



# ICTE SECONDARY OCCUPATIONAL SPECIALIST *INITIAL – REVISION – REINSTATEMENT* IDAHO EDUCATOR CERTIFICATION APPLICATION

## 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.

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

- To determine appropriate application fee, please see Section I of the application.

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

### Résumé

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

**Completed and signed Professional Development Plan (PDP).** Confirm your intent to complete required professional development activities and obtain the appropriate signatures.

**Out-of-State Certified Applicants Only.** Include a copy of your valid and current out-of-state license/certificate.

### Transcripts

- To expedite processing, please include transcripts with your application.
  - Official Transcripts – required for the initial certification application
  - Unofficial Transcripts – may be substituted for the revision or reinstatement application
- 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 within the week you mail the application.
- Check the box for the method you are using to submit transcripts:
  - Included in this application packet – preferred method for expedited processing
  - Electronically sent directly from university/college to [certification@cte.idaho.gov](mailto:certification@cte.idaho.gov)
  - Mailed separately
  - Delivered in person

**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 \$28.25 fee.
- Fingerprint card, forms, and instructions can be obtained by emailing [fingerprintrequest@sde.idaho.gov](mailto:fingerprintrequest@sde.idaho.gov)

For more detailed information, please see our website at  
<https://cte.idaho.gov/educators/certifications/>

# List of Idaho CTE Secondary Endorsements

*By Certificate*

## LIMITED, STANDARD, OR ADVANCED OCCUPATIONAL SPECIALIST CERTIFICATES

- Administrative Services (6-12)
- Agribusiness (6-12)
- Agricultural Leadership and Communications (6-12)
- Agricultural Mechanics and Power Systems (6-12)
- Animal Science (6-12)
- Apparel/Textiles (6-12)
- Applied Accounting (6-12)
- Automated Manufacturing (6-12)
- Automotive Collision Repair (6-12)
- Automotive Maintenance & Light Repair (6-12)
- Business Digital Communications (6-12)
- Business Management (6-12)
- Cabinetmaking & Bench Carpentry (6-12)
- Certified Welding (6-12)
- Child Development & Services (6-12)
- Commercial Photography (6-12)
- Construction Trades Technology (6-12)
- Computer Support Technologies (6-12)
- Cosmetology (6-12)
- Culinary Arts (6-12)
- Dental Assisting (6-12)
- Drafting and Design (6-12)
- Ecology and Natural Resource Management6(6-12)
- Electrical Technology (6-12)
- Electronics Technology (6-12)
- Emergency Medical Technician (6-12)
- Firefighting (6-12)
- Food Science & Processing Technology (6-12)
- Journalism (6-12)
- Graphic Design (6-12)
- HVAC Technology (6-12)
- Heavy Equipment/Diesel Technology (6-12)
- Hospitality Management (6-12)
- Hospitality Services (6-12)
- Industrial Mechanics (6-12)
- Law Enforcement (6-12)
- Marketing (6-12)
- Medical Assisting (6-12)
- Networking Technologies (6-12)
- Nursing Assistant (6-12)
- Ornamental Horticulture (6-12)
- Pharmacy Technician (6-12)
- Plant and Soil (6-12)
- Plumbing Technology (6-12)
- Pre-Engineering (6-12)
- Precision Machining (6-12)
- Programming & Software Technologies (6-12)
- Rehabilitation Services (6-12)
- Small Engine Repair/Power Sports (6-12)
- Digital Media Production (6-12)
- Web Design and Development (6-12)
- Work-Based Learning (6-12)



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THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	Date Entered	Date Issued	Date Expired	BIC Status
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Section I: Application Type <small>Check the box that applies to your situation</small>	Application Fee
<b>Occupational Specialist</b> <ul style="list-style-type: none"> <li>Applicant has a combination of training and industry experience</li> </ul>	\$75.00
<b>Limited Occupational Specialist Completer</b> <ul style="list-style-type: none"> <li>Applicant has completed the requirements necessary to qualify for a Standard Occupational Specialist (SOS) or Advanced Occupational Specialist (AOS) certificate</li> </ul>	
<b>CTE Administrator</b> <ul style="list-style-type: none"> <li>Applicant has completed the requirements to secure a CTE Administrator Certificate</li> </ul>	
<b>Reinstatement</b> <ul style="list-style-type: none"> <li>Applicant is applying to reinstate an expired secondary Idaho CTE Educator Credential</li> </ul>	
<b>Revision</b> <ul style="list-style-type: none"> <li>Applicant is adding another certificate/endorsement to an existing current and valid secondary Idaho CTE Educator Credential</li> </ul>	\$25.00

Section II: Personal Information		
Full Legal Name	EDUID	
Maiden/Other Name	Birth Date	
Email Address	Male	Female
Home Street or PO Box #		
City, State, Zip Code	Phone	
<b>Are you currently teaching or contracted to work in a career technical program? If so, what school and in what program?</b> School? <span style="margin-left: 200px;">Program?</span>		<b>Yes</b> <b>No</b>

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.				
<b>Occupational Area</b> Check all at the right that apply	Agriculture, Food & Natural Resources Business Technology Engineering & Technology Education Family and Consumer Sciences & Human Services Health Professions & Public Safety	Marketing Technology Trades & Industry Work-Based Learning Career Technical Education Administrator		
<b>Endorsements</b> List, at the right, the endorsements for which you are applying	# 1		# 4	
	# 2		# 5	
	# 3		# 6	

## 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.

	College/University Name and Location	Major	Certificate or Degree Earned	Date Granted
a.				
b.				
c.				

## 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.

Signature of Applicant:

Date:

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.*

### THIS SECTION FOR OFFICIAL USE ONLY

<b>Applicant Name:</b>	
<b>Date of Birth:</b>	<b>EDUID:</b>
<b>CERTIFICATION RECOMMENDATION</b>	
<b>Occupational Specialist Certificate:</b>	
<b>Endorsements:</b>	
<b>Dates Valid:</b>	<b>Approved Date:</b>
<b>Authorization Signature:</b>	