# ADE Certification Application Guide

Created by Sara Knepper 11/1/2024 – DRAFT IN PROGRESS

1. You must have a valid Arizona IVP fingerprint clearance card to create an account.
2. Create an account at https://adeconnect.azed.gov/Account/SelfRegistration/General
3. Follow the emailed instructions to activate the account
4. You will have to wait 15 minutes after account activation to log into the system
5. Log into https://mycert.azed.gov
6. It will ask you to verify your information:
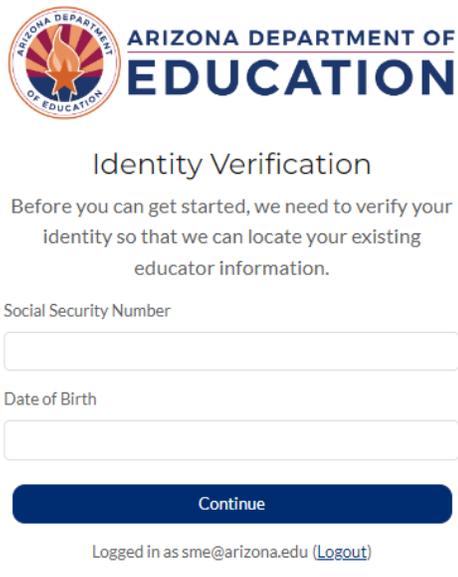
   a. If this doesn't work, it will bring you to a second screen to ask for more information to try to find your account:
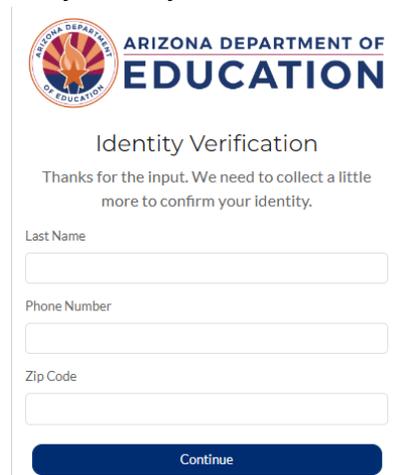
   b. If this still doesn't work, it may be because you did not put your Social Security Number (SSN) on your Fingerprint Clearance Card application originally. You will need to contact the AZ Department of Public Safety at **(602) 223-2279** to add your SSN to your fingerprint information. It should take approximately 24 hours to process, and then you can try this step again.

7. Once your account is set up and your IR issued (keep an eye out for an email from the Certification Officer), there should be a tab or indicator at the top left that says To Do, and the IR should be there after it has been issued. You can then proceed with your application using your IR.