



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.



Task
Completed

1- [Apply](#) online to the AZ Department of Public Safety.

☐

2- Check for fingerprint messages/emails after submitting the application.

Applicants are provided with a Reference Number to use for fingerprinting. Record it here:

Reference Number: _____

☐

3- Submit Fingerprints to the AZ Department of Public Safety.

Online: Log in to your account and 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.

☐

4- Check Application Status: [Click here](#).

☐

5- Receive the Fingerprint Card, and make a digital copy to attach to the Teacher Certification Application.

☐

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.

[illegible]

SELECT CTE PROGRAM AREA TO TEACH.

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

[illegible]

GATHER REQUIRED CERTIFICATION DOCUMENTATION.

Verify your certification option requirements. Apply online* and include the required documentation at MyCert.azed.gov *Option to apply in person – click here for information	Task Completed
Official College Transcripts, Verification of Employment Form , Industry Certifications, etc.	<input type="checkbox"/>
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).	<input type="checkbox"/>

SUBMIT YOUR APPLICATION, AND SUPPORTING DOCUMENTATION, AND PAY FEE.

Please allow 3-4 weeks processing time during September- April. Please allow 4-8 weeks of processing time during the months of May and August.	Task Completed
Login or Create a New User Account on the Certification Portal .	<input type="checkbox"/>
Submit Application Online.	<input type="checkbox"/>
Check the Educator lookup portal to verify your Educator ID.	<input type="checkbox"/>

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 the School District and County Superintendent (if applicable).	<input type="checkbox"/>
Verify Your Educator ID online. Click here.	<input type="checkbox"/>
NEW TEACHER CERTIFICATION DEFICIENCIES TO BE SATISFIED WITHIN 3 YEARS:	<input type="checkbox"/>

Option A	Option B	Option C	Option D
Within 3 Years of Certification Date*:			
(1) Complete 15 semester hours of courses in professional knowledge in CTE ADE-approved PD or post-secondary courses And (2) Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver And (3) U.S. and Arizona Constitution requirements	Complete 9 semester hours of subject knowledge courses in the CTE field of study And (2) Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver And (3) U.S. and Arizona Constitution requirements	(1) Complete 15 semester hours of courses in professional knowledge in CTE ADE-approved PD or post-secondary courses And (2) Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver And (3) U.S. and Arizona Constitution requirements	(1) Obtain a passing score on the NES Assessment of Professional Knowledge: Secondary or qualify for an assessment waiver And (2) U.S. and Arizona Constitution requirements

*An application to remove deficiencies is required. If proof of satisfying deficiencies is not submitted within 3 years, applicants must reapply for certification.