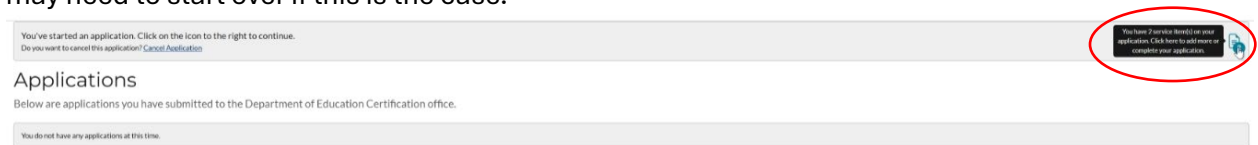


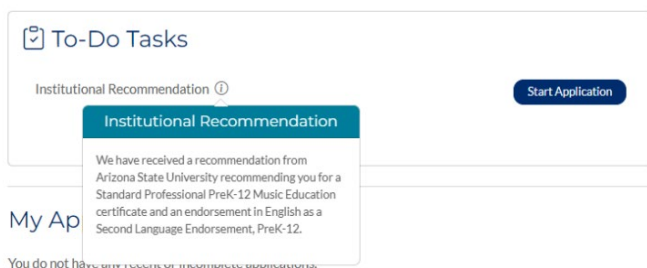
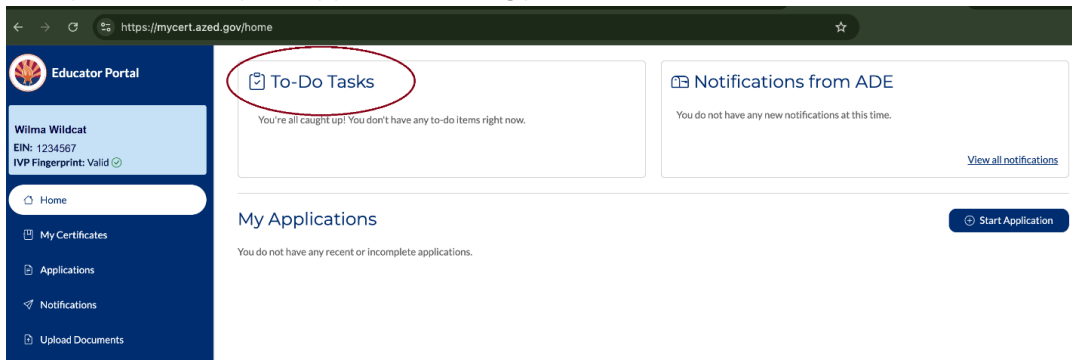
## IR Application Process in ADE Portal

Updated 12/16/2024

1. You should have previously set up an ADE account (see ADE Certification App Guide); log into it at <https://mycert.azed.gov/>
2. If you need to upload any documents, click on Upload Documents on the left side of your home screen– do this first if you need to upload anything, such as an out-of-state exam score (most candidates should not need to). Note: official transcripts cannot be uploaded here, they must be sent by the institution to [certification@azed.gov](mailto:certification@azed.gov) for candidates who need to submit this (for Secondary – Approved Content Areas fulfilled by degree only).
3. If you get timed out at any point throughout your application, you just need to log back in and click on the green icon in the upper right corner. It may delete your started application overnight so you may need to start over if this is the case.



4. At the top of the page under To-Do Tasks, the IR should be there after it has been issued. You can then proceed with your application using your IR.



5. Click Start Application next to the Institutional Recommendation.
6. Review the areas that you have been recommended for. The following screenshot is one example and does not align with all programs. **DO NOT UNCHECK ANY BOXES** without consulting the Certification Officer:

### Institutional Recommendation(s)

You have selected to apply for certificates and/or endorsements recommended by institution based on your completion of an educator preparation program.  
Don't want this service item? Click here to return to page.

Review the details of your institutional recommendation below. Make any revisions to the services you want to apply for and click "Next" to continue.

**University of Arizona** (Issued on 11/22/2024)

<p><b>Certificates</b></p> <p><input checked="" type="checkbox"/> Standard Professional Early Childhood Education, Birth-Age 8/Gr 3</p>	<p><b>Endorsements</b></p> <p><input type="checkbox"/> Literacy K-5</p> <p><input checked="" type="checkbox"/> Structured English Immersion Endorsement, PreK-12</p>
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[Next](#)

**Important for students with Literacy K-5 endorsement (Early Childhood & Elementary only):**

- If you have passed the required exam, leave the box CHECKED and continue.
- If you have NOT passed the required exam, but plan to in the next 2 months, leave the box CHECKED and continue.
- If you have NOT passed the required exam and do NOT plan to in the next 2 months, you can UNCHECK the box, so you do not have to apply for it at this time. You will be able to apply for the endorsement within a year at the same fee once you have passed the exam.
  - If you do not apply within a year, you will have to submit official transcripts to show completion of the courses when you apply for the endorsement and pay the full price (currently \$60).

**Otherwise, you should not be unchecking boxes.** This may cause you hardships down the road if you decide you want these items after all. Click Next.

7. Review your Application Summary, then Complete Application.

**Application Summary**

Review the service items that are currently on your application. If you need to add additional service items, choose from the items below.

<p><b>IR Certificate</b> ●●●</p> <p><small>Standard Professional Early Childhood Education, Birth-Age 8/Gr 3, Preparation Program - University of Arizona</small></p>	<p><a href="#">Update</a> <a href="#">Remove</a></p>
<p><b>IR Endorsement</b> ●●●</p> <p><small>Structured English Immersion Endorsement, PreK-12, Preparation Program - University of Arizona</small></p>	<p><a href="#">Update</a> <a href="#">Remove</a></p>

If you're done adding service items to your application, click the "Complete Application" button to finish.

[Add Additional Service Items](#) [Complete Application](#)

8. It will ask you to confirm your contact information. If it is blank, click Add, and Save each area you edit. If it all appears correct, click Continue.

**Confirm Contact Information**

Review the contact information below and make any necessary changes.

**Important!** All correspondence from ADE will be mailed to the address listed above. Providing accurate contact information will help expedite the evaluation process.

<p><b>Mailing Address</b> <a href="#">Add</a></p> <p style="border: 1px solid #ccc; padding: 2px;">There is no address on file for this educator</p>	<p><b>Phone Number</b> <a href="#">Add</a></p> <p style="border: 1px solid #ccc; padding: 2px;">There are no phone numbers on file for this educator</p>	<p><b>Email</b> <a href="#">Add</a></p> <p style="border: 1px solid #ccc; padding: 2px;">There are no email addresses on file for this educator</p>
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[Back](#) [Continue](#)

9. Answer the Background Check Questions. If any are Yes, it will prompt you for Details.

## Background Check Questions

The following questions require a complete response.

Answer every question, sign and date. If "Yes" is indicated for any of the following questions, please provide the information requested. You must provide a full explanation for EVERY incident, even if it was disclosed on a previous application.

Have you ever received any disciplinary action, including revocation, suspension or reprimand, involving any professional certification or license?	No
Are you now or have you ever been under investigation for any type of misconduct related to a professional license or certificate in this state or any other jurisdiction regardless of the outcome?	No
Are you currently under investigation or have you ever been the subject of any investigation by the Department of Child Safety or a similar department in this state or another jurisdiction?	No
Have you ever been convicted of a felony offense?	Select a response...
Have you ever been arrested, cited and released, or received a criminal summons for any offense, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?	Select a response...
Have you ever been arrested, cited and released, or received a criminal summons for any offense involving a child, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?	Select a response...

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10. Review your Application Summary. You can ignore the "Valid Qualifications Pathways" items. Check the acknowledgement box at the bottom of the page and Continue.

## Application Summary

### Educator Information

Name	EIN	Address
Wilma Wildcat	1234567	123 E W Phoenix, AZ 85007

### Service Items

IR Certificate	Valid Qualification Pathways FVP - C (Exams (R), FVP + BA + Exams, PreK-12 Teaching Certs - Option A, Reciprocity - Certificate, National Board Certificate, PreK-12 Teaching Certs - Option B)
IR Endorsement	Valid Qualification Pathways FVP Card

### Application Question Information Provided

No application question information was provided.

### Background Questions

Have you ever received any disciplinary action, including revocation, suspension or reprimand, involving any professional certification or license?	No
Are you now or have you ever been under investigation for any type of misconduct related to a professional license or certificate in this state or any other jurisdiction regardless of the outcome?	No
Are you currently under investigation or have you ever been the subject of any investigation by the Department of Child Safety or a similar department in this state or another jurisdiction?	No
Have you ever been convicted of a felony offense?	No
Have you ever been arrested, cited and released, or received a criminal summons for any offense, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?	No
Have you ever been arrested, cited and released, or received a criminal summons for any offense involving a child, regardless if eventually convicted of a crime or if a conviction was set aside or expunged?	No

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I grant permission for the Arizona Department of Education to obtain a records check from the federal, state, county, and/or local law enforcement agencies and Department of Family Services. I have read and understood the rules and statutes related to unprofessional and immoral conduct including revocation from a contracted position and understand my authorization and duties to report as required by law. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education or denial of my application.

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11. Review your payment summary. If you are an Arizona Teachers Academy (ATA) recipient, the amount for IR-recommended items should be \$0, and you should not need to pay a convenience fee, which will skip the next payment page. If you are applying for any items that are not included in your IR, you will need to pay the amount listed.

## Payment Summary

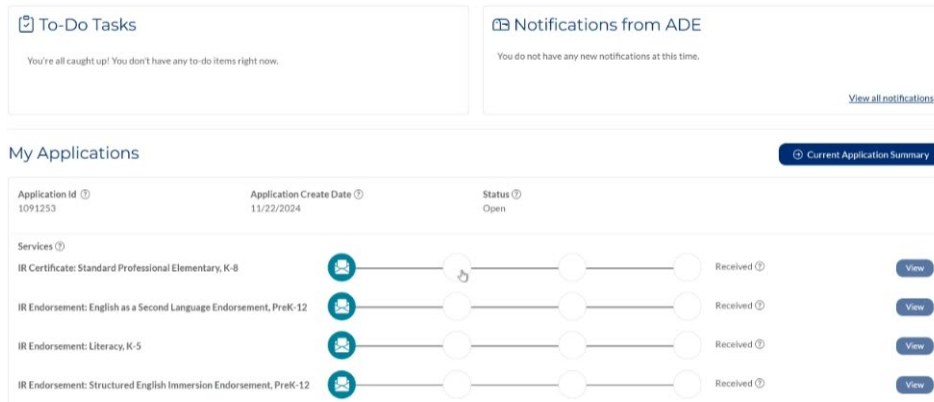
Review the itemized payment summary below and click the button below to complete your application.

Service	Amount
IR Certificate	\$30.00
IR Endorsement	\$30.00
Convenience Fee	\$2.00
Total: \$62.00	

[Back](#) [Complete Credit Card Payment](#)

12. If you have any charges, enter your Credit or Debit Card information on the next screen, check the Captcha box, then Submit. You should now be done!

13. To check the status of your application, you can visit your homepage at any time:



The progress circles mean:

Step 1: App submitted

Step 2: Administrative Review: ADE has received your application and is checking to see if you have a valid IVP fingerprint card, an IR, and if you submitted anything exam-related (note: this happens automatically if you take an exam in Arizona).

Step 3: Substantive Review: If your application is paused here, it is more than likely you are missing a required exam with a passing score.

Step 4: Issued or Denied

If you click on the View button on the right side of each item, you can see the details of the progress once it reaches Step 2 – a green check mark next to each item means satisfied, a red X means not satisfied.

If you are missing any items, you will receive a letter from the Arizona Department of Education explaining what you are missing and that you have 60 days to resolve the missing items before your application is denied. If you need an extension, you can request a 30 day extension for a total of 90 days.

**If you have technical difficulties, please contact the ADE Certification Unit at (602) 542-4367 (Mon-Fri 8:30 AM to 4:30 PM).**

**If you have questions about your IR, please contact the University of Arizona Certification Officer, Sara Knepper, at [sme@arizona.edu](mailto:sme@arizona.edu).**