

## Adding Approved Area Guide

Created by Sara Knepper 06/11/2025

**Approved Areas** Approved Areas cannot be added until after the initial certificate is issued, since Approved Areas can only be added onto an established teaching certificate – so if you have not already applied for and been awarded a teaching certificate, you must do these steps first. Once that certificate is issued, you can follow this guide to add an Approved Area. This is typically for Secondary Certificate subject areas or Middle Grade content areas for Elementary Certificates.

If you have a Secondary Certificate and are using an official transcript in place of an exam to fulfill the subject knowledge requirement, please request that your degree-awarding institution email an official transcript to [certification@azed.gov](mailto:certification@azed.gov).

Instructions:

1. Log into <https://mycert.azed.gov>
2. Your home screen should look something like this – click the blue Start Application button on the middle right of the page:

**To-Do Tasks**

Remove Deficiency ⓘ [Start Application](#)

**Notifications from ADE**

Issued Certificate [Read](#)

Issued Certificate [Read](#)

[View all notifications](#)

**My Applications** [Start Application](#)

| Application Id ⓘ | Application Create Date ⓘ | Status ⓘ |
|------------------|---------------------------|----------|
|                  | 05/23/2025                | Closed   |

**Services ⓘ**

|   |   |   |   |   |                            |                      |
|---|---|---|---|---|----------------------------|----------------------|
| IR Certificate: Standard Professional Secondary, 6-12             | ✓ | ✓ | ✓ | ✗ | Issued with Deficiencies ⓘ | <a href="#">View</a> |
| IR Endorsement: Structured English Immersion Endorsement, PreK-12 | ✓ | ✓ | ✓ | ✓ | Issued ⓘ                   | <a href="#">View</a> |

3. Click Start under Add Approved Area:

Add additional items to your application ⓘ

|  |  |   |
|--|--|---|
| <b>Renew Certificate(s)</b><br><a href="#">Start</a> | <b>Add Certificate</b><br><a href="#">Start</a>                  | <b>Change Name</b><br><a href="#">Start</a>                             |
| <b>Remove Deficiency</b><br><a href="#">Start</a>    | <b>Add Approved Area</b><br><a href="#">Start</a>                | <b>Request Official Copy of Certificate(s)</b><br><a href="#">Start</a> |
| <b>Add Endorsement</b><br><a href="#">Start</a>      | <b>Add Institutional Recommendation</b><br><a href="#">Start</a> | <b>Extend Certificate</b><br><a href="#">Start</a>                      |

4. For those with a Secondary Certificate, it may show what area you already have. Select the approved area you want to add:

You already possess the following area:

- Physics

Select an approved area

Mathematics

**Mathematics**

Media Arts

Middle Grades General Science

Middle Grades Language Arts

Middle Grades Mathematics

Middle Grades Social Studies

5. You should see a confirmation screen like this – if you have another area to add, you can do so here, or you can Continue.

## Add Approved Area

Tell us which approved area you want to apply for. We may ask a couple follow up questions to make sure this approved area it right for you. Don't want this service item? Click here to return [home](#).

You already possess the following area:

- Physics

Select an approved area

Choose an approved area...

The following areas are included on your current application:

- Mathematics

6. You will need to answer the Additional Questions (both should be affirmative):

## Additional Questions

Answer the following questions to help ensure this service it right for you.

Do you have a valid Identity Verified Prints (IVP) fingerprint card issued by the Arizona Department of Public Safety?

Have you completed one of the following subject knowledge exam requirements?:

- Passed the required exams;
- Passed a comparable [out-of-state exam](#);
- Completed 3 years of teaching experience in the area of certification;
- Met the exam requirements in some other way as detailed in the [Certification Requirements](#).

7. The next screen will list Educator Exam Information that is on file with ADE. If you passed an exam that is not on file, you will need to fill out the info. If you are using a transcript or do not need to add info because it's already on file, leave everything blank and click Continue.

## Educator Exam Information

You have the following passing exam results on file with the ADE:

| Exam Name And Code         | Exam State | Date Passed | Status |
|----------------------------|------------|-------------|--------|
| NT052 - NES APK; Secondary | AZ         | 12/09/2024  | Passed |

If you have passed an educator exam not listed above, please upload a copy of the official score report and have your scores sent to our office by the appropriate state agency. Praxis scores must be reported by ETS to the Arizona Department of Education (8517). Click [here](#) for further information.

Tell us about the exam(s) you have passed to qualify for certification.

|  |  |   |
|--|--|---|
| Exam State<br>Arizona  | Exam Name And Code<br>Enter code and name...   | Date Passed<br>Enter date...<br>Expected format is mm/dd/yyyy |
| Date You Requested Scores Be Sent By ETS Or State Agency<br>Enter date...<br>Expected format is mm/dd/yyyy | Test Score Document<br>Choose File No file chosen<br>Upload a copy of your test score. |   |

Back **Continue**

8. It will ask you to confirm that you meant to leave it blank, click Yes.

**Skip Test Information**

We noticed you didn't provide any information. Not providing complete information can significantly slow down the evaluation process. Are you sure you want to continue?

**Yes** **No**

9. It will then ask you about PreK-12 Teaching Experience Information, because Approved Areas can be added using three years of full-time contracted teaching experience in that subject. For most of you, this will not be relevant, so you can leave it blank and continue.
- ### PreK-12 Teaching Experience Information

When you are submitting PreK-12 Teaching/Professional experience to meet certification requirements, forward this [form](#) to your district/school HR office for completion and submission to [certification@azed.gov](mailto:certification@azed.gov).

Please provide details regarding your Teaching Experience.

|   |  |  |
|---|--|--|
| Name of District or School<br>Enter name of district or school...   | Location of District or School (City/State)<br>Enter location of district or school... |  |
| Grade Level<br>Enter grade levels...  | Position Title<br>Enter position titles...   | Subject/Area Taught<br>Enter subject/area taught...            |
| Employment Classifications<br>Select employment classifications...  | Start Date<br>Enter start date...<br>Expected format is mm/dd/yyyy                     | End Date<br>Enter end date...<br>Expected format is mm/dd/yyyy |
| Date You Requested Verification Sent<br>Enter date verification was requested...<br>Expected format is mm/dd/yyyy |  |  |

Back **Continue**

10. Again, you will need to confirm that you meant to leave it all blank – click Yes.

### Skip Pre-K Teaching Experience Information

We noticed you didn't provide any information. Not providing complete information can significantly slow down the evaluation process. Are you sure you want to continue?

11. You can verify what you are requesting in the Application Summary.

### 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.

Add Approved Area ●●●  
Mathematics Update Remove

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

12. You will need to confirm or update your contact information, then 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.

|                 |              |                                    |       |                                    |
|-----------------|--------------|------------------------------------|-------|------------------------------------|
| Mailing Address | Phone Number | <input type="button" value="Add"/> | Email | <input type="button" value="Add"/> |
|-----------------|--------------|------------------------------------|-------|------------------------------------|

13. Answer all the background check questions, then continue.

### 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?

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?

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?

Have you ever been convicted of a felony offense?

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?

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?

14. Verify all the information and check the box at the bottom next to the “I understand” statement and continue.

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 resignation from a contracted position without 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.

[Back](#) [Continue](#)

15. The Payment amount is currently \$60 per area plus a \$2.00 fee.

### Payment Summary

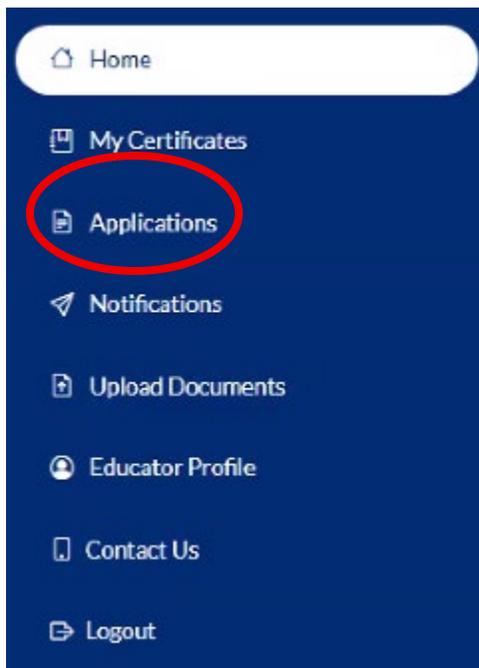
Review the itemized payment summary below and click the button below to complete your application.

| Service           | Amount  |
|-------------------|---------|
| Add Approved Area |         |
| Mathematics       | \$60.00 |
| Convenience Fee   | \$2.00  |
| Total: \$62.00    |         |

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

16. Complete the payment screen, then you will be returned to your home screen where you can monitor the progress and status of your application.

If you experience any weird glitches throughout this application, click on Applications on the left in the blue menu, then click on the paper icon to Continue Application, then it should take you back to a reset screen of where it was glitching.



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