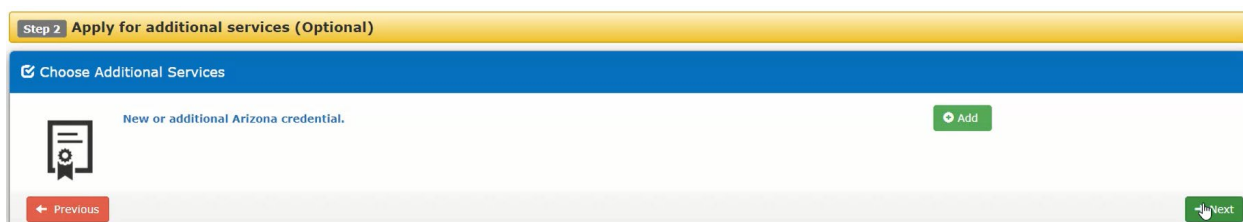


ADE Online Portal – Add Approved Areas Guide

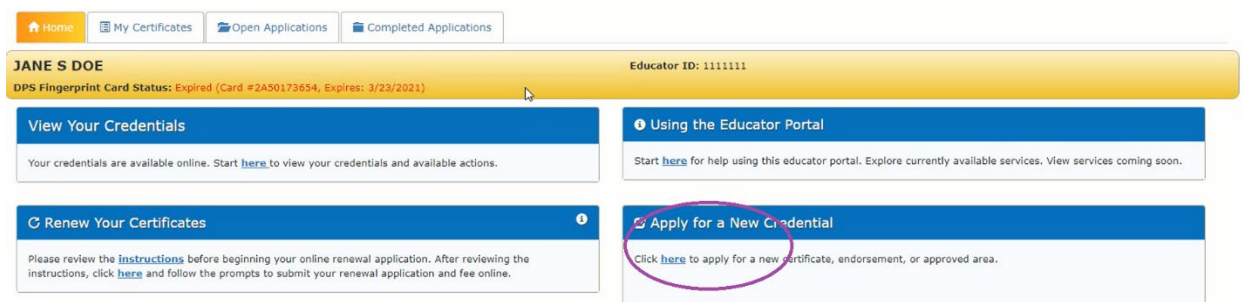
Follow the instructions below and purple circles to
add endorsements or approved areas that are not on your IR!

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

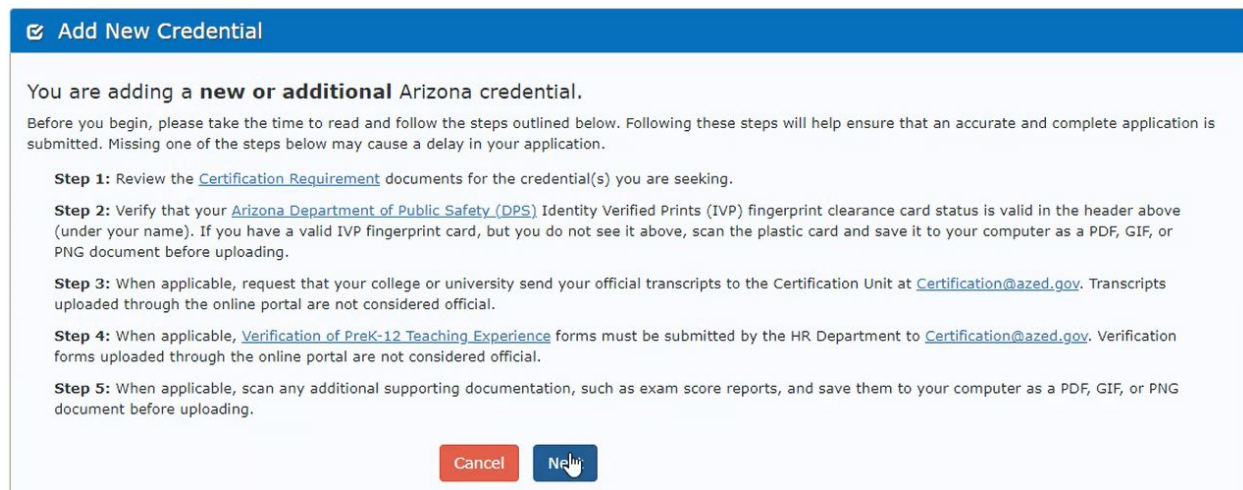
1. In CHROME, visit <https://certification.azed.gov/> - see “Setup Guide” if you have not already created an account. Otherwise, Login.
2. AFTER you have followed the “apply using your IR” process and have the IR in your cart, you can “Apply for additional services” – click +Add



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.

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](#)

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”.

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.

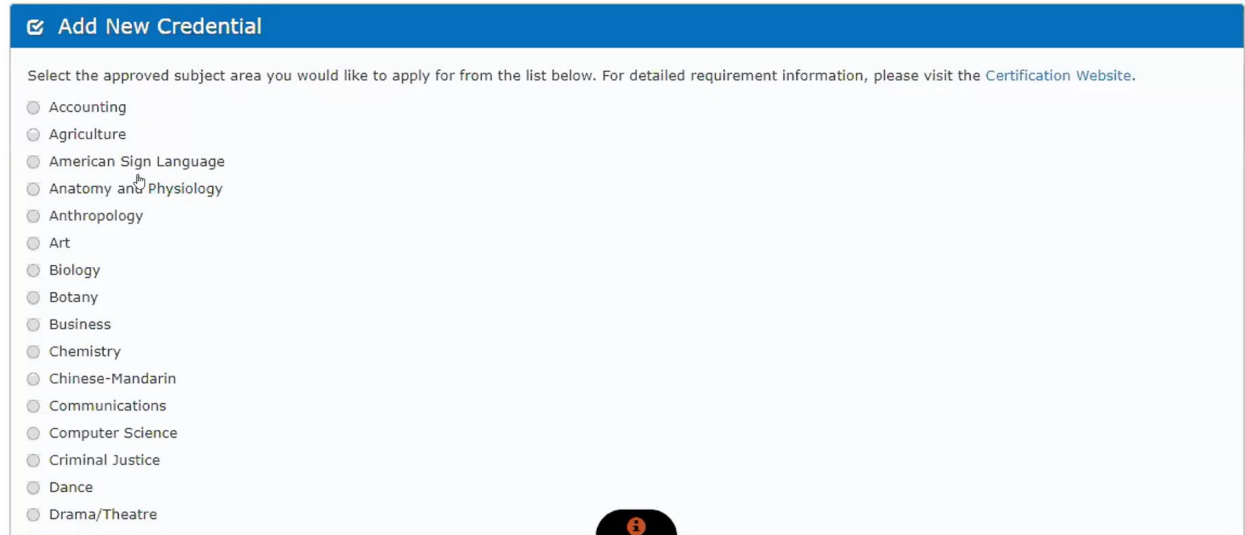
Would you like to add an approved subject area or endorsement to your certificate?

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

[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!

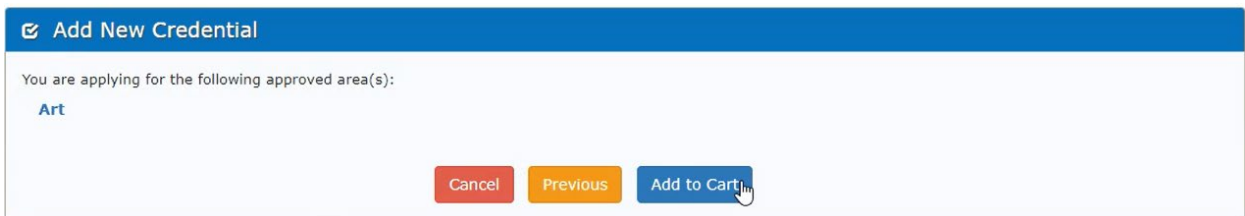


Add New Credential

Select the approved subject area you would like to apply for from the list below. For detailed requirement information, please visit the Certification Website.

- Accounting
- Agriculture
- American Sign Language
- Anatomy and Physiology
- Anthropology
- Art
- Biology
- Botany
- Business
- Chemistry
- Chinese-Mandarin
- Communications
- Computer Science
- Criminal Justice
- Dance
- Drama/Theatre

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



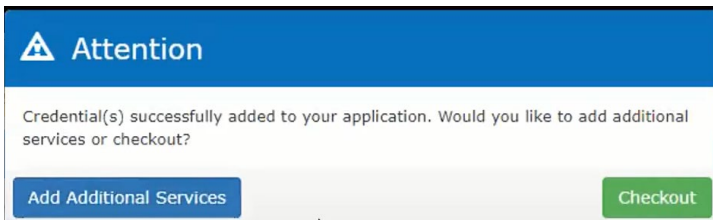
Add New Credential

You are applying for the following approved area(s):

Art

[Cancel](#) [Previous](#) [Add to Cart](#)

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.



Attention




Credential(s) successfully added to your application. Would you like to add additional services or checkout?

[Add Additional Services](#) [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.

Step 1 Review requested services Total Items : 3

Review Services

	Standard Professional Secondary, 6-12 certificate Service Description : You are applying for institutionally recommended Standard Professional Secondary, 6-12 certificate Approved Areas : <ul style="list-style-type: none">English	Price : \$0.00	Remove
	Art Service Description : You are applying to add the Art approved area	Price : \$60.00	Remove
	* Structured English Immersion, PreK-12 endorsement Service Description : You are applying for institutionally recommended * Structured English Immersion, PreK-12 endorsement	Price : \$0.00	Remove

[← Previous](#) [Next →](#)

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