

Application Packet for CTE Alternative Authorization–Teacher to New Certificate and/or Endorsement (CTEAA-TN) New & Renewal

THIS APPLICATION IS FOR A SCHOOL DISTRICT OR CHARTER THAT WOULD LIKE TO HIRE/ASSIGN A CANDIDATE THAT HOLDS A VALID IDAHO CREDENTIAL, BUT NEEDS TO ADD A CERTIFICATE AND/OR AN AREA OF ENDORSEMENT 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 – Teacher to New (CTEAA-TN) allows a local education agency to request an additional certificate and/or endorsement when a professional position cannot be filled with someone who has the correct certification.
- The CTEAA-TN 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-TN 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 – Teacher to New district/charter and candidate application forms

- See CTEAA-TN ROUTES GUIDELINES AND REQUIRED DOCUMENTATION - Appendix A for specific route requirements.
- **Adding New Certificate with New Endorsement:** There is an identified need for a candidate to add a new certificate with a new endorsement when a professional position cannot be filled with someone who has the correct certification and is noted in the district/charter board minutes. The date of meeting must be noted on district/charter attestation section of the application. The actual board minutes should not be included with the packet.
- **Adding New Endorsement to Current Certificate:** There is a desire to add a new endorsement area by the candidate. The district agrees to provide an aligning assignment that allows the candidate to be the teacher of record in new endorsement area. The district will need to provide a mentor for candidates using the Option III and IV routes. This process does not need board approval.

Candidate Licensing and Legal History Form

- The candidate must complete and sign this form.

Transcripts (only applicable to renewal applications)

- Renewal applicants **ONLY** must attach a copy of transcripts to provide proof of progress.

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 obtain 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)

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THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Same Dist/Charter	District Attest/Declaration	Candidate Attest/Legal	Cert Align
Route Option	Year	Opt IV Praxis #	Pathway		Meeting	Approved	Print Date

**CAREER TECHNICAL EDUCATION ALTERNATIVE AUTHORIZATION – TEACHER TO NEW (CTEAA-TN)
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) listed on candidate's current certificate

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

Degree Based Career Technical or Standard Instructional Certificate	Occupational Specialist Certificate	Administrator or CTE Administrator Certificate	Pupil Services Staff Certificate
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		

DISTRICT/CHARTER SCHOOL SECTION CONTINUED

Section IV: Certificate type and endorsement code(s) requested

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

Degree Based Career Technical Certificate	Occupational Specialist Certificate	CTE Administrator Certificate	Pupil Services Staff Certificate
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		

Section V: ISEE assignment code and title the candidate will be assigned

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

Assignment #	Assignment Title
Assignment #	Assignment Title

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 2 additional years for college/university).

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

New Certificate candidates only: An area of need was declared and recorded in the official school board minutes by the Board of Trustees on _____ for the position in our district/charter for the current school year.

Understand that Option III and IV candidates require that the district/charter provide a [State Board-approved Mentor Induction Program](#) and qualified mentor for all Teacher to New Endorsement. 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 the application packet and understand that only completed application packets will be reviewed by the Authorization Committee.

Understand that an incomplete packet may result in the impact of district/charter salary-apportionment 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 II: Route (select one)

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

Institution Name: _____

Option II – National Board Certification Program (attach a copy of your NBPTS plan and proof of enrollment)

Option III – Master’s Degree in specific content area (Endorsement Only) – completing/completed coursework, mentoring, and demonstration of performance (see guidelines in Appendix A)

Enrolled in a master’s degree program. Attach plan from college/university.

Institution Name: _____

Completed a master’s degree program in specific content area as identified as the area of need and only need to complete the mentor component. Attach official transcripts verifying degree.

Option IV – Content area assessment and demonstration of proficiency (non-renewable): I plan to take the Praxis® II assessment that aligns with my requested endorsement (see guidelines in Appendix A).

Section III: Renewal Candidates Only (Option IV routes NOT eligible)

Semester-credits obtained in the prior authorization year. Number of credits: _____

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, the new route must maintain the three-year timeline required by IDAPA rule. 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 each statement and sign)

I, the undersigned understand:

_____ If I am using Option IV as my route, I have the authorized school year to complete all assessments.

_____ If I am using a college/university route, I must enroll in a college/university certification program and have registered for classes during the authorization year. I must provide the hiring district/charter with a copy of my paid registration form and transcripts from my educator preparation program.

_____ If I am using a college/university route, 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 – Teacher to New. I am eligible for two additional renewals with adequate progress.

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

_____ If I am using Option III or IV, I will be required to complete the [State Board of Education-approved Mentor Induction Program](#) as provided by my district/charter.

Signature of Candidate

Date

CANDIDATE SECTION CONTINUED

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 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. You must check the box below.

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.
- **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 (please initial and sign)

- _____ 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 IDCTE. 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-TN – CERTIFICATION GUIDELINES AND REQUIRED DOCUMENTATION

The candidate **MUST** indicate on the District Request Form and on the Route to Certification Form which route to certification he/she will utilize, or indicate if the authorization is intended for one year only. The candidate must also supply the appropriate documentation with the initial application packet.

Option I – 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 for a total of three (3) years on the authorization 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 of 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, attach a letter of explanation and the new plan (college/university – eligible for two renewals). The new route must maintain the three-year timeline required by IDAPA rule.

Option II – NBPTS (Endorsement only) Route

The candidate will pursue adding an endorsement via completion of the National Board for Professional Teaching Standards (NBPTS) program and demonstrated proficiency. If a candidate holds certification in a NBPTS specific certificate area, the district can apply for the CTEAA-TN Certificate and include a copy of the NBPTS certificate. The CTEAA-TN will allow the candidate to teach in the subject area during the authorization year and obtain a proficient evaluation in the requested area of endorsement. The candidate may apply for a revision of her/his credential at the beginning of the next school year and include the successful evaluation demonstrating proficiency. This option is not eligible for renewal of the authorization.

Required documentation:

- a. A copy of the NBPTS certificate.

Option III – Master's Degree (Endorsement only) Route

The candidate will pursue adding an endorsement via completion of a master's degree in the endorsement area being sought and will be required to demonstrate proficiency. If a candidate has already completed a master's degree in the specific endorsement area (attach transcripts) or will complete a master's degree in the endorsement area within the year (include signed formal plan from the college/university), the candidate will be required to demonstrate proficiency teaching in the new endorsement area during the authorization year. After completion of

the school year, the candidate will apply for a revision of their credential with a copy of their successful evaluation demonstrating proficiency and official transcripts conferring the master's degree, if not already submitted.

Required documentation:

- a. Official transcripts verifying master's degree in the specific endorsement area for which the CTEAA-TN is being requested, OR;
- b. Signed formal plan for master's degree program from college/university

Option IV – Mentoring and Content Assessment Route

A candidate for this option must hold a minimum of a baccalaureate degree. Through this option, the candidate will pursue adding an endorsement in a content area that has alignment (either close or less close alignment) to an endorsement the candidate currently holds by verification of content area knowledge and demonstrated proficiency. Candidates approved for Option IV will be required to meet or exceed the qualifying score on the appropriate Praxis II assessment for the endorsement and participate in a minimum one (1) year mentoring program in order to demonstrate proficiency in the new endorsement area. Once the candidate meets all of the requirements, it is his/her responsibility to apply for a revision of his/her certificate to add the new endorsement.

For candidates utilizing the Option IV route, the authorization is non-renewable and is not available if a Praxis II assessment is not available for that particular endorsement. The content area must have a similarity between the endorsement the person currently holds and the requested endorsement. For example, for an individual who holds a Business Technology Education endorsement, Option IV is not an option to add Family and Consumer Sciences; however, a person with a Marketing Technology Education endorsement can add a Business Technology Education endorsement with Option IV.

Pathway 1 or 2 is determined by the PSC Authorizations Committee and will be listed on your certificate. Passage of the appropriate Praxis II assessment and the State Board-approved Mentor Induction Program is required.

RESOURCES

- **PSC scheduled meetings link:** <http://www.sde.idaho.gov/certpsc/cert/apply/files/alternative/application/SBOE-PSC-Meetings-2019-2020.pdf>
- **CTE Assignment Credential Manual link:** <https://cte.idaho.gov/assignment-manual-course-codes/>. 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>