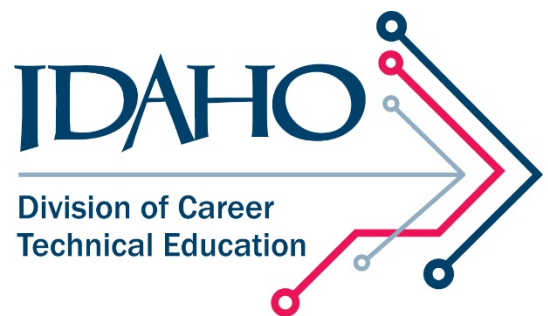


# Application Packet for CTE Alternative Authorization – Content Specialist (CTEAA-CS) New & Renewal

*THIS APPLICATION IS FOR A SCHOOL DISTRICT OR CHARTER THAT WOULD LIKE TO HIRE A CANDIDATE THAT DOES NOT HOLD A VALID IDAHO CAREER TECHNICAL EDUCATION (CTE) CREDENTIAL TO SERVE IN AN ASSIGNMENT THAT REQUIRES CERTIFICATION AND ENDORSEMENT WHILE THE CANDIDATE IS WORKING TOWARDS THE PROPER CERTIFICATION AND ENDORSEMENT.*



## EDUCATOR CERTIFICATION

650 W State St Ste 324  
Boise, Idaho 83702-5936  
208.429.5528 – OFFICE  
<https://cte.idaho.gov>

## INFORMATION

- The Career Technical Education Alternative Authorization –Content Specialist (CTEAA-CS) Certificate allows a local education agency to request an instructional certificate for an individual who possesses distinct content knowledge and skills to teach in an area of need identified by the local education agency while the candidate is successfully completing an individualized certification program. The hiring district/charter must ensure the candidate is qualified to teach in needed area (see content specific requirements below).
- The CTEAA-CS Certificate is valid for one (1) year and may be renewed for two (2) additional years with evidence of satisfactory progress toward completion of an approved individualized certification program. Renewal options are route specific; see CTEAA-CS ROUTES GUIDELINES AND REQUIRED DOCUMENTATION in Appendix A.
- 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 Professional Standards Commission for final approval.
- 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.**

## DISTRICT/CHARTER AND CANDIDATE CHECKLIST

The completed packet must include the following.

### **Completed and signed Career Technical Education Alternative Authorization – Content Specialist district/charter and candidate application forms.**

- See CTEAA-CS ROUTES GUIDELINES AND REQUIRED DOCUMENTATION - Appendix A for specific route requirements.
- There is an identified need for a candidate that possesses distinct content knowledge and skills noted in the district/charter board minutes. Date of meeting as noted on District/Charter attestations page of the application.

### **Candidate Licensing and Legal History Form**

- The candidate must complete and sign this form.

### **Transcripts**

- New applicants - attach official transcripts verifying a baccalaureate degree (one set of transcripts per application).
  - The candidate must hold a baccalaureate degree or has completed all of the requirements except the student teaching or practicum portion of their educator preparation program.
- Renewal applicants - attach a copy of transcripts to provide proof of progress.

### **Content specific requirements - must include official documentation verifying ONE of the following:**

- As per [IDAPA 08.02.02.42\(02\)\(a\)\(ii\)](#), the hiring district/charter has ensured that the candidate is qualified to teach in the area of identified need as demonstrated through the passage of content-specific Praxis® II, Baccalaureate degree in the content area of endorsement, OR a qualifying score on the [Uniform Standard for Evaluating Content Competency](#).
  - Content specific passing Praxis® II Score Report
    - Attach a copy of the official Score Report
  - Baccalaureate degree in the content area of endorsement
    - Attach official transcripts
  - Qualifying score on the [Uniform Standard for Evaluating Content Competency](#) rubric\*
    - 100 points for all subject areas that are not Elementary or Exceptional Child Generalist

\*If the candidate holds a baccalaureate degree in the requested content area of endorsement, the rubric is not necessary.

**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 the State Department of Education (SDE) [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.
- Renewal applicants do not need a new fingerprint card if the candidate is staying in the same district/charter.

**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.

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**

# List of Idaho CTE Secondary Endorsements

*By Certificate*

## **DEGREE BASED CAREER TECHNICAL CERTIFICATE**

- CTE – Agricultural Science and Technology (6-12)
- CTE – Business Technology Education (6-12)
- CTE – Computer Science Technology (6-12)
- CTE – Engineering (6-12)
- CTE – Family and Consumer Sciences (6-12)
- CTE – Marketing Technology Education (6-12)
- CTE – Technology Education (6-12)

## **CAREER TECHNICAL EDUCATION ADMINISTRATOR CERTIFICATE**

- CTE Administrator (6-12)

## **PUPIL SERVICES STAFF CERTIFICATE**

- CTE Career Counselor (6-12)

## **LIMITED, STANDARD, OR ADVANCED OCCUPATIONAL SPECIALIST CERTIFICATES**

### **AGRICULTURE, FOOD, AND NATURAL RESOURCES (AFNR)**

- Agribusiness (6-12)
- Agricultural Leadership and Communications (6-12)
- Agricultural Mechanics and Power Systems (6-12)
- Animal Science (6-12)
- Certified Welding (6-12)
- Ecology and Natural Resource Management (6-12)
- Ornamental Horticulture (6-12)
- Plant and Soil (6-12)

### **BUSINESS AND MARKETING (BAM)**

- Administrative Services (6-12)
- Applied Accounting (6-12)
- Business Digital Communications (6-12)
- Business Management (6-12)
- Hospitality Management (6-12)
- Marketing (6-12)

### **ENGINEERING AND TECHNOLOGY EDUCATION (ETE)**

- Commercial Photography (6-12)
- Computer Support Technologies (6-12)
- Drafting and Design (6-12)
- Journalism (6-12)
- Graphic Design (6-12)
- Networking Technologies (6-12)
- Pre-Engineering (6-12)
- Programming & Software Technologies (6-12)
- Digital Media Production (6-12)
- Web Design and Development (6-12)
  
- Work-Based Learning Coordinator (6-12)

### **FAMILY AND CONSUMER SCIENCES & HUMAN SERVICES (FCS&HS)**

- Apparel/Textiles (6-12)
- Child Development & Services (6-12)
- Cosmetology (6-12)
- Culinary Arts (6-12)
- Food Science & Processing Technology (6-12)
- Hospitality Services (6-12)

### **HEALTH PROFESSIONS & PUBLIC SAFETY (HPPS)**

- Dental Assisting (6-12)
- Emergency Medical Technician (6-12)
- Firefighting (6-12)
- Law Enforcement (6-12)
- Medical Assisting (6-12)
- Nursing Assistant (6-12)
- Pharmacy Technician (6-12)
- Rehabilitation Services (6-12)

### **TRADES & INDUSTRY (T&I)**

- Automated Manufacturing (6-12)
- Automotive Collision Repair (6-12)
- Automotive Maintenance & Light Repair (6-12)
- Cabinetmaking & Bench Carpentry (6-12)
- Certified Welding (6-12)
- Construction Trades Technology (6-12)
- Electrical Technology (6-12)
- Electronics Technology (6-12)
- HVAC Technology (6-12)
- Heavy Equipment/Diesel Technology (6-12)
- Industrial Mechanics (6-12)
- Plumbing Technology (6-12)
- Precision Machining (6-12)
- Small Engine Repair/Power Sports (6-12)

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Status	AAS/Higher <input type="checkbox"/>
					Internship <input type="checkbox"/>
College	Praxis II	Rubric	Meeting Date	Approved Date	Print Date

**CAREER TECHNICAL EDUCATION ALTERNATIVE AUTHORIZATION –CONTENT SPECIALIST (CTEA-CS)  
DISTRICT/CHARTER AND CANDIDATE APPLICATION FORM**

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



Please make sure **all** items are completed.

**NEW APPLICATION**

**RENEWAL APPLICATION**

\_\_\_\_\_ **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 type and endorsement code(s) requested**

See [2021-2022 ICTE Assignment Credential Manual](#)

Endorsement #	Endorsement Title
Endorsement #	Endorsement Title

**Section IV: ISEE assignment code and title the candidate will be assigned** (See assignment tab [2021-2022 ICTE Assignment Credential Manual](#))

Assignment #	Assignment Title
Assignment #	Assignment Title
Assignment #	Assignment Title
Assignment #	Assignment Title

**DISTRICT/CHARTER SCHOOL SECTION** CONTINUED

**Section V: Candidate Qualifications** (select one)

**Content specific passing Praxis II Score Report**

- Attach a copy of the official Score Report

**Minimum of Baccalaureate degree in the content area**

- Attach an official transcript

**Qualifying score on the Uniform Standard for Evaluating Content Competency rubric \***

100 points for all subject areas that are not Elementary or Exceptional Child Generalist

**Total Points:** \_\_\_\_\_

\*If the candidate holds a baccalaureate degree in the requested content area, the rubric is not necessary.

**Section VI: 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:**

Agree to monitor the candidate progress through their program and assure that the candidate maintains a pace to complete the preparation program within the allowable timeframe (renewable for two additional years for college/university route).

Agree that the endorsement(s) requested align to the assignments the candidate will instruct.

Declared an area of need 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 \_\_\_\_\_.

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.

Ensure that the CTE Alternative Authorization candidate, if not a previously certified instructor, enrolls in and completes the approved industry externships and/or university program of study and the required foundational CTE and pedagogy coursework at the first offering following approval of the CTE Alternative Authorization Certificate.

Have ensured all the required documents are contained in the 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
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**Signature of District Superintendent or Charter Administrator**

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

**Section I: Candidate Degree**

**Baccalaureate Degree**

- Yes. Attach transcripts.
- No. Identify the semester that student teaching will be completed: \_\_\_\_\_.

**Section II: Route** (select at least one)

- College/University:** I have obtained a plan that will lead to an institutional recommendation from the following institution (attach plan from college/university):

Institution Name: \_\_\_\_\_

- Industry Internship/Externship:** (approved in collaboration with ICTE Certification and Program Quality Manager [PQM]): I have arranged for an internship/externship with the date and location below and am attaching a verification letter on the given company's letterhead for the confirmed placement.

Date	Location

- Portfolio/Industry Certification:** (approved in collaboration with IDCTE Educator Certification Director and Program Quality Manger) I will create a portfolio with artifacts related to each performance standard and competency in the given program pathway and/or will earn given industry certification.

**Section III: Renewal Candidates Only**

- Semester-credits obtained in the prior authorization year: \_\_\_\_\_
- Under extenuating circumstances, the Authorizations Committee may consider a renewal application for candidates that do not meet renewal requirements. Include the following with the application:
  - Letter of explanation
  - Summative evaluation from the prior authorization year
- If you are requesting to change routes, please provide the following:
  - Letter of explanation
  - Signed formal plan from a college/university that will lead to an institutional recommendation.

**Section IV: Candidate Attestations and Affirmations** (please initial and sign)

I, the undersigned, understand:

\_\_\_\_\_ If I am using a college/university route, I must: 1) enroll in a college/university certification program and have registered for classes during the authorization year and I must provide the hiring district/charter with a copy of my paid registration form and transcripts from my educator preparation program, and; 2) I must demonstrate adequate progress toward the completion of my certification program in order for my district/charter to apply for renewal of the Alternative Authorization – Content Specialist. I am eligible for two additional renewals with adequate process.

\_\_\_\_\_ If I have completed an internship and/or externship, I must demonstrate hours as per the collaborative agreement.

\_\_\_\_\_ If I am completing a portfolio and/or industry certification, I must demonstrate at least one-third completion of total portfolio each year and/or demonstrate adequate progress toward agreed-upon industry certification.

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

**Signature of Candidate**

**Date**

**CANDIDATE LICENSING AND LEGAL HISTORY FORM**

**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 or teacher 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.

**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 courthouse.
  - 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 additional information

**IMPORTANT** – *Failure to respond to a request for information will result in denial of educator or teacher license/certificate.*

**Attestations and Signature**

For us to be able to process your application, please review and initial each of the statements below.

\_\_\_\_\_ 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.

\_\_\_\_\_ I understand that it is my responsibility to keep my mailing address always updated with the Idaho Division of Career Technical Education. Failure to do so may result in not receiving legal/licensing documents or communications related to my credential.

**Do not sign until you have read and initialed the above statements.**

Signature of Candidate

Date



## CTEAA-CS – ROUTE GUIDELINES AND REQUIRED DOCUMENTATION

The following are the various routes to certification a candidate may utilize. The candidate MUST indicate in Section II of the Candidate Section of the application which route to certification he/she will utilize and supply the appropriate documentation with the initial application packet.

### COLLEGE/UNIVERSITY ROUTE

The candidate will complete a college/university teacher preparation program. This could be through an Idaho university or an NCATE/TEAC/CAEP-approved out-of-state program. For candidates utilizing the college route, the authorization can be renewed two (2) additional times if the candidate demonstrates having made adequate progress in her/his preparation program via completion of semester credits during the prior authorization year.

#### Required documentation:

- a. Official transcripts verifying baccalaureate degree OR a letter from the college/university's College of Education verifying that student teaching/practicum is the only remaining program requirement to be completed.
- b. A college/university plan outlining all the required coursework that will allow the candidate to qualify for an Institutional Recommendation for certification/endorsement from the college/university. The dean of the College of Education or his/her designee must sign the plan.
- c. Score report verifying passage of the applicable PRAXIS® II content area assessment, baccalaureate degree in the content area of endorsement, OR a qualifying score on the [Uniform Standard for Evaluating Content Competency](#). If you have a baccalaureate degree in the content area of endorsement, you will not need to complete the rubric.

#### Required documentation for renewal applicants:

- a. A copy of transcripts verifying proof of progress.
- b. If adequate progress has not been met, under extenuating circumstances, the Authorizations Committee may consider a renewal application based on the following (please include with application):
  - i. a letter of explanation
  - ii. a summative evaluation from a prior authorization year
- c. If you are requesting to change the route, the new route must maintain the three-year timeline required by IDAPA rule. Attach a letter of explanation and the new college/university plan.

### COURSEWORK/TRAINING, INTERNSHIP/EXTERNSHIP, PORTFOLIO/INDUSTRY CERTIFICATION ROUTE

The candidate has worked in the industry area in which s/he is seeking endorsement. Industry hours are lacking to award an Occupational Specialist Certificate, or the required industry experience does not demonstrate adequate command of the subject matter to be taught. The candidate will complete one or more courses/trainings, internships/externships, create a standards/competencies documented portfolio, or achieve one or more industry certifications as defined in the agreed-upon plan attached to the CTEAA-CS application. For candidates utilizing this route, the authorization can be renewed two (2) additional times if the candidate demonstrates having made adequate progress in her/his preparation program via completion of a minimum of one-third of the agreed-upon requirements during the prior authorization year.

#### Required documentation:

- a. Official transcripts verifying baccalaureate degree.
- b. A plan of study developed in collaboration with the ICTE program quality manager and educator certification director outlining all the required coursework, internship/externship, and/or industry certifications that will allow the candidate to qualify for an Occupational Specialist Certificate. The inclusion of the plan as an element of the complete application, and the candidate and district/charter administrator's signatures on the application serve as formal agreement to the plan.

**Required documentation for renewal applicants:**

- a. A copy of transcripts, portfolio work, internship/externship verification, and/or a copy of a current and valid industry certification verifying proof of progress, as applicable.
- b. If adequate progress has not been met based on extenuating circumstances, the Authorizations Committee may consider a renewal application based on the following (please include with application):
  - i. a letter of explanation
  - ii. a summative evaluation from a prior authorization year
- c. If you are requesting to change the route, the new route must maintain the three-year maximum timeline required by IDAPA rule. Attach a letter of explanation and a signed new plan.

*NOTE: Once the candidate meets all the requirements, it is his/her responsibility to apply for a revision of his/her educator credential to add the new certificate and endorsement.*

**RESOURCES**

- **PSC scheduled meetings link:** <https://www.sde.idaho.gov/cert-psc/psc/files/meetings-members/PSC-2021-2022-Meeting-Dates.pdf>
- **CTE Assignment Credential Manual link:** <https://cte.idaho.gov/programs-2/secondary-education/assignment-manual-and-isee-resources/>. This will help the district/charter to determine endorsement/assignment alignment for the candidate.
- **Certification Look-Up Tool link:** <https://apps2.sde.idaho.gov/certificationlookup>
- **Upon completion of college/university program apply for 5-year Renewable Certificate:** <https://cte.idaho.gov/educators-5/become-a-cte-educator/>