



How to Use the Certificate Mailing Address Tab



Certificate Mailing Address Tab

- Students who pass the Technical Skills Assessments receive a Congratulatory Letter and Certificate endorsed by Arizona's business and industry leaders. At the end of testing, these documents are sent to the district's FedEx address for distribution to students.
- Annually when logging into the Technical Skills Assessment as a Level I permission holder, you will be asked to update your FedEx address. Please provide the street address only (no PO Box numbers).



How to Use the Certificate Mailing Address Tab

- Go to the ADEConnect Portal at <https://home.azed.gov/Portal/>
- Click on “CTE Technical Skills Assessments”
- Select the Certificate Mailing Address tab
- Enter your name, street address (not a PO box), city, state, and zip code
- Save Address

- Video: [How to Use the Certificate Mailing Address Tab](#)



CTE
Technical
Skills
Assessments
User Guide

This guide will answer most of your questions:

[CTE Technical Skills Assessments User Guide](#)

If you have additional questions, please call the assessment helpline at 602-542-5452 or send an email to: CTEAssessmentHelp@azed.gov