



ARIZONA DEPARTMENT OF
EDUCATION

PROCESS FOR SUBMITTING AN UPDATE REQUEST FOR AN EXISTING CTE INDUSTRY CREDENTIAL OR COMMUNITY COLLEGE CERTIFICATE

Update requests for existing CTE Industry Credentials or Community College Certificates must be initiated by an LEA (CTED or LEA District). The Arizona Department of Education (ADE) will not review or accept update requests submitted directly by community colleges, vendors, testing providers, or any third-party entities.

CTE Industry Credential or Community College Certificate Update Request

Before beginning a new CTE Industry Credential or Community College Certificate Update Request, please ensure you have gathered all the required information listed below. The request form must be completed in a single session – progress cannot be saved or resumed later.

Required Information Checklist:

☐ **Contact Information**

The primary contact must be an administrator from the submitting LEA – CTE Director preferred. Include:

- *Contact name*
- *Contact organization*
- *Email address*
- *Phone number*

☐ **What is the purpose of the requested change?**

Choose one option from the provided list

- *Update Credential / Certificate Name*
- *Update Credential / Certificate Fact Sheet Information Only*
- *Add Vendor to an Existing Credential / Certificate*
- *Add Credential / Certificate to a Program*
- *Add Credential / Certificate to a Local Occupational Program*
- *Add Credential / Certificate to Multiple Programs*

- *Remove Credential / Certificate from a Program*
- *Remove Credential / Certificate from Multiple Programs*
- *Remove Multiple Credentials / Certificates from a Program*
- *Discontinue Credential / Certificate*

Be prepared to provide appropriate documentation and justification for the update request.

Step-by-Step Instructions:

1. Access the **CTE Industry Credential & Community College Certificate Application & Update Form**
<https://www.azed.gov/cte/cte-industry-credentials>
2. Click the **Update of an Existing Credential or Certificate** button.
3. Thoroughly and accurately complete every section of the Update Request form. Incomplete Update Requests will be rejected.
4. Once the Update Request is complete, click the “Submit” button to send your request for review. You will receive an email verification of your Update Request submission.
5. ADE CTE Program Specialists will review your Update Request and will provide feedback regarding incomplete submissions or missing/inadequate documentation.
6. As appropriate, revise your Update Request based on feedback provided.

Next Steps in the CTE Industry Credential or Community College Certificate Update Request Process

- A. Once the Update Request achieves final approval, the Arizona Department of Education will notify the Update Request submitter and local CTE Administrators.