

ADE Online Portal – Apply with IR Guide

Follow the instructions below and purple circles to apply for certification with your IR!

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

2. Welcome to your portal home screen! You must wait for your Institutional Recommendation (IR) to be awarded before starting your application; this will allow you to pay the reduced price (or if you are an ATA recipient, to obtain certification for free) and expedite your certification. The Certification Officer will notify you when your IR has been awarded, and then your home screen should look like this:

Home My Certificates Open Applications Completed Applications

JANE S DOE Educator ID: 1111111
DPS Fingerprint Card Status: Expired (Card #2A50173654, Expires: 3/23/2021)

Apply for your Institutionally Recommended Credential(s)

The Department of Education has received your Institutional Recommendation (IR) verifying completion of an Arizona Board-approved educator preparation program.

Before you begin the application process please verify the following:

1. You have a valid [Arizona IVP](#) fingerprint clearance card and
2. You have met the Professional Knowledge and Subject Knowledge [Exam requirements](#).
3. According to your IR, you are an Arizona Teachers Academy scholarship recipient. As a benefit, application fees will be waived for IR services only.

[Click here](#) for more information about requirements and assistance in applying.

[Click here](#) to begin the application process.
(Must submit the application by 04/22/2022)

View Your Credentials
Your credentials are available online. Start [here](#) to view your credentials and available actions.

Using the Educator Portal
Start [here](#) for help using this educator portal. Explore currently available services. View services coming soon.

Renew Your Certificates
Please review the [instructions](#) before beginning your online renewal application. After reviewing the instructions, click [here](#) and follow the prompts to submit your renewal application and fee online.

Apply for a New Credential
Click [here](#) to apply for a new certificate, endorsement, or approved area.

Note at the top that it says “Apply for your Institutionally Recommended Credential(s).”

Click “here” (circled above) to begin the application.

NOTE: Your IR expiration date is listed. You must apply by this date in order to use your IR.

3. Read the information and click Next. Make sure you have these items.

NOTE: In this example, the applicant is an ATA recipient.

Add New Credential- Institutional Recommendation

The Institutional Recommendation (IR) verifies that the candidate has completed a Board Approved Educator Preparation Program and has been recommended for an Arizona Educator certificate(s).

Before applying for certification, please ensure that:

1. You have a valid [Arizona IVP](#) fingerprint clearance card **and**
2. You have met the Professional Knowledge and/or Subject Knowledge [Exam requirements](#).
3. According to your IR, you are an Arizona Teachers Academy scholarship recipient. As a benefit, application fees will be waived for IR services only.

Following these steps will help ensure that an accurate and complete application is submitted. Missing one of the steps above may cause a delay in your application.

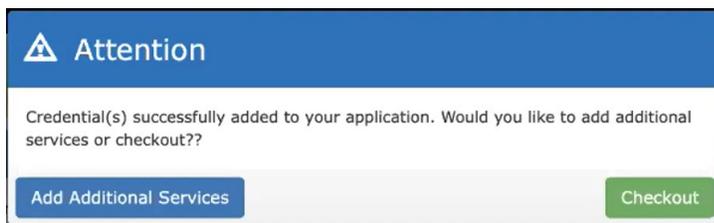
Cancel Next

4. Confirm the information, then click Add to Cart. The example provided is for an applicant who completed a Secondary Education program with SEI endorsement.



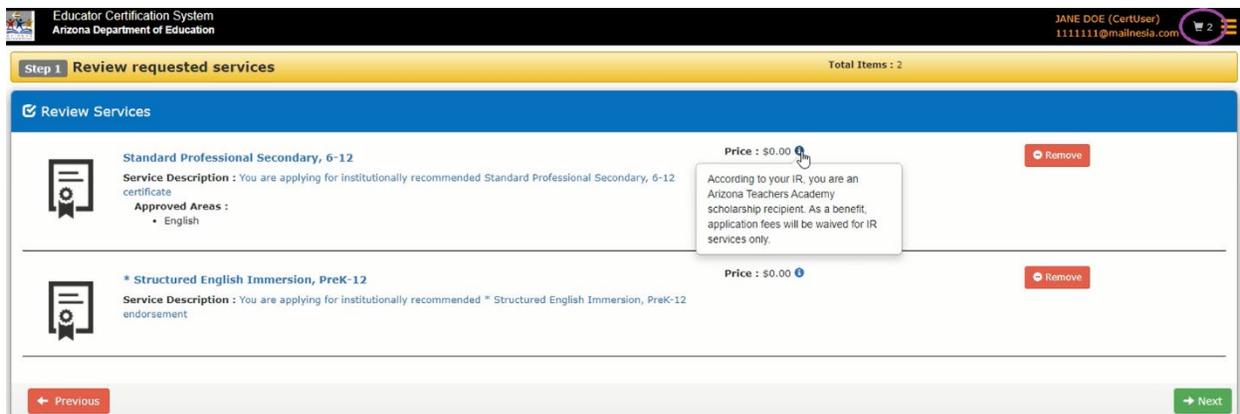
5. Click Checkout.

NOTE: If you have another Endorsement or Approved Area that is not included on your IR, and you would like to add it at this time, you can click "Add Additional Services". This option will also appear later in the application.



6. Review requested services, then click Next. If you hover over the "i" information button, it will explain the price. In this example, the services are waived because the candidate is an ATA recipient. For applicants who are not part of ATA, each certificate and endorsement should be \$30 with IR. Without IR, it would be \$60 for each.

IMPORTANT NOTE: If you navigate away from this screen and return to it at a later date, you can access it from your home page by clicking the shopping cart icon in the upper right corner.



7. Apply for additional services (optional). This is another opportunity for you to add an Endorsement or Approved Area that is not included on your IR. If you wish to do this, click +Add. Otherwise, click Next.

Step 2 Apply for additional services (Optional)

Choose Additional Services

New or additional Arizona credential. + Add

← Previous Next →

8. Mailing address - please be sure this information is accurate, as this is where your certificate will be mailed. If you need to edit it, you can do so now.

Step 3 Mailing Address and Contact Information

Mailing Address and Contact Information

United States Address: (If you need to change your address to an international address deselect checkbox.)

Mailing Information :

Mailing Address:*

City:*

State:*

Zip:*

Phone Number:*

E-mail:

← Previous Save & Continue →

9. You will need to answer each of these background questions, then click “Proceed to Declaration” (bottom right).

Step 4 Background Questions

Background Questions

To save and submit your complete application, you must answer all background questions and sign the declaration. Partial results will not be saved.

If you answer “Yes” to any question, you will be asked to complete Explanation of Incident form

No.	Answer*	Question
1.	<input type="radio"/> Yes <input type="radio"/> No	Have you ever received any disciplinary action, including revocation, suspension or reprimand, involving any professional certification or license?
2.	<input type="radio"/> Yes <input type="radio"/> No	Are you currently under investigation or have you ever been the subject of any investigation by the Department of Child Safety or a similar department in this state or another jurisdiction?
3.	<input type="radio"/> Yes <input type="radio"/> No	Have you ever been convicted of a felony offense?
4.	<input type="radio"/> Yes <input type="radio"/> No	Have you ever been arrested, cited and released, or received a criminal summons for any offense, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?
5.	<input type="radio"/> Yes <input type="radio"/> No	Have you ever been arrested, cited and released, or received a criminal summons for any offense involving a child , regardless if eventually convicted of a crime or if a conviction was set aside or expunged?

← Previous Proceed to Declaration > Next →

10. Your answers should all populate into a form. Review the entire form for accuracy. It may take a few seconds to load.

NOTE: This works best in Chrome. If you don't see a form, and/or if it asks you to sign into Adobe Sign, log out and use Chrome or a different browser than you are currently using.

NOTE: Cookies must be enabled for this part to work; if yours are disabled, follow the instructions as listed for your browser, then refresh the page.

NOTE: If you still need to sign into Adobe Sign no matter what browser you're using, using your UA email address and password for your UA account (not your ADE account). You should have free access to this through the UA and not need to start a free trial.

Step 4 Background Questions

Background Questions

Options ▾

Next required field 1

BACKGROUND QUESTIONS

Answer every question, sign and date. If "YES" is indicated for any of the following questions, please attach a full explanation to this application; a statement must be provided with each application.

1. YES NO Have you ever received any disciplinary action, including revocation, suspension or reprimand, involving any professional certification or license?
2. YES NO Are you currently under investigation or have you ever been the subject of any investigation by the Department of Child Safety or a similar department in this state or another jurisdiction?
3. YES NO Have you ever been convicted of a felony offense?
4. YES NO Have you ever been arrested, cited and released, or received a criminal summons for any offense, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?
5. YES NO Have you ever been arrested, cited and released, or received a criminal summons for any offense involving a child, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I grant permission for the Arizona Department of Education to obtain a records check from the federal, state, county, and/or local law enforcement agencies and Department of Family Services. I have read and understood the rules and statutes related to unprofessional and immoral conduct, including resignation from a contracted position without authorization and duties to report as required by law. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education or denial of my application.

Start

Step 4 Background Questions

Background Questions

Options ▾

Next required field 1

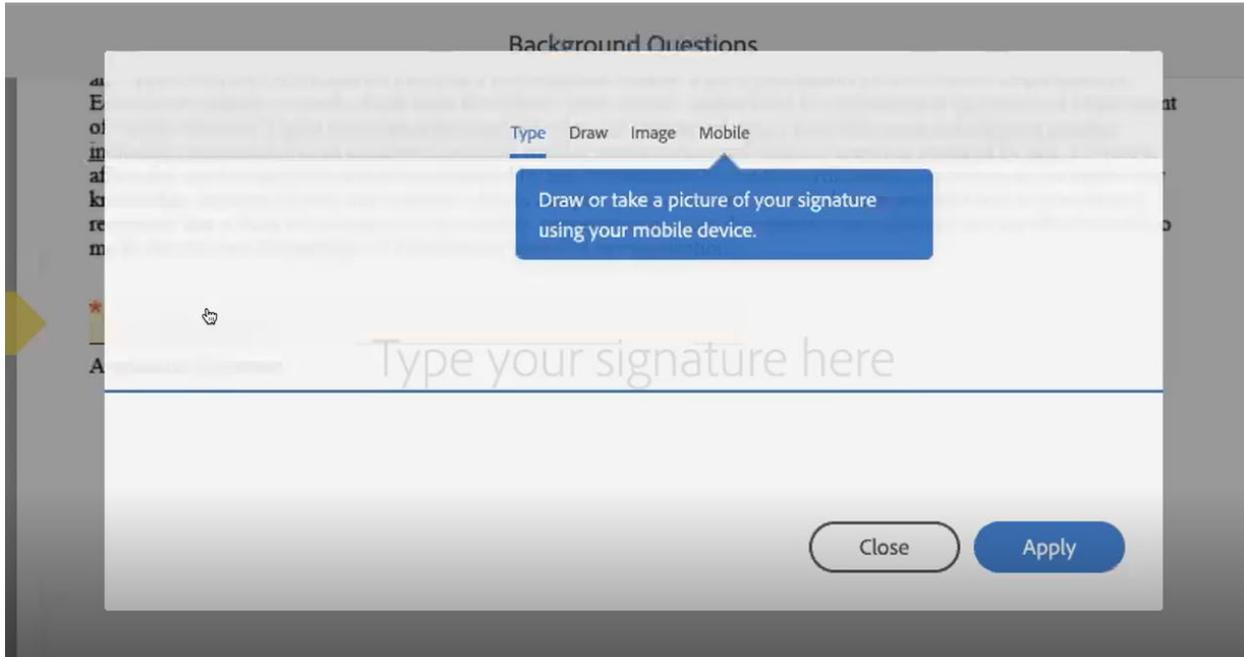
any application for certification is guilty of a misdemeanor offense. I grant permission for the Arizona Department of Education to obtain a records check from the federal, state, county, and/or local law enforcement agencies and Department of Family Services. I have read and understood the rules and statutes related to unprofessional and immoral conduct, including resignation from a contracted position without authorization and duties to report as required by law. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education or denial of my application.

Start

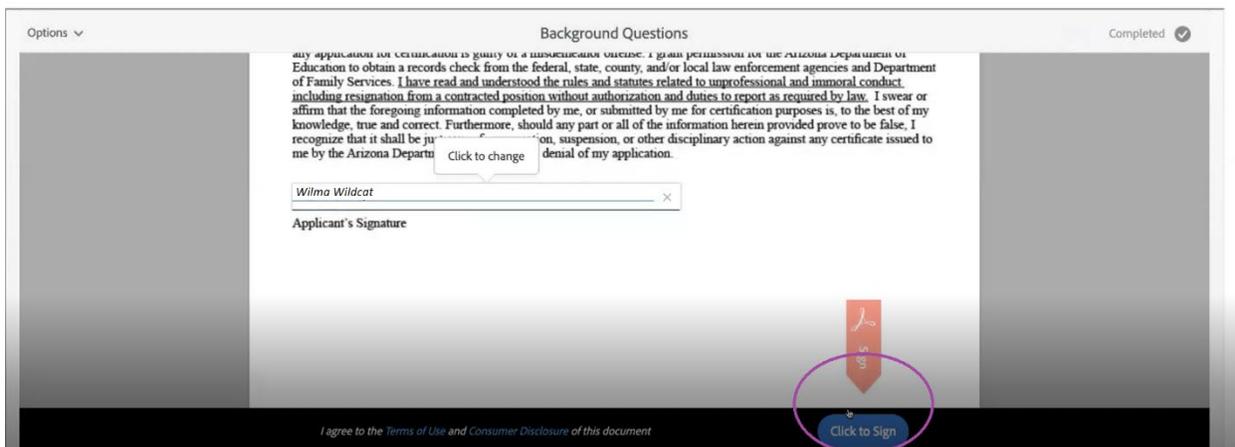
Click here to sign

Applicant's Signature

11. Sign electronically. You can Type, Draw, or upload an Image of your signature. Click Apply.



12. Then on the form page click "Click to Sign".



13. Click Next.

Step 4 Background Questions

Background Questions

Background Document Summary

This section provides a list of your completed Background questions and Explanation of Incidents (if applicable). You can attach supporting documents for any Explanation of Incident that you completed.

If you delete the Background Questionnaire, all Explanation of Incident forms will automatically delete, and you must submit a new Questionnaire prior to continuing and submitting your application.

Document Name	Date Uploaded	Actions
BackgroundQuestions_135351.pdf	4/23/2020 3:33:09 PM	

Add Additional Background Documentation
(Permitted file types .pdf, .png, .jpg; Max file size 25MB)

Previous Next

14. Upload Supporting Documents. *All documents must be in PDF, PNG, or JPG format.*

You are not required to upload any documents.

You may choose to upload your IR that you received from the Certification Officer, but this information is pre-populated in the system, so it is not needed.

You should not need to upload transcripts; your IR covers this requirement.

ADE should have your exam score reports (if relevant) but you can upload copies here to be safe if you would like.

If your fingerprint card information is not linked to your portal (not displaying at the top), upload a front and back photocopy of your card here.

After uploading any documents, click Next.

NOTE: Students applying for Secondary Certification and using a degree to satisfy their content knowledge requirement will need to separately send an official transcript to ADE, if not previously submitted to ADE. You can send an electronic official transcript to certification@azed.gov or mail it to the ADE office (contact info is at <https://www.azed.gov/educator-certification/contactus/>).

Step 5 Upload Supporting Documents

Upload Supporting Documents

Follow these steps:

- Note:** If you do not see your valid Arizona DPS IVP fingerprint card information in your AZEDCert account, upload a photocopy of the AZDPS fingerprint clearance card.
- Upload:** supporting documentation, if needed, to qualify for the requested service(s).
- Click Next:** to complete and submit your application and payment.

Choose files to upload
(Permitted file types .pdf, .png, .jpg; Max file size 25MB)

Previous Next

15. You should now be provided with an Application Summary. You must click on each of the blue hyperlinks provided at the bottom, “Terms and Conditions” and “Code of Ethics.” Then, you can check the boxes next to these two items. Only then can you click Submit Application.

Step 6 Application Summary

Application Summary

Credential Name	Service	Cost
 Standard Professional Secondary, 6-12 Approved Areas: <ul style="list-style-type: none"> English 	Service : Certificate (IR)	\$0.00
 * Structured English Immersion, PreK-12	Service : Endorsement (IR)	\$0.00
Total Amount Due		\$0.00

I agree to the [Terms and Conditions](#)
 I read and understand [Code of Ethics](#)

Click the links and read the conditions in order to proceed. By clicking the boxes, you acknowledge the terms.

16. Submit payment if applicable, and wait patiently for your application to be processed into a certificate! You may elect to Print Receipt.

JANE S DOE Educator ID: 1111111
 DPS Fingerprint Card Status: Expired (Card #2A50173654, Expires: 3/23/2021)

Application for Certification #2036578

Status : In Progress
 Application Date : 5/4/2021

Application #: 2036578
Application Date: 5/4/2021
Educator ID: 1111111
Name: DOE JANE S
Mailing Address: PO BOX 7000, PHOENIX, AZ, 85007, USA
Phone #: 6023643555
Email: janedoeprod@mailnesia.com
Requested Services

Service	Credential	Service Status
Certificate (IR)	Standard Professional Secondary, 6-12 Approved Areas : • English	In Progress
Endorsement	* Structured English Immersion, PreK-12	In Progress

Application documents submitted

Document Name	Date Uploaded	Actions
BackgroundQuestions_112089.pdf	5/4/2021 3:24:24 PM	<input type="button" value="Download"/>

06:201 **Success!** Application Submitted Successfully

(Permitted file types .pdf)

NOTE: The portal # updates every day at midnight. Once you have submitted an application, you just need to check once a day.

Your Certificate

Once the certificate has been processed, you will be able to see your certification data in your portal account under the “My Certificates” tab on the home page. Your certification record will also appear in the ADE webpage, “Educator Certificate Search” at:

<https://oacis.azed.gov/PublicOACIS/NormalPages/Educators.aspx>

A paper copy of the certificate will be mailed to you. The timeframe to receive the certificate will depend on the number of certificates being processed by the certification unit.

If you have any questions, concerns, or issues, please contact ADE directly:

<https://www.azed.gov/educator-certification/contactus/>.