How to Use the Certificate Mailing Address Tab



Certificate Mailing Address Tab

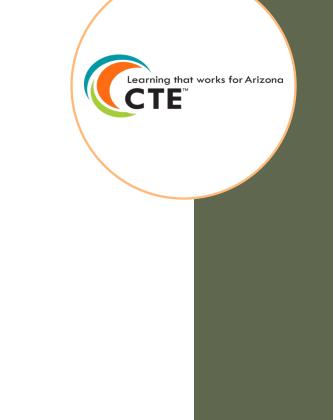


- Students who pass the Technical Skills Assessments receive a Congratulatory Letter and Certificate endorsed by Arizona's business and industry leaders. At the end of testing, these documents are sent to the district's FedEx address for distribution to students.
- Annually when logging into the Technical 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 <u>https://adeconnect.azed.gov/</u>
- 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 is currently being updated to reflect the new version of ADEConnect.



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: <u>CTEAssessmentHelp@azed.gov</u>

Arizona Department of Education/Career and Technical Education/Technical Skills Assessments SY2021-2022

