ADE Online Portal – Setup Guide

Follow the instructions below and purple circles to set up your ADE Online Portal Account.

1. In CHROME, visit https://www.azed.gov/educator-certification/azedcert/

2. Click on AzEDCert Portal button

3. Create a new account. After your account is created, when you come back in the future, you can instead click on Login on the left.
4. Fill in your full SSN and Date of Birth, then click Verify.

The next box should then pop up to fill in Last Name, First Name, and Fingerprint Clearance (FPC) Card number, then click Validate.

You may get stopped here if you did not put your Social Security Number on your Fingerprint Clearance Card application originally. If not, it will then prompt you to contact the AZ Department of Public Safety; you can call them at (602) 223-2279 to add your SSN to your fingerprint information. It should take approximately 24 hours to process, and then you can try this step again.

You can find this on your Arizona IVP card where it says “Card Number”. This is not the same as your IVP number.
5. Much of your information should auto-populate if you listed your Social Security Number on your Fingerprint Clearance Card application. It is recommended that you use your address where you want your certificate to be mailed, but you will have a chance to edit this later if needed. Fill in all fields, then click Submit.

6. The next page is a confirmation of submission.
7. Immediately check your email and you should receive a confirmation from svc adenotifications@azed.gov in a minute or two; this expires within one hour. There’s a link in the middle of the email to Verify; click that link.

8. Create your Password following the guidelines, and click Submit.

9. Click Login
10. Sign in with your email address and password.

Sign in with your organizational account

someone@example.com

Password

Sign in

Forgot Password?

Your organizational account used for sign in is your email address.

11. Welcome to your portal Home screen – you’re done! Now you must wait until your Institutional Recommendation is awarded – **DO NOT start your application early**, as it will be the wrong one.

If you have any questions, concerns, or issues, please contact ADE directly: https://www.azed.gov/educator-certification/contactus/.
ADE Online Portal – Apply with IR Guide

Follow the instructions below and purple circles to apply for certification with your IR!

1. In CHROME, visit https://certification.azed.gov/ - see Portal Setup Guide if you have not already created an account. Otherwise, Login.

2. Welcome to your portal home screen! You must wait for your Institutional Recommendation (IR) to be awarded before starting your application; this will allow you to pay the reduced price (or if you are an ATA recipient, to obtain certification for free) and expedite your certification. The Certification Officer will notify you when your IR has been awarded, and then your home screen should look like this:

   ![Portal Home Screen Screenshot]

   Note at the top that it says “Apply for your Institutionally Recommended Credential(s).”

   Click “here” (circled above) to begin the application.

   NOTE: Your IR expiration date is listed. You must apply by this date in order to use your IR.

3. Read the information and click Next. Make sure you have these items.

   NOTE: In this example, the applicant is an ATA recipient.
4. Confirm the information, then click Add to Cart. The example provided is for an applicant who completed a Secondary Education program with SEI endorsement.

5. Click Checkout.

NOTE: If you have another Endorsement or Approved Area that is not included on your IR, and you would like to add it at this time, you can click “Add Additional Services”. This option will also appear later in the application.

6. Review requested services, then click Next. If you hover over the “i” information button, it will explain the price. In this example, the services are waived because the candidate is an ATA recipient. For applicants who are not part of ATA, each certificate and endorsement should be $30 with IR. Without IR, it would be $60 for each.

IMPORTANT NOTE: If you navigate away from this screen and return to it at a later date, you can access it from your home page by clicking the shopping cart icon in the upper right corner.
7. Apply for additional services (optional). This is another opportunity for you to add an Endorsement or Approved Area that is not included on your IR. If you wish to do this, click +Add. Otherwise, click Next.

8. Mailing address - please be sure this information is accurate, as this is where your certificate will be mailed. If you need to edit it, you can do so now.

9. You will need to answer each of these background questions, then click “Proceed to Declaration” (bottom right).
10. Your answers should all populate into a form. Review the entire form for accuracy. It may take a few seconds to load.

NOTE: This works best in Chrome. If you don’t see a form, and/or if it asks you to sign into Adobe Sign, log out and use Chrome or a different browser than you are currently using.

NOTE: Cookies must be enabled for this part to work; if yours are disabled, follow the instructions as listed for your browser, then refresh the page.

NOTE: If you still need to sign into Adobe Sign no matter what browser you’re using, using your UA email address and password for your UA account (not your ADE account). You should have free access to this through the UA and not need to start a free trial.
11. Sign electronically. You can Type, Draw, or upload an Image of your signature. Click Apply.

12. Then on the form page click “Click to Sign”.
13. Click Next.

14. Upload Supporting Documents. *All documents must be in PDF, PNG, or JPG format.*

**You are not required to upload any documents.**

You may choose to upload your IR that you received from the Certification Officer, but this information is pre-populated in the system, so it is not needed.

You should not need to upload transcripts; your IR covers this requirement.

ADE should have your exam score reports (if relevant) but you can upload copies here to be safe if you would like.

If your fingerprint card information is not linked to your portal (not displaying at the top), upload a front and back photocopy of your card here.

After uploading any documents, click Next.

**NOTE:** Students applying for Secondary Certification and using a degree to satisfy their content knowledge requirement will need to separately send an official transcript to ADE, if not previously submitted to ADE. You can send an electronic official transcript to certification@azed.gov or mail it to the ADE office (contact info is at [https://www.azed.gov/educator-certification/contactus/](https://www.azed.gov/educator-certification/contactus/)).
15. You should now be provided with an Application Summary. You must click on each of the blue hyperlinks provided at the bottom, “Terms and Conditions” and “Code of Ethics.” Then, you can check the boxes next to these two items. Only then can you click Submit Application.

16. Submit payment if applicable, and wait patiently for your application to be processed into a certificate! You may elect to Print Receipt.

NOTE: The portal updates every day at midnight. Once you have submitted an application, you just need to check once a day.
Your Certificate

Once the certificate has been processed, you will be able to see your certification data in your portal account under the “My Certificates” tab on the home page. Your certification record will also appear in the ADE webpage, “Educator Certificate Search” at: https://oacis.azed.gov/PublicOACIS/NormalPages/Educators.aspx

A paper copy of the certificate will be mailed to you. The timeframe to receive the certificate will depend on the number of certificates being processed by the certification unit.

If you have any questions, concerns, or issues, please contact ADE directly: https://www.azed.gov/educator-certification/contactus/