

ADE Online Portal – Setup Guide

Follow the instructions below and purple circles to set up your ADE Online Portal Account.

1. In CHROME, visit <https://www.azed.gov/educator-certification/azedcert/>
2. Click on AzEDCert Portal button



**ARIZONA DEPARTMENT
OF EDUCATION**

[COVID-19](#) [Students & Families](#) [Educators](#) [Administrators](#)



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Prepare and Submit an Application

COVID-19 Update: Office Hours

Our offices are currently not accepting walk-ins for certification applications or advisement. Apply and check your application status online using the [AzEDCert portal](#).

Apply Online

AzEDCert Portal

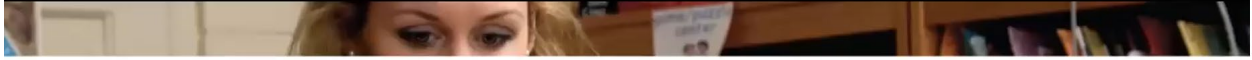
Visa and Mastercard payment only.

Apply By Mail

Send application, payment, and all materials to:
ADE – Certification
P.O. Box 6490
Phoenix, Arizona 85005-6490

Check or money order payment only.

3. Create a new account. After your account is created, when you come back in the future, you can instead click on Login on the left.



Have an Account?

Please click the login button below to enter your credentials.

Login

Don't have an Account?

Please choose from the options below.

Create a New Account

Educator Certification
Lookup

4. Fill in your full SSN and Date of Birth, then click Verify.

The next box should then pop up to fill in Last Name, First Name, and Fingerprint Clearance (FPC) Card number, then click Validate.

You may get stopped here if you did not put your Social Security Number on your Fingerprint Clearance Card application originally. If not, it will then prompt you to contact the AZ Department of Public Safety; you can call them 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.

You can find this on your Arizona IVP card where it says "Card Number". This is not the same as your IVP number.

The screenshot shows a two-step verification process. The first step asks for Social Security Number and Date of Birth, with 'Verify' and 'Reset' buttons. The second step asks for Last Name, First Name, and FPC Card #, with a 'Validate' button.

Educator Certification System
Arizona Department of Education

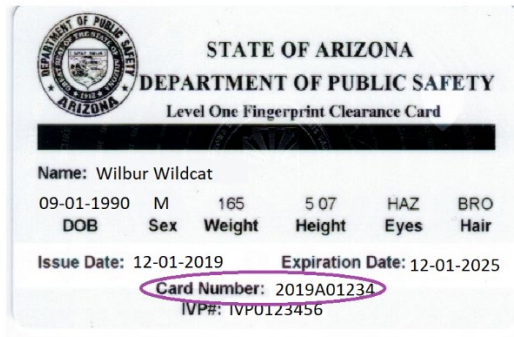
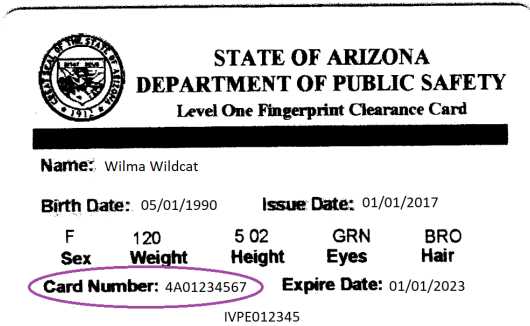
Please verify your social security number and date of birth for authentication.

Social Security Number:* **Date of Birth:(MM/DD/YYYY)***

Please verify your last name, zip, and phone number.

Last Name:* **First Name:*** **FPC Card #:***

Fingerprint card examples of where to find Card Number:



5. Much of your information should auto-populate if you listed your Social Security Number on your Fingerprint Clearance Card application. It is recommended that you use your address where you want your certificate to be mailed, but you will have a chance to edit this later if needed. Fill in all fields, then click Submit.

Please verify your social security number and date of birth for authentication.

Social Security Number:* **Date of Birth:(MM/DD/YYYY)***

ADE Connect Registration Form - Please fill out all fields below in order to create your ADE Connect Account

First Name:* **Middle Name:** **Last Name:***

Gender:* **Ethnicity:***


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

Mailing Address :*

City:* **State:*** **Zip:***

Phone Number:* **Phone Type:**

Email Address:* **Confirm Your Email Address:***

I'm not a robot 

Note: Internet Explorer requires compatibility view be turned off to submit this form. Click [here](#) for instructions or use another browser, such as Firefox or Chrome.

6. The next page is a confirmation of submission.

Form Submission Confirmation

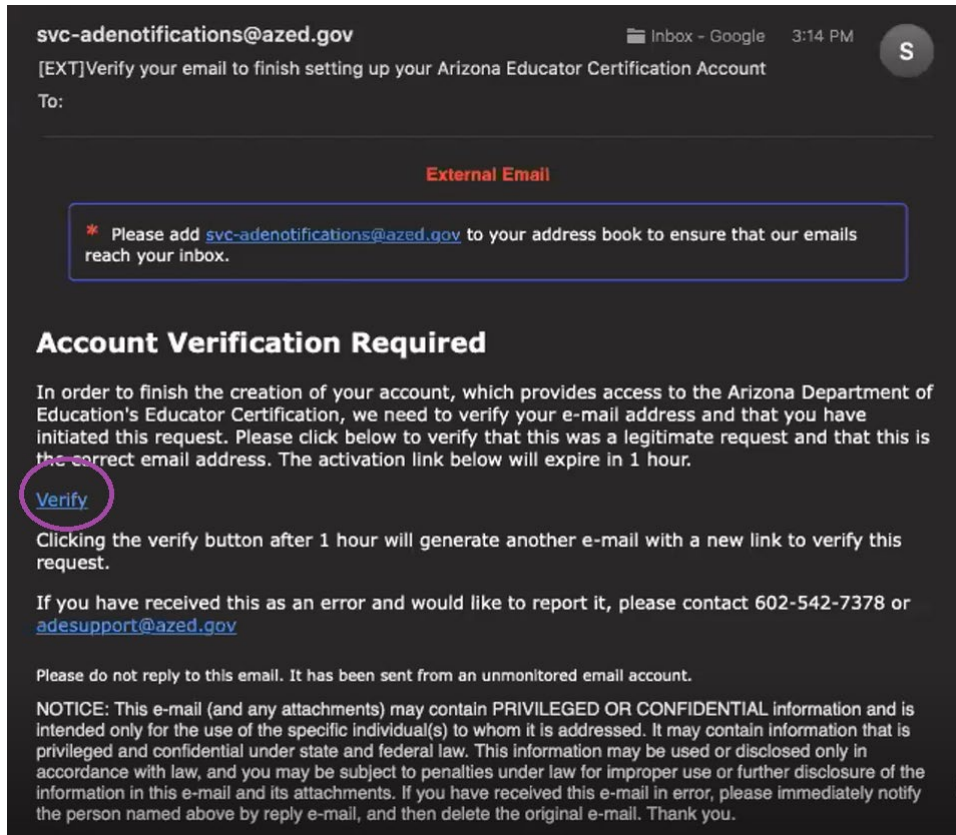
You will receive an email shortly at **@email.arizona.edu** with instructions to complete the account creation process.

If you do not receive your confirmation please contact Arizona Department of Education Support for assistance.

Arizona Department of Education
1535 West Jefferson Street
Phoenix, Arizona 85007
602-542-5393
1-800-352-4558
Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Office Closures
The Arizona Department of Education closes on Arizona State Holidays. For a full list of holidays and the actual dates, please see the [State Service Holidays calendar](#).

7. Immediately check your email and you should receive a confirmation from svc-adenotifications@azed.gov in a minute or two; this expires within one hour. There's a link in the middle of the email to Verify; click that link.



8. Create your Password following the guidelines, and click Submit.

Your email has been verified. Please create your password.

- Password must be at least 8 characters
- at least one uppercase letter (A - Z)
- at least one lowercase letter (a - z)
- at least one number (0 - 9)
- at least one special character of !#\$%&"'()*@
- must not include your first and/or last name

Password

Confirm Password

9. Click Login

Account created successfully. Click here to login:

10. Sign in with your email address and password.



Sign in with your organizational account

Sign in

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

11. Welcome to your portal Home screen – you’re done! Now you must wait until your Institutional Recommendation is awarded – **DO NOT start your application early**, as it will be the wrong one.

The screenshot shows the user's home screen in the AzEDCert portal. At the top, there are navigation tabs: Home (selected), My Certificates, Open Applications, and Completed Applications. Below the tabs is a yellow header bar with the user's name "WILMA WILDCAT" on the left and "Educator ID: 1234567" on the right. Underneath the header, a yellow box displays the user's "DPS Fingerprint Card Status: Valid (Card #4A01234567, Expires: 01/01/2023)". A blue banner below that says "Welcome WILMA WILDCAT to the Arizona Department of Education Certification System (AzEDCert)". The main content area contains four blue-titled cards: "View Your Credentials" (with a brief description and a "here" link), "Using the Educator Portal" (with a brief description and a "here" link), "Renew Your Certificates" (with a brief description and a "here" link), and "Apply for a New Credential" (with a brief description and a "here" link).

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

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

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).

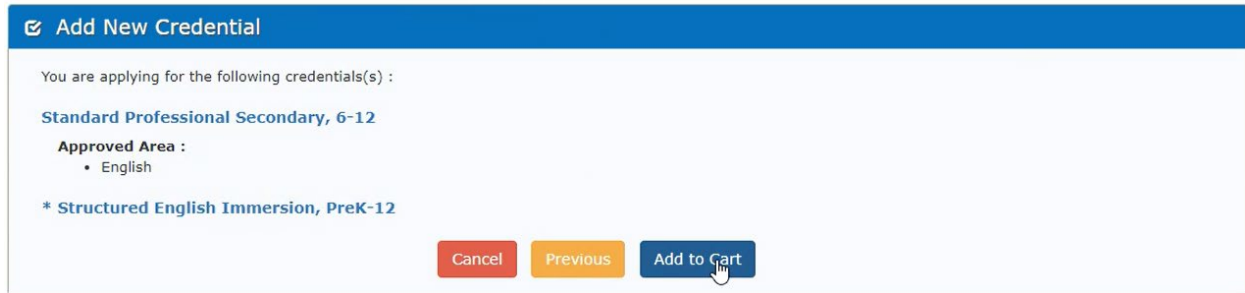
Before applying for certification, please ensure that:

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.

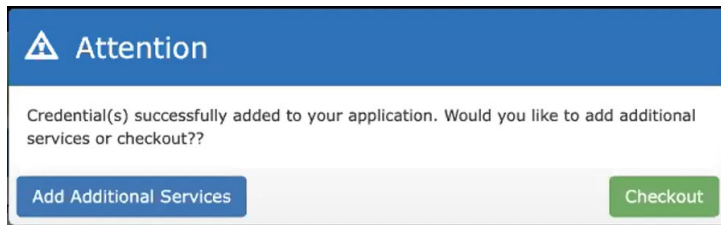
Cancel Next

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.



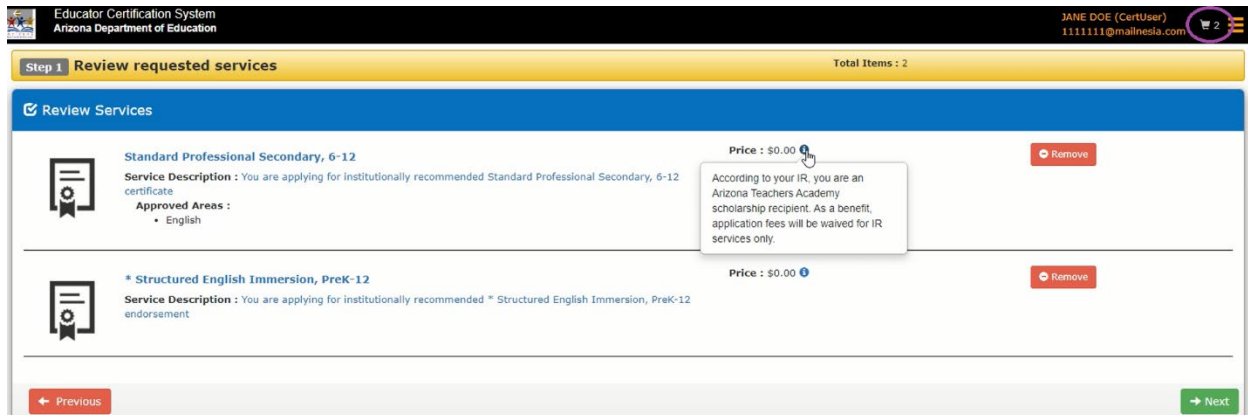
5. Click Checkout.

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

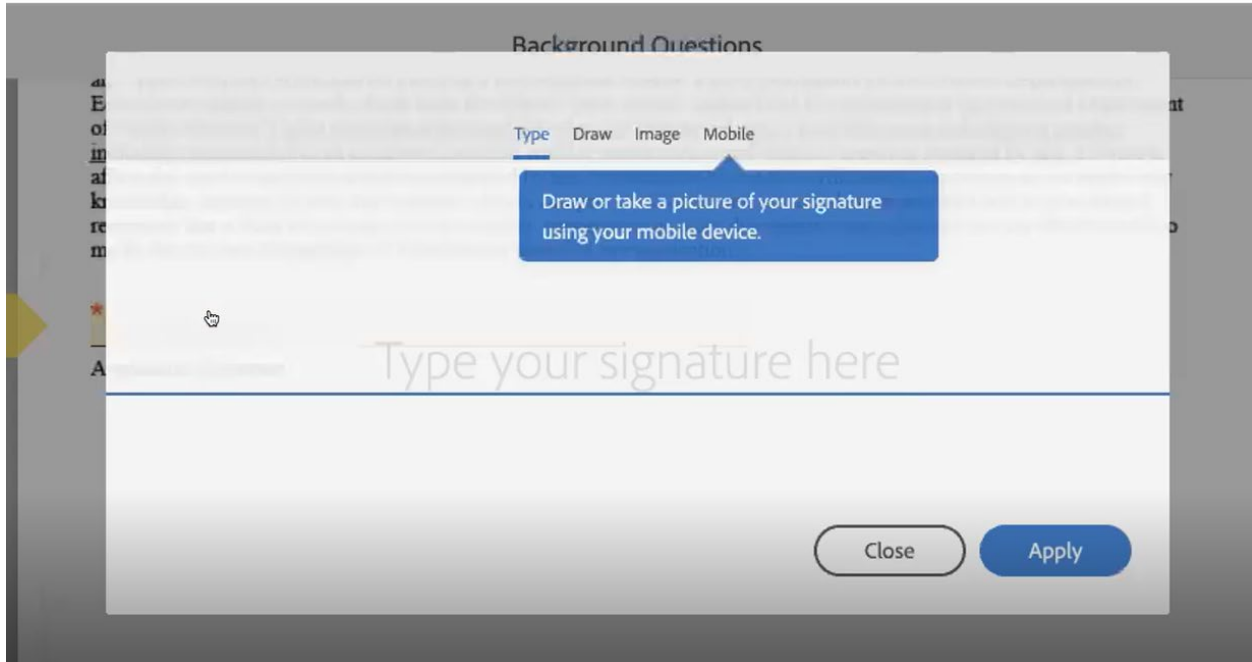
any application for certification is guilty of a misdemeanor offense. I grant permission for the Arizona Department of Education to obtain a records check from the federal, state, county, and/or local law enforcement agencies and Department of Family Services. I have read and understood the rules and 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

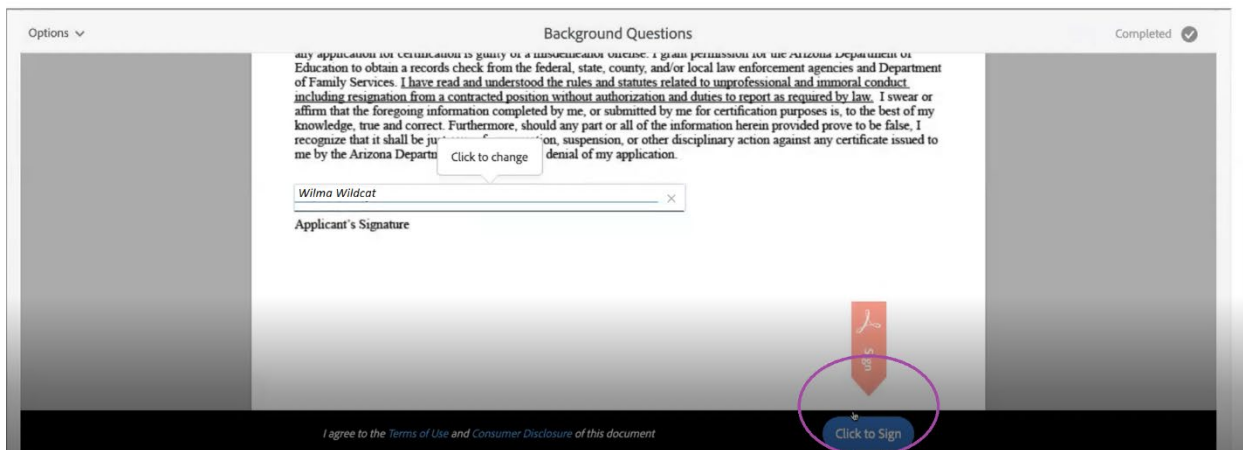
Click here to sign

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.

The screenshot shows a web interface for 'Step 4 Background Questions'. At the top, there is a yellow header with 'Step 4 Background Questions' and a blue sub-header with 'Background Questions'. Below this is a section titled 'Background Document Summary' with explanatory text. A table lists a document named 'BackgroundQuestions_135351.pdf' uploaded on '4/23/2020 3:33:09 PM'. Below the table is a button to 'Add Additional Background Documentation' with a note about permitted file types and size. At the bottom are 'Previous' and 'Next' navigation buttons.

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

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/>).

The screenshot shows a web interface for 'Step 5 Upload Supporting Documents'. At the top, there is a yellow header with 'Step 5 Upload Supporting Documents' and a blue sub-header with 'Upload Supporting Documents'. Below this is a section titled 'Follow these steps:' with a numbered list of instructions. A button labeled 'Choose files to upload' is centered below the list, with a note about permitted file types and size. At the bottom are 'Previous' and 'Next' navigation buttons.

- 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.

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.

Credential Name	Service	Cost
Standard Professional Secondary, 6-12 Approved Areas: • 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.

[← Previous](#)
[Submit Application](#)

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

[Home](#)
[My Certificates](#)
[Open Applications](#)
[Completed Applications](#)

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

Application for Certification #2036578
[Details](#)
[Print Receipt](#)

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	Download

Success!
 Application Submitted Successfully

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/>.