Application Packet Important Information

Please check that you have included the items below, as the application will be returned to you if they are missing.

**Completed and signed application**

**Completed and signed Professional Development Plan (PDP).** Confirm your intent to complete required professional development activities by completing a PDP (for initial certification) or an IPLP (for renewal certification) and obtaining the appropriate signatures.

**Copies of industry certifications**

**Correct Application Fee** – Fee is nonrefundable; Check or money order payable to the State Department of Education (or SDE)

- Initial Application or Reinstatement Application
  - $75 Application Fee
  - $27 Fingerprint/Background Information Check (BIC) Fee
- Revision Application
  - $25 Application Fee

**Transcripts** – To expedite processing, please include transcripts with your application.

- Transcript Types
  - Official Transcripts – required for the initial certification application
  - Unofficial Transcripts – Revision or Reinstatement

- Official transcripts may be removed from the sealed envelope. We cannot accept faxes, photocopies, or printouts of electronic transcripts.

- Official transcripts sent electronically/faxed directly from the university/college are acceptable. Please have them sent one week after you mail the application.

- Check the box for the method you are using to submit official transcripts:
  - Included in this application packet – preferred method for expedited processing
  - Electronically sent directly from university/college to certification@cte.idaho.gov
  - Mailed separately
  - Delivered in person

**Résumé**

- Include all educational and training history
- Include details/primary duties for each job assignment
- Ensure accurate dates of employment and hours per week

**Background Investigation Check (BIC) Packet** – if required

- To determine if you need to include a BIC packet and detailed information regarding the process, please visit the SDE website at https://www.sde.idaho.gov/cert-psc/bic/

- Include the necessary completed fingerprint card, the associated forms, and the fee of $27.

- Fingerprint card, forms, and instructions can be obtained by emailing fingerprintrequest@sde.idaho.gov

**Completed attestations and signed last page of the application**

For more detailed information, please see our website at https://cte.idaho.gov/educators/certifications/
List of Idaho CTE Secondary Occupational Endorsements

Grades 6-12, 2018-2019

Limited, Standard, Advanced Occupational Specialist Certificates:

- 4075 Accounting
- 0109 Agricultural Business Management
- 0130 Agricultural Power Machinery
- 0110 Agricultural Production
- 6148 Alternative Energy Technology
- 0108 Animal Health & Veterinary Science
- 0161 Aquaculture
- 6131 Architectural Drafting Technology
- 6031 Automotive Body Repair
- 6032 Automotive Technology
- 4010 Bookkeeping
- 6108 Building Trades Construction
- 4015 Business Management/Finance
- 6105 Cabinetmaking & Millwork
- 6101 Carpentry
- 3020 Child Development Care & Guidance
- 6132 Civil Engineering Technology
- 4021 Computer Graphic Communications
- 6157 Computer Science PLTW
- 6155 Computer Science/Information Technology
- 6262 Cosmetology
- 3025 Culinary Arts
- 2011 Dental Assisting
- 6120 Diesel Engine Technology
- 6112 Digital Home Technology
- 2030 Dietitian
- 6130 Drafting
- 5030 Electrical Technology
- 5018 Electronics Technology
- 2085 Emergency Medical Technician
- 0114 Farm & Ranch Management
- 3030 Fashion and Interiors
- 6280 Fire Control/Safety Technology
- 3023 Food Service
- 0170 Forestry
- 5014 General Engineering (PLW)
- 6180 Graphic Arts/Journalism
- 6190 Graphic/Printing Communication
- 2097 Health Informatics
- 0150 Horticulture
- 1085 Hospitality
- 6109 Industrial Maintenance Mechanics
- 4024 Information/Communication Tech
- 5112 Instrumentation Technology
- 6282 Law Enforcement
- 6232 Machining Technology
- 5022 Manufacturing Technology
- 1010 Marketing
- 6103 Masons & Tile Setters
- 2096 Medical Administrative Assisting
- 2094 Medical Assisting
- 6132 Mechanical Drafting Technology
- 2080 Mental Health Assistant
- 4020 Microcomputer Applications
- 0174 Natural Resource Management
- 4026 Network Support Technician
- 6153 Networking and Computer Support Technologies
- 2033 Nursing Assistant
- 2000 Orientation to Health Occupations
- 4080 Paralegal/Legal Assisting
- 2087 Paramedic
- 2095 Pharmacy Assisting
- 6192 Photography
- 2032 Practical Nursing
- 5015 Principles of Engineering
- 6151 Programming & Web Technologies
- 2060 Radiology Technician
- 2050 Rehabilitation/Therapeutic Services
- 2093 Respiratory Therapy
- 1080 Sales
- 6283 Security
- 6310 Small Engine Repair
- 2098 Sports Medicine/Athletic Training
- 2035 Surgical Technology
- 6195 Television Production/Broadcasting
- 6236 Welding
- 4025 Word Processing Technology
- 7099 Work-Based Learning

Career Technical Education Administrator Certificate:

- 0055 CTE Administrator (6-12)

Pupil Services Staff Certificate:

- 7016 Career Counselor (6-12)
## Section I: Application Type
Check the box that applies to your situation

<table>
<thead>
<tr>
<th><strong>Application Fee</strong></th>
<th><strong>Application Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$75.00</td>
<td>Occupational Specialist</td>
</tr>
<tr>
<td></td>
<td>• Applicant has a combination of training and industry experience</td>
</tr>
<tr>
<td>$75.00</td>
<td>Limited Occupational Specialist Completer</td>
</tr>
<tr>
<td></td>
<td>• Applicant has completed the requirements necessary to qualify for a Standard Occupational Specialist (SOS) or Advanced Occupational Specialist (AOS) certificate</td>
</tr>
<tr>
<td>$25.00</td>
<td>CTE Administrator</td>
</tr>
<tr>
<td></td>
<td>• Applicant has completed the requirements to secure a CTE Administrator Certificate</td>
</tr>
<tr>
<td>$25.00</td>
<td>Reinstatement</td>
</tr>
<tr>
<td></td>
<td>• Applicant is applying to reinstate an expired secondary Idaho CTE Educator Credential</td>
</tr>
<tr>
<td>$25.00</td>
<td>Revision</td>
</tr>
<tr>
<td></td>
<td>• Applicant is adding another certificate/endorsement to an existing current and valid secondary Idaho CTE Educator Credential</td>
</tr>
</tbody>
</table>

## Section II: Personal Information

<table>
<thead>
<tr>
<th><strong>Full Legal Name</strong></th>
<th><strong>EDUID</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maiden/Other Name</strong></td>
<td><strong>Birth Date</strong></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td>Male  Female</td>
</tr>
<tr>
<td><strong>Home Street or PO Box #</strong></td>
<td><strong>Phone</strong></td>
</tr>
</tbody>
</table>

Are you currently teaching or contracted to work in a career technical program? If so, what school and in what program?

<table>
<thead>
<tr>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School?</strong></td>
<td><strong>Program?</strong></td>
</tr>
</tbody>
</table>

## Section III: Occupational Area and Endorsements
Check the occupational area(s) for which you are applying, then list the endorsements for which you are applying. Please refer to the list of Idaho CTE endorsements on page 2.

### Occupational Area
Check all at the right that apply

| Agriculture & Natural Resources | Marketing Technology |
| Business Technology             | Engineering & Technology |
| Career Guidance                 | Family and Consumer Sciences |
| Health Sciences                 | Skilled and Technical Sciences |
| Work-Based Learning             | Career Technical Education Administrator |

### Endorsements
List, at the right, the endorsements for which you are applying

<table>
<thead>
<tr>
<th>#1</th>
<th>#4</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2</td>
<td>#5</td>
</tr>
<tr>
<td>#3</td>
<td>#6</td>
</tr>
</tbody>
</table>
Section IV: Education
List the colleges/universities where you have earned credit and/or a degree. You will need to include transcripts for each college/university listed, if not already on file with the State Department of Education or Idaho Career and Technical Education.

<table>
<thead>
<tr>
<th>College/University Name and Location</th>
<th>Major</th>
<th>Certificate or Degree Earned</th>
<th>Date Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section V: Licensing History
You must answer “yes” to each question that applies to you, even if you have already answered “yes” on a previous application.

**IMPORTANT**: Discrepancies in this section will result in denial of educator license/certificate.

1. Have you ever had an educator or teacher license/certificate denied by any professional licensing authority?
   - Yes
   - No

2. Have you ever had disciplinary action taken against a professional license/certificate? Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.
   - Yes
   - No

3. Have you ever voluntarily surrendered a professional/license/certificate to avoid disciplinary proceedings by a professional licensing authority?
   - Yes
   - No

4. Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority?
   - Yes
   - No

**All applicants answering yes** – Include a detailed written explanation for each questions marked yes. You do not need to re-submit a written explanation if you have previously provided one.

Section VI: Legal History
As part of the application process, the State Department of Education may conduct a background investigation check, which involves a review of criminal history such as arrests and misdemeanor or felony convictions.

By signing this application I acknowledge that I may be required to provide additional information, such as court records.

- **Felonies** – In order to expedite your application, please include a detailed written explanation of each felony criminal issue and a copy of the judgment of conviction for any felony conviction.
  - Please obtain court records from the court house.
  - A printout from the State Judiciary Repository will NOT be accepted as relevant court documents.
  
  **NOTE**: If you have provided these documents with a previous application, you do not need to re-submit them.

- **Misdemeanors** – There is no need to submit documentation with your application for misdemeanor arrest and/or convictions. We will contact you if we need any information.

**IMPORTANT** – Failure to respond to a request for information will result in your application not being approved.
### Section VII: Attestations and Signature

I attest and affirm that I have read the Code of Ethics for Idaho Professional Educators [for a copy, go to http://sde.idaho.gov/cert-psc/psc/ethics.html].

I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.

I understand that it is a violation of the Code of Ethics for Idaho Professional Educators to make any false statement(s) on this application or required documents. Disciplinary action, which may include revocation, suspension, denial, letter of reprimand, or conditions, may be imposed under Section 33-1208, Idaho Code.

<table>
<thead>
<tr>
<th>Signature of Applicant:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Return application packet and fee(s) in one packet to:

State Department of Education  
ATTN: Teacher Certification  
P.O. Box 83720  
Boise, ID 83720-0027

*You will be mailed two copies of your certificate upon application approval.*

---

### Applicant Name:

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>EDUI D:</th>
</tr>
</thead>
</table>

### CERTIFICATION RECOMMENDATION

**Occupational Specialist Certificate:**

**Endorsements:**

<table>
<thead>
<tr>
<th>Dates Valid:</th>
<th>Approved Date:</th>
</tr>
</thead>
</table>

**Authorization Signature:**