IR Application Process in ADE Portal

Updated by Sara Knepper 6/11/2025

- 1. You should have previously set up an ADE account (see ADE Certification App Guide); log into it at https://mycert.azed.gov/
- 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 <u>certification@azed.gov</u> 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.

You've started an application. Click on the icon to the right to continue. De you want to cancel this application? <u>Cancel Audioation</u>	You have 2 service itempion your application. Click here to add more or complete your application.
Applications Below are applications you have submitted to the Department of Education Certification office.	
You do not have any applications at this time.	

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.

← → ♂ €	https://mycert.azed.gov/home	×
Wilma Wildcat ElN: 1234567 IVP Fingerprint: Valid	Vou're all Caught up! You don't have any to-do items right now.	Notifications from ADE You do not have any new notifications at this time. <u>View all notifications</u>
Home Home How Applications Notifications Upload Docume	My Applications You do not have any recent or incomplete applications.	⊙ Start Application
To- Institution My Ap	Do Tasks nal Recommendation ① Institutional Recommendation We have received a recommendation from Arizona State University recommending you for a Standard Professional Prek-12 Music Education certificate and an endorsement in English as a Second Language Endorsement, Prek-12.	

- 5. Click Start Application next to the Institutional Recommendation.
- 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 first consulting the Certification Officer:

Institutional Recommendation(s) You have selected to apply for certificates and/or endorsements recommended by institution base Contract the under the Cost for terman tages	ed on your completion of an educator preparation program.	
Review the details of your institutional recommendation below. Make any revisions to the services you want to apply University of Arizona insured on 1/02/2024/	/ for and click "Next" to continue.	0
Certificates	Endorsements	
Standard Professional Early Childhood Education, Birth-Age 8/Gr 3	Literacy, K-5 Structured English Immersion Endorsement, PreK-12	
		Next

Important for Early Childhood & Elementary applicants regarding the Literacy K-5 endorsement:

- 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 any 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.		
IR Certificate 🗣 🗣 Standard Professional Entry Childhood Education, Birth-Age B Gr. 3, Preparation Program-University of Artisona		Update Remove
IR Endorsenert 🗢 🗢 🖬 Structured English Immersion Endorsament, Prekt, 12/Preparation Program - University of Actiona		Update Remove
4		
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. Pro	widing accurate	contact information will help expedite the evaluation process.		
Mailing Address	(A))	Phone Number Add	Email	Add
There is no address on file for this educator		There are no phone numbers on file for this educator	There are no email addresses on file for this educator	
				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	v
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?	La 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	~
	Back	Continue

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.

Educator Information		
Educator information		
Name Wilma Wildcat	UN 1234567	Address 123 Elw Phoenis, AZ 85007
Service Items		
IR Certificate		Valid Qualification Pathways IMP Ca <mark>2</mark> L Exems IRC, MP - BA + Exems, PreK-12 Teaching Certs - Option A. Reciprocity - Certificate, National Board Certificate, PreK-12 Teaching Certs - Option II
IR Endorsement		Valid Qualification Pathways IVP Card
Application Question	Information Provided	
No application question information wa	s provided.	
Background Questior	าร	
Have you ever received any disciplina	ry action, including revocation, suspension or repri	Imand, involving any professional certification or license?
Are you now or have you ever been up the outcome?	ider investigation for any type of misconduct relate	ed to a professional license or certificate in this state or any other jurisdiction regardless of
Are you currently under investigation Jurisdiction? No	or have you ever been the subject of any investiga	tion by the Department of Child Safety or a similar department in this state or another
Have you ever been convicted of a fel	ony offense? No	
Have you ever been arrested, cited an expunged? No	d released, or received a criminal summons for any	offense, regardless if eventually convicted of a crime or if a conviction was set aside or
Have you ever been arrested, cited an set aside or expunged? No	d released, or received a criminal summons for any	offense involving a child, regardless if eventually convicted of a crime or if a conviction was
I understand that pursuant to ARS Sense. I grant permission for the Department of Family Services. [h] we rocut authorization and duties h be best of my knowledge, true and	§ 15-534, any person who makes a false statement krizona Department of Education to obtain a recor- new mediand undersitood the rules and statutes reli- zemort as resulted by Jang. I sween or affirm that to correct. Furthermore, should any part or all of the	r, representation or certification in any application for certification is guilty of a misdemeano risk check from the fielderai, tatte, county, and/or local law enforcement agencies and attest to sumceficialized and immerial counduic, including resignation, from a counted contribu- te foregoing information completed by m.o. or submitted by me for certification symposes in information beneficial provided greves to be take, i recognitor that it shall be just cause for

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	\$30.09
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:

() To-Do Tasks	On-Do Tasks One Notifications from ADE You're all caupht up! You don't have any to do items right now. You do not have any new notifications at this time.					
						View all notifications
My Applications					G	Current Application Summary
Application Id ① 1091253	Application Create Date ⑦ 11/22/2024	Status Open	Ō			
Services ⑦ IR Certificate: Standard Professional E	lementary, K-8		-0-		teceived ⑦	View
IR Endorsement: English as a Second L	anguage Endorsement, PreK-12	-0-	-0-		teceived ①	View
IR Endorsement: Literacy, K-5	0	-0-	-0-		teceived (1)	View
IR Endorsement: Structured English In	nmersion Endorsement, PreK-12	-0-	-0-		teceived ⑦	View

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 <u>sme@arizona.edu</u>.