



# APPLICATION CHECKLIST FOR CTE TEACHER CERTIFICATION

## Checklist Tips:

- ✓ Download this file and save it 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 [ADE Certification](#) or call 602-542-4367 (8:30 am-4:30 pm)
  - **Please note:** We are happy to offer you guidance, however, a full evaluation cannot be completed until an application, all official documents and all supporting documentation have been submitted. Advisement in any format does not guarantee that the requirements for certification have been met.

APPLY FOR YOUR FINGERPRINT CLEARANCE CARD.	
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.	<input checked="checked" type="checkbox"/> Task Completed
1- <a href="#">Apply</a> online to the AZ Department of Public Safety.	<input type="checkbox"/>
2- Check for Fingerprint message/email after submitting the application. Applicants are provided with a Reference Number to use for fingerprinting. Record it here:  Reference Number: _____	<input type="checkbox"/>
3- Submit Fingerprints to the AZ Department of Public Safety. <b>Online:</b> Log in to your account and select Electronic Fingerprinting Application Services to select an authorized fingerprint vendor. <b>Mail:</b> You will receive a blank fingerprint card in the mail or you can use a card supplied by a fingerprint vendor.	<input type="checkbox"/>
4- Check Application Status: <a href="#">Click here</a> .	<input type="checkbox"/>
5- Receive the Fingerprint Card, and make a digital copy to attach to the Teacher Certification Application.	<input type="checkbox"/>
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	Reciprocity
<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 <a href="#">CTE professional knowledge</a>.</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>(1) Degree or certificate in the CTE field.</p> <p>(2) 5 years of verified work experience in the CTE occupational area.</p> <p><a href="#">CTE Specialized Certificates</a></p>	<p>Valid certificate and in good standing from another state.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

## SELECT CTE PROGRAM AREA TO TEACH.

Carefully review your professional work experience, education, and industry credentials then select from the following CTE Certificates.

<a href="#">Agriculture</a>	<a href="#">Business Marketing</a>	<a href="#">Education Training</a>	<a href="#">Family Consumer Sciences</a>	<a href="#">Health Careers</a>	<a href="#">Industrial Emerging Technology</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

## GATHER REQUIRED CERTIFICATION DOCUMENTATION.

Verify your certification option requirements. Email requirements to [certification@azed.gov](mailto:certification@azed.gov). Be sure to save copies for your records!

Task  
Completed

**Option A and E- Official College Transcripts**

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**Option E- Specialized Training Certificates:** Click to download the [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.

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

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Follow up with the ADE Educator Certification Unit to ensure your documents were received. Contact [ADE Certification](#) or call 602-542-4367 (8:30 a.m.-4:30 pm).

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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](#).

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[Submit Application Online](#).

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Track Your [Application Status](#).

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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) Within three years, complete fifteen semester hours of courses in professional knowledge in career and technical education</p> <p>2) Within three years, obtain a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers or qualification for a waiver of this assessment</p> <p>3) U.S. and Arizona Constitution requirements</p>	<p>1) Within three years, complete nine semester hours of subject knowledge courses in the CTE field of study</p> <p>2) Within three years, obtain a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers or qualification for a waiver of this assessment</p> <p>3) U.S. and Arizona Constitution requirements</p>	<p>1) Within three years, complete fifteen semester hours of courses in professional knowledge in career and technical education</p> <p>2) Within three years, obtain a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers or qualification for a waiver of this assessment</p> <p>3) U.S. and Arizona Constitution requirements</p>	<p>1) Within three years, obtain a passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment for secondary teachers or qualification for a waiver of this assessment</p> <p>2) U.S. and Arizona Constitution requirements</p>

Notes: