



ARIZONA DEPARTMENT OF
EDUCATION

PROCESS FOR SUBMITTING A NEW COMMUNITY COLLEGE CERTIFICATE

Applications for Community College Certificates must be initiated by the Career Technical Education District (CTED) affiliated with the community college offering the certificate. The Arizona Department of Education (ADE) will not review or accept Applications for Community College Certificates applications submitted directly by community colleges, vendors, testing providers, or any third-party entities.

Community College Certificate Application Timeline

- **Application Window: February 1–28:** Submit new Community College Certificate applications during this period.
- **Initial Review: March 1–31:** ADE CTE Program Specialists will review submissions and provide feedback on incomplete applications or missing documentation.
- **Revision Deadline: April 30:** All revisions must be submitted by this date. No exceptions will be made after the deadline.

Community College Certificate Application

Before submitting a new Community College Certificate application, please verify that it is not already included on the existing list. You can review the current list of approved Community College Certificates here: <https://www.azed.gov/cte/cte-industry-credentials>

Before beginning the application form, please ensure you have gathered all the required information listed below. The 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 CTED. The secondary contact must be an administrator from the affiliated Community College.

☐ **Name of the Certificate**

Only one certificate may be submitted per application. Do not include multiple certificates in a single submission.

☐ **Certificate Description**

○ *Include:*

- *Purpose of the certificate*
- *Competencies and knowledge validated by the certificate*
- *Local (Arizona) industry relevance*

☐ **Website Link (URL) to the Community College Program Website**

The website must display course names and course/program outcomes.

☐ **List of Specific Courses and Credit Hours to Obtain the Certificate**

☐ **Program Alignment**

Include all program areas that align with the certificate.

☐ **List of Occupations That Recognize or Seek Holders of the Certificate**

Include the following details: occupation titles, entry-level salaries, and geographic locations. Additionally, provide the name of the resource or a direct URL used to obtain this information.

☐ **Student Requirements**

○ *Include:*

- *Required coursework or curriculum, including a sample high school plan of study*
- *Number of credit hours required for certificate attainment*
- *Age / grade level requirements*
- *Testing methodology (paper and pencil, online, or performance exam)*
- *Retesting procedures including maximum number of attempts allowed*
- *Testing accommodations*

☐ **Instructor Requirements**

○ *Include:*

- *Community College instructor certification requirements*
- *Proctoring / test security requirements*

☐ **Community College Certificate Tracking**

○ *Include:*

- *Community College Certificate documentation*
- *Whether or not there is an online tracking system for the Community College Certificate along with relevant details*
- *Community College Certificate expiration timeline*
- *Other requirements / details*

☐ **Equipment / Software Requirements**

- *What technology-related tools and resources are required to meet credential performance objectives (i.e., equipment, software, etc.)?*

☐ **Credential Costs and Refund Policy**

- *Cost details*
- *Refund policy*

☐ **Certifying Community College Contact Information**

- *Name of the certifying community college*
- *Complete physical address*
- *Website*
- *Telephone number*
- *Administrator contact information*
 - *Name*
 - *Title*
 - *Email address*
 - *Telephone number*

Step-by-Step Instructions:

1. Access the **CTE Industry Credential & Community College Certificate Application & Revision Form**
<https://www.azed.gov/cte/cte-industry-credentials>
2. Click the **Community College Certificate** button.
3. Thoroughly and accurately complete every section of the application. Incomplete applications will be rejected.
4. Once the Community College Certificate Application is complete, click the “Submit” button to send your application for review. You will receive an email verification of your application submission.

NOTE: The deadline for submitting the Community College Certificate Application is February 28. Exceptions will not be made.

5. ADE CTE Program Specialists will review your application and will provide feedback regarding incomplete applications or missing/inadequate documentation.

NOTE: You will receive feedback on your Community College Certificate application no later than March 31.

6. As appropriate, revise and update your application based on feedback.

NOTE: The deadline for revising a Community College Certificate application is April 30. Exceptions will not be made.

Next Steps in the Community College Certificate Application Process

- A. Your application will be presented to the appropriate program advisory committee for a vote on whether it should proceed.
- B. If approved by the program advisory committee, the application will be submitted to the Arizona State Board of Education for final approval.
- C. If the Arizona State Board of Education approves the Community College Certificate, it will be placed on the ADE list of industry-recognized credentials and community college certificates. Students will be eligible to pursue the certificate beginning the next academic year.
- D. Once the Community College Certificate achieves final approval by the Arizona State Board of Education, the Arizona Department of Education will notify the application submitter and local CTE Directors.