



ARIZONA DEPARTMENT OF
EDUCATION

PROCESS FOR SUBMITTING A NEW CTE INDUSTRY CREDENTIAL

CTE Industry Credential applications must originate from a school or district. ADE will not consider CTE Industry Credential applications submitted by vendors, testing providers, or any third-party entities.

CTE Industry Credential Application Timeline

- **Application Window: February 1–28:** Submit new CTE Industry Credential 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.

CTE Industry Credential Application

Before submitting a new CTE Industry Credential application, please verify that it is not already included on the existing list. You can review the current list of approved CTE Industry Credentials 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:

☐ **Submitting Organization**

The submitting organization must be a local education agency (LEA) with industry input. Submissions from vendors, testing providers, or third-party entities will not be accepted.

☐ **Submitting Organization Contact Information**

The primary contact must be the local CTE Director. The secondary contact must be a different LEA administrator to ensure proper oversight and communication.

☐ **Name of the Credential**

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

☐ **Credential Description**

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

☐ **Program Alignment**

Include all program areas that align with the credential or certificate.

☐ **Geographic Scope of the Credential:**

State, Multi-state, National, or International along with an explanation of workforce demand for the credential

☐ **List of Occupations That Recognize or Seek Holders of the Industry Credential**

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.

☐ **Data Showing the Number of Arizona High School Students or Recent Graduates Who Have Successfully Earned the Credential Within Six Months of Graduation**

- *Local (Arizona) data is preferred.*
- *If local data is unavailable, vendors may offer a trial period to generate Arizona-specific data for the credential under consideration.*
- *When local data cannot be provided, please include relevant national data to support your submission.*

☐ **Letters of Support from Three or More Arizona Employers That Recognize and Support the Credential.**

- *Each letter of support must come from local businesses or industry partners who could hire students who earn the proposed industry credential.*
- *Each letter must be signed and printed on official company letterhead.*
- *Include:*
 - *Details about workplace experiences available to students*
 - *The employer's preference for hiring graduates who hold the credential*
 - *An explanation of how the credential aligns with essential job skills and knowledge*
- *Letters from vendors, schools, or businesses unrelated to the credential's field will not be accepted.*

☐ **Student CTE Industry Credential Requirements**

- *Include:*
 - *Coursework or curriculum*
 - *Number of seat hours required or recommended for credential attainment*
 - *Age requirements*
 - *Testing methodology (paper and pencil, online, or performance exam)*
 - *Retesting procedures including maximum number of attempts allowed*
 - *Testing accommodations*

☐ **Instructor CTE Industry Credential Requirements**

- *Include:*
 - *Instructor certification requirements*
 - *Proctoring / test security requirements*

☐ **Credential Tracking**

- *Include:*
 - *Credential documentation*
 - *Whether or not there is an online credentialing tracking system with details*
 - *Credential expiration timeline*

☐ **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/Accrediting Agencies Contact Information**

- *NOTE: With rare exceptions, the Arizona Department of Education does not approve single-source industry credentials—those offered exclusively by one vendor or provider. Broader industry recognition and accessibility are strongly preferred.*
- *Provide the names and contact information for all researched agencies or vendors through which students can earn the credential.*
 - *Name of Certifying Organization/Agency or Accreditation Group*
 - *Complete Business Address*
 - *Company Website*
 - *Business Telephone Number*
 - *Contact Representative:*
 - *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 **Industry Based Certification** button.
3. Thoroughly and accurately complete every section of the application. Incomplete applications will be rejected.
4. As part of the application process, you will be asked to attach three local / Arizona letters of support for the credential.
 - Each letter of support must come from local businesses or industry partners who could hire students who earn the proposed industry credential.
 - Each letter must be signed and printed on official company letterhead.
 - Include:
 - Details about workplace experiences available to students
 - The employer's preference for hiring graduates who hold the credential
 - An explanation of how the credential aligns with essential job skills and knowledge

NOTE: Letters from vendors, schools, or businesses unrelated to the credential's field will not be accepted.

5. Once the CTE Industry Credential 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 CTE Industry Credential application is February 28. Exceptions will not be made.

6. 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 CTE Industry Credential application no later than March 31.

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

NOTE: The deadline for revising a CTE Industry Credential application is April 30. Exceptions will not be made.

Next Steps in the CTE Industry Credential 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 reviewed by the Arizona CTE Quality Commission during the ACTEAZ Summer Conference in July.
- C. If approved by the Arizona CTE Quality Commission, the application will be submitted to the Arizona State Board of Education for final approval.
- D. If the Arizona State Board of Education approves the CTE Industry Credential, it will be placed on the ADE list of industry-recognized credentials. Students will be eligible to pursue the credential beginning the next academic year.
- E. Once the CTE Industry Credential achieves final approval by the Arizona State Board of Education, the Arizona Department of Education will notify the application submitter and local CTE Directors.