our program holds at least a bachelor's degree, and several hold master's and doctoral degrees. It is vital to the successful completion of this program that all work be of the caliber required for graduate level coursework. Any assignment not meeting the program's high standards will be returned.

Many of the course instructors are also classroom teachers. While they work diligently to grade your assignments, they do not work 24 hours a day. Assignments will be graded within three to four business days. Once the requirements for a specific course are complete, you will be advanced to the next course at the appropriate time. While you wait to be advanced, please spend some time reflecting and conducting individual research on each course.

# Grading

## GRADING SCALE

4

**Exemplary**

Characterized by:

- Extraordinary initiative in completing the learning activity
- The work fully responds to all parts of the activity prompt.
- The work is thoughtful and shows exceptional insight into the teacher's role in the learning process.
- The work is grammatically correct and carefully proofread (0-1 error).

3

**Proficient**

Characterized by:

- The work fully responds to all parts of the activity prompt.
- The work shows insight into the teacher's role in the learning process.
- The work is grammatically correct and proofread (no more than 2 errors).

2

**Basic**

Characterized by:

- The work responds to the activity prompt.
- The work gives consideration to the teacher's role in the learning process.
- The work is mostly grammatically correct and proofread (no more than 3 errors).

1

**Unsatisfactory**

Characterized by:

- The work does not respond to the activity prompt.
- The work shows little to no consideration for the teacher's role in the learning process.
- The work has many grammatical and/or spelling errors (4 or more).

Each course will have required reading and an assignments or assessments that allow the learner to demonstrate that he or she have mastered the content of that section. The sections may also include other learning activities. All assessment, except the assessment in TCAZ 5000, must be completed with a score of 75% or better. Because the material in TCAZ 5000 is so critical to program success, each candidate must earn a score of 100% on that assessment before progressing to the next course, TCAZ 5100.



Assignments must be completed with a score of “2” or better, and the learner must earn a course average score of “2.75” or better in order to progress into the next course. Because this is a competency-based program, the learner will not be able to move on to the next course until you successfully completing the course in which he or she is currently enrolled.

It is intended that if the teacher has not yet secured a Field Experience/Capstone, he or she can include the learning products from this course as part of a portfolio of work to discuss during job interviews and share with hiring principals, and to adapt and implement in a future classroom once hired. If the teacher has already secured a Field Experience/Capstone, the items can be immediately implemented in the teacher’s classroom and/or used in future years of teaching.

## Examinations

In addition to graded assignments, computer-graded assessments are administered throughout each course. Successful completion of each assessment must be accomplished with a grade of 80% or higher prior to being recommended for certification.

## Feedback

An instructor will monitor your participation in each iteach course. The course instructor will be a Master Teacher who will not only read and evaluate your assignments, but also provide prompt feedback should you have a question regarding the course curriculum.

“Share your  
knowledge. It is  
a way to achieve  
immortality.”

~ Dalai Lama



## Transfer Credit

iteach requires all teacher candidates to complete the entire curriculum of the program. If previous coursework has been completed at an accredited college or university the iteach admissions department will conduct a review, upon request. The review will determine if any previous coursework aligns with iteach coursework and can be transferred in as credit towards the completion of required coursework.

Similarly, though our coursework has been designed by subject matter experts, it is specific to the completion of teacher certification in the state of Arizona. Transferring the completed coursework to another institution would be at the sole discretion of the other institution.

## Text Resources

Candidates are required to purchase one of the following three texts as supplemental reading for TCAZ 5600:

- A Framework for Understanding Poverty by Ruby K. Payne (any edition), or
- Other People's Children: Cultural Conflict in the Classroom by Lisa Delpit (any edition), or
- For White Folks Who Teach in the Hood... and the Rest of Y'all, Too: Reality Pedagogy and Urban Education by Christopher Emdin

In addition, iteach strongly recommends purchase of the following:

- Wong, H.K. & Wong, R.T. (2009) *The First Days of School: How to Be an Effective Teacher* (4th ed.) Mountain View, CA: Harry K. Wong Publications, Inc.
- Canter, L. & Canter, M. (2001). *Assertive Discipline: Positive Behavior Management for Today's Classroom*. Bloomington, IN: Solution Tree Press.
- Reutzel, D.R. & Cooter, Jr., R.B. (2012). *Teaching Children to Read, The Teacher Makes the Difference* (6th ed.). Boston, MA: Allyn & Bacon.
- Huack, C.S., Helpfer, S., & Hickman, J. (2004) *Children's Literature in the Elementary School* (8th ed.). New York, NY: McGraw Hill.

It is recommended that you begin building your personal library of educational resources. Therefore, at appropriate times in the courses, various books and resources that are considered worthy of purchase will be recommended.

► **Additionally, many articles will be provided via Internet links.**

## Accommodations

If you have a disability for which you require accommodations, please let iteach know. iteach will be glad to work with you to find an appropriate accommodation.



# Field Experience/Capstone

It is the mission of the iteach program to meet the needs of individuals who have a desire to become highly effective teachers, while also meeting the needs of school districts to obtain highly qualified teachers.

## iteach Benefits

- Close relationships with school districts
- Job placement may be obtained in any OSSE recognized public, private or charter school
- Districts can search our database to find teachers
- Candidates are responsible for securing the field experience placements

Field experience/capstone is an important time in the life of a teacher. It is critical, challenging and rewarding to all involved, as it is a time of great professional growth. This experience typically has a lasting effect upon a teacher's outlook toward teaching and therefore greatly affects future generations of students.

In order to complete the field experience/capstone component of iteach Arizona, you must acquire 200 hours of clinical practice within a classroom.

**Field experience is an important time in the life of a teacher. It is critical, challenging and rewarding to all involved.**





## Field Experience/ Capstone

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On this route, you will complete the required 200 clinical hours while you are employed full time as a teacher in the field of your content area. In this position, you receive the salary and benefits of a first-year teacher. A long-term substitute position does not fulfill this requirement.

You must secure your own internship position through the district application/interview process. If you proceed forward with this option we encourage you to consider the needs of the districts. It will be significantly more difficult to secure a teaching position in an area of low needs as oppose to high need areas.

Prior to interviewing, you will be able to download your Enrollment Verification and hiring documents. The Enrollment Verification verifies you are enrolled in iteach.

Once you obtain an internship, you must notify the iteach Arizona office once you are hired. At that time, you will be enrolled in Field Experience/ Capstone: The Classroom Teaching Experience. This course provides detailed information for the newly hired teacher. You will be required to submit self-reflections and classroom reflections during your internship.

## Supervision During Field Experience

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During the field experience placement, you will be assigned a field supervisor who will make periodic classroom visits and work closely with the campus administration to ensure a successful teaching experience for you.



# Program Fees

## Monthly Payment Plan ..... \$4,399

This program requires a \$99 enrollment fee and a monthly payment of \$99 a month.

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### THE TOTAL COST IS BROKEN DOWN INTO THE FOLLOWING FEES:

#### Upfront Costs

Evaluation Fee ..... \$0  
 Enrollment Fee ..... \$99

- Due prior to receiving Statement of Eligibility
- Due prior to receiving instruction

Residency Fee ..... \$1,250

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#### Renewal Fees

Program Continuation Fee ..... \$500

If you do not complete the program requirements by the end of your field experience, you must apply for a continuation. If the continuation is approved, you must pay a renewal fee to be eligible to participate in the program.

Program Extension Fee ..... \$2,200

In the event your residency is unsuccessful or if there is a change in your initial certification area, you may apply to participate in another placement.

#### Certification Fees (not paid to iteach)

AEPA/NES and PKETest(s) ..... \$95

Examination fees payable to Education Testing Services. You must pass at least two certification tests (AEPNA/NES and PKE) prior to being recommended to the state for certification.

Standard Teaching Certificate ..... \$78

Fingerprint Clearance Card ..... \$67

## Payment Options

You have the following options for your interest free payment of fees:

- 1) Sign a personal payment plan indicating payments will be made monthly, over the duration of the field experience, once the field experience begins. Monthly payments are made directly to iteach.
- 2) Pay for the instruction as you are participating in the course work and then pay for field experience while in the field experience.
- 3) Payment plans are paid through credit cards, debit cards or e-checks that you establish with iteach.

Payments are not due until services are rendered.

# Refund and Cancellation Policy

iteach requires that all request for cancellation of the Letter of Agreement be emailed to: [adminAZ@iteach.net](mailto:adminAZ@iteach.net).

Candidates who wish to terminate the Letter of Agreement and cancel their enrollment within 5 calendar days of signing the Letter of Agreement will receive a full refund of any tuition paid. If iteach cancels the Letter of Agreement prior to the start of the first course, candidates will receive a full refund. Candidates who withdraw after 5 calendar days of signing the Letter of Agreement but prior to starting the first course, will receive a full refund, minus the \$99 Enrollment Fee.

When a candidate cancels after completing at least one course, but less than 50 percent of the program, iteach will retain the Enrollment Fee of \$99 and a percentage of the full tuition cost in accordance with the following schedule:

Percentage Completed by the Student	Percentage of Full Tuition Retained by the Institution
UP TO 10%	10%
> 10% - 25%	25%
> 25% - 50%	50%
> 50% - 100%	100%

For purposes of this Refund Policy, iteach measures percentage completed by counting all credit hours in courses that have been started, even if not completed, as credit hours that have been completed, because once a student begins a course, he or she has access to all of the materials in the course.

No refund is available after a student has completed 50% of his or her program. In other words, no refund will be provided if a student has entered TCAZ 5400 of the iteach Arizona coursework.

Any money due to the candidate under this Refund Policy will be refunded within 30 days of iteach receiving the cancellation request. Students who opt to pay tuition over time may owe money after withdrawal, depending on how much they have paid and the amount due under the refund policy.



“I cannot emphasize enough  
the importance of a good teacher.”

~ Temple Grandin



# Certification Areas

## iteach Benefits

- Multiple certification areas
- Test in multiple content areas to expand your marketability



iteach offers teacher certification in the following content areas. The content test NES/AEPA in one of the following areas must be passed prior to seeking a teaching position. (Test codes are provided in parenthesis if applicable).

- Art
- Biology
- Business Education
- Chemistry
- Chinese (Mandarin)
- Constitutions of the United States and Arizona
- Dance
- Earth Science, Economics
- Elementary Education Subtests I and II
- English Language Arts
- Essential Academic Skills Subtests I, II, and III
- French
- General Science
- Geography
- German
- Health
- History
- Mathematics
- Music, Physical Education
- Physics
- Political Science/American Government
- Reading Endorsement K–8
- Reading Endorsement 6–12
- School Library Media Specialist
- Social Science
- Spanish
- Special Education Mild to Moderate
- Special Education Moderate to Severe
- Theater

# Probation, Dismissal and Readmission

## Probation

iteach provides great flexibility in regards to the completion of coursework. Because the curriculum is fully online and completed at your own pace, iteach does not leverage a probation status. Please note, that though you will not be placed on probation for unsatisfactory grades or timely progress, the issuance of your license does depend on satisfactory grades and completion of courses. If you do not receive satisfactory grades or complete your courses there can be a delay in your license being issued

## Dismissal

Upon enrolling into iteach you are provided two full school years to complete all coursework requirement. After two full school years has passed your account will be reviewed for determination of continued active enrolled status or a transition out of the program. iteach Arizona will not proactively dismiss you for not earning satisfactory grades or completing the program. Rather, after two years we will seek a mutual understanding of your desire to continuing pursuing teacher certification.

See "Student Conduct" section (p. 42) for dismissal pertaining to conduct.

## Readmission

Since you will not be placed on probation or dismissed by iteach, there is not a formal readmission process in those events. However, if you voluntarily withdraw from the program you may be request to reapply and submit admission documents if you chose to complete our program. Upon reapplication we will conduct an evaluation for acceptance which would include verification that you initially withdrew while in good standing with the program.

**“The task of the modern educator is not to cut down jungles, but to irrigate deserts.”**

~ C.S. Lewis

# Student Records

While enrolled in iteach, the program will maintain complete academic records as it pertains to completion of the teacher certification program. This includes, but not limited to:

- Coursework enrollment dates
- Coursework completion dates
- Coursework grades (assignments and assessments)
- Electronic portfolio
- Residency reflections
- Payment history
- Credential dates (initial, standard)

Upon the completion of the program or withdrawal of the program iteach will maintain complete academic records for a minimum of five years.

Your academic and financial records will be made available to you at any given time, free of charge, from your secured portal. If you are not currently active in our program, you would be able to contact our office to request a copy of your academic and financial record. You will need to be in good standing with iteach to request academic records.

## Confidentiality

We take seriously the responsibility of student confidentiality. Your records will remain confidential indefinitely with our program. Further, both our administration and you will sign the Letter of Agreement formalizing the enrollment process and the expectations you can have, contractually, with our commitment to your confidentiality.

## Use of Information

Students may not copy, record, or disclose to anyone else the information on the instructNET platform. This information includes the activities, rubrics, and all original resources on the instructNET platform.

## State Reciprocity (iteach)

iteach maintains a corporate office in Denton, Texas. With national accreditation (CAEP) and state approval (OSSE) we provide teacher certification training leading to the issuance of a Standard Credential in the state of Arizona. Because the training is specifically designed to meet the standards of the State of Arizona, any coursework completed in the iteach program is not transferable to another iteach approved state. Rather, upon the completion of the program and issuance of license you may take advantage of state reciprocity to transfer your full teaching license.



# Student Conduct

Professional conduct is expected by iteach students.

Upon applying iteach will inquire about the following:

- 1) Have you ever had any professional license/certificate denied, suspended, revoked or voluntarily surrendered?
- 2) Are you currently being reviewed or investigated for purposes of such action above?
- 3) Have you ever been convicted of any felony offense, been found guilty or entered a plea of nolo contendere (no contest), even if adjudication was withheld?
- 4) Have you ever been convicted of a misdemeanor offence that involves mistreatment of a minor or drug offenses?

Additionally, you are required to maintain professional conduct in all communication with the iteach staff. This includes phone calls with office staff and email with staff and faculty.

## Dismissal

Continued enrollment in the program is conditional on the above items being not applicable to you at any time. If at any time your license is made inactive, you have been convicted of felony or misdemeanor (involving children or drugs), or you have failed to communicate professionally, you will be dismissed from iteach.

## Appeal

If you are dismissed from the program you are provided the ability to appeal the decision. The appeal would need to be submitted in writing (via email or certified mail) to the Program Director within five business days of dismissal. Upon receipt, your case will be reviewed and responded to within two weeks.

## Code of Ethics

iteach subscribes to Model Code of Ethics for Educators (MCEE) created by the National Association of State Directors of Teacher Education and Certification (NASDTEC). iteach expects students to be familiar with the MCEE as it pertains to decisions within and outside the classroom.

You can learn more about the MCEE and NASDTEC at [www.nasdtec.net](http://www.nasdtec.net).

# Attendance/ Leave of Absence

The coursework component of iteach is delivered fully online. Though there is no mandated time in which you must login to complete courses you are required to spend a minimum of 5 clock hours each week working on coursework. Your account will be periodically reviewed to ensure this requirement is met to maintain your enrollment in good standing.

The Field Experience/Capstone requirement of 200 clinical hours is to be completed during a twelve week timeline. The twelve week timeline provides for up to ten days of absences. If you miss more than ten days during the completion of your Field Experience/Capstone, you will be required to

begin the Field Experience/Capstone, from the beginning, at the beginning of the next school semester.

Any leave of absence needed to be over ten days should be requested, in writing, to the iteach office. We will look at each situation independently to determine the appropriate steps to complete the residency requirement.

If you miss more than ten days during the residency portion of the program, and do not make arrangement to complete the residency during the following semester, the issuance of your standard credential will be delayed.



# Technology Requirements

Given iteach coursework component is fully online, the following minimum technology standards must be met upon enrollment:

- Access to a personal computer (cannot use public computer)
- Microsoft Word installed
- Adobe Reader installed
- One of the following Internet browsers:
  - Google Chrome (version 58.0.3029.110 or later)
  - Mozilla Firefox (version 53.0.02 or later)
- Personal Email Account

The personal email account will be the primary source of all communication with the iteach staff and faculty, it is imperative it is a personal account with “iteach.net” added to your safe list to ensure you receive all inbound emails from iteach personnel.



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## Iteach Recommendations

### Windows

- 1.4GHz Intel Pentium 4 or faster processor (or equivalent) for Microsoft Windows 7, Windows 8 or Windows 8.1
- Windows 10, 8.1 (32-bit/64-bit), 8.0 (32-bit/64-bit), Windows 7 (32-bit/64-bit)
- 512MB of RAM (1GB recommended) for Windows 7 or Windows 8
- Microsoft Internet Explorer 8 or later; Windows Edge browser; Mozilla Firefox; Google Chrome
- Adobe Flash Player 20.0+

### Mac OS

- 1.83GHz Intel Core Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.8, 10.9, 10.10
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 20.0+



“Those who don’t know must learn from those who do.”

~ Plato, The Republic







# Complaint Policy

iteach continually strives to provide each candidate with the best service possible. If you have any complaint regarding the iteach program, please submit your concerns in writing within 10 working days of the occurrence to:

**Zach Rozell**  
[admin@iteach.net](mailto:admin@iteach.net)  
or 940-383-8100

In your correspondence, please provide your current role (candidate, principal, etc.) The complaint policy of iteach requires that the first point of contact for resolution of a dispute be iteach and not a third party while iteach investigates a complaint.

iteach will do everything within our power to rectify any situations in an effective and expedient manner.





# Statement of Diversity

iteach is committed to preparing an educator workforce that reflects the diversity of students in classrooms across the nation, and to drawing talent from all communities in order to provide the best and brightest educators to America's children. iteach has a history of accepting, training and certifying diverse educator cohorts. We promise to uphold this tradition by not discriminating against any prospective candidate on the basis of race, ethnicity, age, disability, gender, sexual orientation, socioeconomic background, or religion.





**iteach**<sup>™</sup>

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[iteach.net/arizona](http://iteach.net/arizona)