

Application Packet for State Board of Education – Emergency Provisional Certificate

THIS APPLICATION IS FOR A SCHOOL DISTRICT OR CHARTER THAT WOULD LIKE TO HIRE A CANDIDATE WHO HAS AN ASSOCIATE’S DEGREE OR HAS TWO YEARS OF COLLEGE TRAINING (48 SEMESTER-CREDITS), BUT DOES NOT HOLD A VALID IDAHO CREDENTIAL TO SERVE IN AN ASSIGNMENT THAT REQUIRES CERTIFICATION/ENDORSEMENT. **THIS APPLICATION CANNOT BE USED FOR SPECIAL EDUCATION INSTRUCTIONAL CERTIFICATE/ENDORSEMENTS.**

APPLICATIONS RECEIVED AFTER THE JANUARY PROFESSIONAL STANDARDS COMMISSION MEETING WILL NOT BE CONSIDERED UNLESS IT IS DUE TO THE LOSS OF A STAFF MEMBER, WHICH OCCURRED AFTER JANUARY 1.



IDAHO STATE DEPARTMENT OF EDUCATION
CERTIFICATION & PROFESSIONAL STANDARDS

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REVISED 06/09/2020

INFORMATION

- This emergency provisional certificate allows a district/charter to request one-year emergency certification for a candidate who does not hold a current Idaho certificate/credential, but who has a strong content background and at least two (2) years of college training (48 credits) and some pedagogy, to fill an identified area of need that requires certification/endorsement in an emergency situation.
- Is valid for one (1) year and is not eligible for renewal. If the candidate wishes to continue teaching with a district/charter the following school year, the candidate must be enrolled in an educator preparation program and be eligible for the Alternative Authorization-Teacher to New, Content Specialist, or Pupil Service Staff.
- The Authorizations Committee will only review completed application packets. Incomplete packets may result in funding issues for the district/charter. Verification of packet completion is the responsibility of the district/charter, a checklist is provided below. The committee's recommendation will go before the full commission for final approval.
- Completed applications for emergency provisional certificates will be reviewed within two SBOE meetings (i.e., if the application does not make it onto the agenda for the upcoming SBOE meeting, it will be put on the agenda for the next SBOE meeting).
- Once approved, the district/charter will be in compliance with [Idaho Code §33-1201](#) and no financial penalties will be assessed to the hiring district/charter. The authorization is valid for the school year for which the application is requested and approved. **Two (2) certificates will be mailed - one to the district and one to the candidate.**
- The emergency provisional **CANNOT be used for special education certification/endorsement areas** per [IDEA](#).

DISTRICT/CHARTER AND CANDIDATE CHECKLIST

COMPLETE PACKET MUST INCLUDE THE FOLLOWING

The Authorizations Committee will ONLY review completed application packets. Incomplete packets may result in funding issues for the district/charter. Verification of packet completion is the responsibility of the district/charter.

- Completed and signed State Board of Education – Emergency Provisional Certificate District/Charter and Candidate Application Form**
 - There is an identified hiring emergency for an individual with strong content background as noted in the district/charter board minutes.
- Candidate Licensing and Legal History Form**
 - The candidate must complete and sign this form.

Transcripts

- Attach official transcripts verifying an associate's degree
 - The candidate must hold an associates degree or not less than two (2) years of college training (48 credits) as per [Idaho Code §33-1203](#).

Vacancy announcement and emergency explanation:

- Attach vacancy announcement
 - A screenshot of the vacancy with the length of time the vacancy was advertised
- Briefly explain the emergency situation that lead to this application in the district/charter section of this application or attach a letter of explanation.

Background Investigation Check (BIC), associated forms and fee

- Include the necessary completed fingerprint card, the associated forms, and the applicable fee. Certificates will not be issued unless the applicant has cleared a BIC. See our [Background Investigation Check website](#) for current guidelines, fees and information to obtaining a fingerprint card and associated forms.
- If the candidate is new to the district/charter, a new fingerprint packet is required.

Application fee - \$100

- Check or money order is to be made payable to the State Department of Education or SDE. Credit cards are not accepted. Cash in the exact amount is accepted for walk-ins. Payment is non-refundable. One check or money order for both application and BIC fees is acceptable.

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|------------------------------------|-----|-----------|---------|------------|-------------------------------------|------------------------|--|
| THIS SECTION FOR OFFICIAL USE ONLY | Fee | Date Paid | Check # | BIC Status | Date of District Attest/Declaration | Candidate Attest/Legal | <input type="checkbox"/> AA + <input type="checkbox"/> 48 credits |
| | | | | | Meeting Reviewed | Approved | Printed |

STATE BOARD OF EDUCATION – EMERGENCY PROVISIONAL CERTIFICATE DISTRICT/CHARTER AND CANDIDATE APPLICATION FORM

Must be completed by the hiring district/charter and the candidate.

2020-2021 SCHOOL YEAR

DISTRICT/CHARTER SCHOOL SECTION – *Must be completed by district/charter school.*

Section I: District/Charter School Information

| | | |
|---|--|------------------------|
| District/Charter Name | | District/Charter # |
| Name of District Superintendent/Charter Administrator | | Name of Contact Person |
| Email Address | | Phone # |
| Mailing Address | | City, State, Zip Code |

Section II: Candidate Demographic Information

| | | |
|-------------------|-------|-------------------------------|
| Full Legal Name | | Birth Date |
| Maiden/Other Name | EDUID | Hire Date (for this position) |
| Email Address | | Phone # |
| Mailing Address | | City, State, Zip Code |

Section III: Certificate and Endorsement code(s) requested See endorsement tab [2020-2021 SDE Assignment Credential Manual](#)

| Instructional Certificate | Administrator Certificate | Pupil Service Staff Certificate |
|---------------------------|---------------------------|---------------------------------|
| Endorsement # | Endorsement Title | |
| Endorsement # | Endorsement Title | |

Section IV: ISEE assignment code(s) and title(s) the candidate will be assigned See assignment tab [2020-2021 SDE Assignment Credential Manual](#)

| | |
|--------------|------------------|
| Assignment # | Assignment Title |
| Assignment # | Assignment Title |

DISTRICT/CHARTER SCHOOL SECTION CONTINUED

Section V: District/Charter Designated Mentor

We understand that the mentor and evaluator should not be the same person.

Mentor Name: _____.

Mentor Title: _____.

Section VII: District/Charter and School Board Attestations

We, the undersigned:

- Confirmed the candidate holds and associate's degree or has at least two (2) years of college training (48 credits).
- Agree that the endorsement(s) requested align to the assignment(s) the candidate will instruct.
- Declared an emergency exists in our district/charter for the position and recorded this declaration in the **current school year** official board minutes of the Board of Trustees meeting on_____.
 - How was the vacancy advertised (attach vacancy announcement)?_____.
 - How many applications applied to the district/charter for the vacancy?_____.
 - How many applicants were interviewed for the vacancy?_____.
 - Describe in the space below the emergency situation that lead to this application for this candidate.

- Understand that the district/charter will provide a [State Board-approved Mentor Induction Program](#) and qualified mentor. Please access the State Board of Education website for more information about the State Board- approved program.
- Have ensured all the required documents are contained in this application packet and understand that only completed application packets will be reviewed by the Authorization Committee.
- Are aware that an incomplete packet may result in the impact of district/charter funding and is in violation of [Idaho Code §33-1201](#).

Signature of School Board Chairperson

| | | |
|--------------|------------------|-------------|
| Print | Signature | Date |
|--------------|------------------|-------------|

Signature of District Superintendent or Charter Administrator

| | | |
|--------------|------------------|-------------|
| Print | Signature | Date |
|--------------|------------------|-------------|

CANDIDATE SECTION – *Must be completed by candidate in pen (form entry not available for candidate section)*

Section I: Candidate Degree

Associate's Degree

- Yes, attach transcripts showing associate's degree
- No, attach transcripts showing completion of 48 credits

Section II: Candidate Attestations and Affirmations (please initial and sign)

I, the undersigned understand:

_____ Understand that this one-year emergency provisional is non-renewable and does not lead to a valid educator certificate in Idaho.

_____ If I have a separation of employment from requesting district/charter this certificate is no longer valid.

Signature of Candidate

Date

CANDIDATE SECTION CONTINUED

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? Yes No
Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.
- 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 of each licensing issue. You do not need to re-submit a written explanation if you have previously provided one.

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 denial of educator or teacher license/certificate.

Attestations and Signature (please initial and sign)

| | | |
|------------------------|---|------|
| Initial | I attest and affirm that I have read the <i>Code of Ethics for Idaho Professional Educators</i> . (For a copy of the <i>Code of Ethics</i> , go to http://sde.idaho.gov/cert-psc/psc/ethics.html .) | |
| Initial | I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge. | |
| Initial | 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 Candidate | | Date |