



APPLICATION CHECKLIST FOR CTE TEACHER CERTIFICATION

Checklist Tips:

- ✓ Download this file and save to your computer.
- ✓ Check off completed tasks.
- ✓ SAVE copies of all documents required for certification.
- ✓ Use the provided space for notes to capture questions, thoughts, and next steps.
- ✓ Need help with the certification process?
 - Contact certification@azed.gov or call 602-542-4367 (8:30am-4:30pm)

APPLY FOR YOUR FINGERPRINT CLEARANCE CARD.

<p><i>Arizona educators are required to have a valid Arizona Department of Public Safety Identity Verified Prints (IVP) fingerprint clearance card. Apply online to start your application and pay fees. Once the application is processed, check your email for guidance on where to get fingerprinted and how to submit your fingerprints for verification.</i></p>	Task Completed
<p>1- Apply online to AZ Department of Public Safety.</p>	
<p>2- Check for Fingerprint message/email after submitting application. Applicants are provided with a Reference Number to use for fingerprinting. Record it here:</p> <p style="text-align: center;">Reference Number: _____</p>	
<p>3- Submit Fingerprints to AZ Department of Public Safety. Online: Login to your account, select Electronic Fingerprinting Application Services to select an authorized fingerprint vendor. Mail: You will receive a blank fingerprint card in the mail or you can use a card supplied by a fingerprint vendor.</p>	
<p>4- Check Application Status: Click here.</p>	
<p>5- Receive Fingerprint Card, make a digital copy to attach to Teacher Certification Application.</p>	

Notes:

SELECT THE EDUCATOR CERTIFICATION APPLICATION OPTION THAT REFLECTS YOUR QUALIFICATIONS.

CTE teacher certification applicants can qualify based on CTE-related industry work experience, postsecondary credentials, and with a certified teaching certificate. Additional requirements include completion of semester hours (college courses and/or CTE-approved professional development hours), a passing score on the Professional Knowledge Exam, and U.S. and Arizona Constitution. If you need time to complete these requirements, your certificate will be issued with deficiencies and there is a 3 year grace period to satisfy them. [Click here for guidance document.](#)

Option A	Option B	Option C	Option D	Option E	Option F
<p>(1) A bachelor's degree (or higher) in the CTE field from an accredited institution.</p> <p>(2) 30 semester hours of courses in the CTE field.</p> <p>(3) 240 clock hours of verified work experience in the CTE occupational area.</p>	<p>(1) A valid Arizona standard teaching certificate.</p> <p>(2) 1 year of recent teacher evaluation(s).</p> <p>(3) 3 semester hours of courses in CTE the field.</p> <p>(4) 240 clock hours of verified work experience in the CTE occupational area.</p>	<p>(1) 6000 clock hours of verified work experience in the CTE occupational area.</p>	<p>(1) A bachelor's degree (or higher) from an approved teacher preparation program in the CTE field or from an accredited institution offering substantially similar training.</p> <p>(2) 240 clock hours of verified work experience in the CTE occupational area.</p>	<p>Valid certificate from another State.</p> <p style="color: #0000ff; text-decoration: underline;">Reciprocity</p>	<p>(1) Degree or certificate in the CTE field.</p> <p>(2) 5 years of verified work experience in the CTE occupational area.</p> <p style="color: #0000ff; text-decoration: underline;">CTE Specialized Certifications</p>

Notes:

SELECT CTE PROGRAM AREA TO TEACH.

Carefully review your professional work experience, education, and industry credentials to select the appropriate CTE Program Area.

Agriculture	Business/Marketing	Education/Training	Family/Consumer Sciences	Health Careers	Industrial/Emerging Technologies

Notes:

GATHER REQUIRED CERTIFICATION DOCUMENTATION.

Verify your certification option requirements. Email requirements to certification@azed.gov.
Be sure to save copies for your records!

Task
Completed

Option A and F - Official College Transcripts

Option F - Specialized Training Certificates [Approved CTE Industry Certification List](#)

Note: If your industry credential is not listed, please include it with your application for the ADE certification unit to review.

Options A, B, C, D, F - Industry Work [Verification Form](#)

Follow up with ADE Educator Certification Unit to ensure your documents were received. Contact certification@azed.gov or call 602-542-4367 (8:30am-4:30pm).

Notes:

SUBMIT YOUR APPLICATION, SUPPORTING DOCUMENTATION, AND PAY FEE.

Please allow 3-4 weeks processing time during the months of September- April. Please allow 4-8 weeks processing time during the months of May-August.

Task
Completed

Login or Create a New User Account on the [ADE Educator Portal](#).

[Submit Application Online](#).

Track Your [Application Status](#).

Notes:

POST CERTIFICATION CHECKLIST.

CTE teacher certification applicants can qualify based on industry work experience, postsecondary credentials, and/or teaching experience. Please refer to your issued certificate or certification evaluation documentation for the list of your [deficiencies](#).

**Task
Completed**

Make digital copy of your certificate (submit to school district and county superintendent if applicable).

Verify Your Educator ID online. [Click here.](#)

NEW TEACHER CERTIFICATION DEFICIENCIES TO BE SATISFIED WITHIN 3 YEARS:

Option A	Option B	Option C	Option D
<p>1) Complete 15 semester hours of college courses and/or CTE-approved professional development hours in CTE field.</p> <p>2) Obtain a passing score on the professional knowledge portion of the AZ Teacher Proficiency Assessment for secondary teachers or qualification for a waiver of this assessment.</p> <p>3) Complete U.S. and Arizona Constitution courses.</p>	<p>1) Complete 9 semester hours of college courses and/or CTE approved professional development hours in CTE field.</p> <p>2) Obtain a passing score on the professional knowledge portion of the AZ Teacher Proficiency Assessment for secondary teachers or qualification for a waiver of this assessment.</p> <p>3) Complete U.S. and Arizona Constitution courses.</p>	<p>1) Complete 15 semester hours of college courses and/or CTE approved professional development hours in CTE field.</p> <p>2) Obtain a passing score on the professional knowledge portion of the AZ Teacher Proficiency Assessment for secondary teachers or qualification for a waiver of this assessment.</p> <p>3) Complete U.S. and Arizona Constitution courses.</p>	<p>1) Obtain a passing score on the professional knowledge portion of the AZ Teacher Proficiency Assessment for secondary teachers or qualification for a waiver of this assessment.</p> <p>2) Complete U.S. and Arizona Constitution courses.</p>

Notes: