ADE Online Portal – Add Approved Areas Guide

Follow the instructions below and purple circles to add endorsements or approved areas that are not on your IR!

NOTE: This is AFTER you have applied for certification with IR, or at least added it to your shopping cart.

1. In CHROME, visit https://certification.azed.gov/ - see “Setup Guide” if you have not already created an account. Otherwise, Login.

2. AFTER you have followed the “apply using your IR” process and have the IR in your cart, you can “Apply for additional services” – click +Add

OR, if you’ve already completely submitted your application with IR and want to add an approved area later, you can click “Apply for a New Credential” from your home screen. Again, this must happen after using your IR.

3. Read the information, then click Next
4. Select the 3rd option, “I want to add an additional approved area or endorsement to a certificate”

**NOTE**: This screen will only display AFTER you have applied for certification with IR, or at least added it to your shopping cart.

5. If you are adding an approved subject area, select the first option. This includes additional subject areas beyond what is included on the IR for Secondary Education graduates, and Middle Grades subject areas for Elementary Education graduates.

If you are an Elementary Education graduate seeking to add the Early Childhood Endorsement, then you would instead select “I would like to add an endorsement”.

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Add New Credential

Teachers who hold an eligible certificate and meet specified requirements may qualify to add an approved area or endorsement to the certificate. For detailed requirement information, please visit the Certification Website.

**Approved Area** refers to a subject that may be added to an Elementary, Middle Grades, Secondary or Special Education (K-12) certificate. Most approved areas require passing a subject knowledge exam or qualification for an exam waiver. If an exam is not offered in a subject area, 24 semester hours of coursework in the subject is required.

**Endorsement** refers to a credential that is added to a certificate to authorize the holder to teach a specialized area or expand the grade level of their certificate. Each endorsement has unique requirements.

Would you like to add an approved subject area or endorsement to your certificate?

- I would like to add an approved subject area.
- I would like to add an endorsement.

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Add New Credential

Select the type of credential you would like to apply for from the list below. Please visit our website for detailed Arizona state requirements if you have questions or would like to review credential requirements prior to applying.

- I want to apply for a Substitute, PreK-12 certificate.
- I want to apply for a Teaching, Administrative, or Professional Non-Teaching certificate.
- I want to add an additional approved area or endorsement to a certificate.

Cancel  Previous  Next
6. The extensive list of approved subject areas is provided. You may only select one subject at a time, then click Next. If you have multiple areas you are seeking to add, you will have to repeat this process for each added area. You should only select content areas for which you have passed the corresponding exam. For Middle Grades Content Areas, scroll down to “Middle Grades.”

*NOTE: Do not select the content area on your IR!*

7. The next page will ask you to confirm your selection; then click Add to Cart. In this example, the candidate has selected Art.

8. It will ask you if you want Additional Services. If you have additional content areas or endorsements to add, you can click Additional Services. If not, click Checkout.
9. You can now see all requested services in your cart. In this example, the Teach Arizona graduate is receiving their Secondary Certification in English with an SEI endorsement (all included on IR); and added an Approved Area in Art. You can review your costs here for each item as well. In this example, the Teach Arizona graduate is an ATA recipient, so they have no cost for their IR areas, but they must pay $60 for their added approved area in Art.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Professional Secondary, 6-12</td>
<td>You are applying for institutionally recommended Standard Professional Secondary, 6-12 certification</td>
<td>$0.00</td>
</tr>
<tr>
<td>Art</td>
<td>You are applying to add the Art approved area</td>
<td>$60.00</td>
</tr>
<tr>
<td>Structured English Immersion, PreK-12</td>
<td>You are applying for institutionally recommended Structured English Immersion, PreK-12 endorsement</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

10. You can now proceed through the rest of the application. Additional step-by-step guidance is provided in the “Apply with IR Guide.”