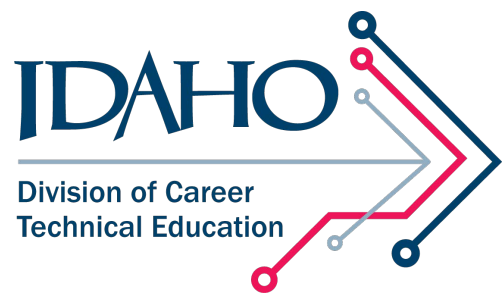


# Application Packet for Alternative Authorization – Content Specialist New and Renewal

THIS APPLICATION ALLOWS A SCHOOL DISTRICT OR CHARTER TO REQUEST AN INSTRUCTIONAL CERTIFICATE FOR AN INDIVIDUAL WHO POSSESSES DISTINCT KNOWLEDGE AND SKILLS TO TEACH IN A CONTENT AREA. THE CANDIDATE DOES NOT HOLD A VALID IDAHO CREDENTIAL AND IS WORKING TOWARDS COMPLETING A ROUTE TOWARDS CERTIFICATION WHILE TEACHING IN THE REQUESTED ENDORSMENT AREA, PURSUANT TO [IDAPA 08.02.02.042.02](#).



EDUCATOR CERTIFICATION

650 W STATE STREET  
STE 324 BOISE, IDAHO  
83702-5936  
208.429.5528 - OFFICE  
<https://cte.idaho.gov/>

REVISED 10/16/2023

**CHECKLIST OF COMPLETE PACKET** - The hiring district/charter must confirm the candidate has a baccalaureate degree or will be student teaching in the authorized school year in which the school applies. The hiring district/charter must also confirm the candidate meets the qualification by following the checklist provided. Please include applicable documentation for the selected route towards obtaining the requested certificate/endorsement. ONLY complete application packets will be processed.

- **Route to New Certificate** - Will receive a three (3) year interim non-renewable certificate. The candidate must be enrolled in a traditional route to obtain certification.
  - Option I: College/University Route**
    - Attach official transcripts verifying at least a baccalaureate degree, or all coursework completed except student teaching
    - Attach the signed formal plan signed by the dean of the College of Education of the college/university
      - *The plan must outline all of the required coursework, applicable testing, and/or student teaching to qualify for an Institutional Recommendation for certification/endorsement*
    - If the college/university is not CAEP/NCATE accredited, the candidate will need to complete all of the out-of-state program requirements, and any Idaho applicable coursework during the three (3) year interim certificate validity period. The candidate will need to obtain an out-of-state certificate and then apply for reciprocity in order to receive an Idaho five (5) year certificate.
    - Must complete all Idaho state specific requirement(s) i.e. ICLC/ICLA during the three (3) year interim to qualify for the five (5) year Standard Instructional Certificate.
  - or Option I: IDCTE Route Plan** - attach the signed IDCTE route plan
    - The option is available only in the event the educator is unable to qualify for an industry-based endorsement on an occupational specialist certificate, but is close to doing so. IDCTE will determine if this route is feasible, and will develop a program plan that allows the educator to teach in the endorsement area while honing their content-area knowledge.
    - This option provides for a plan of study (IDCTE Route Plan) developed by the IDCTE Educator Certification Director and Program Quality Manager outlining the required coursework, internship/externship, industry certifications, or other requirements that will allow the candidate to qualify for an occupational specialist certificate at the end of the validity period of the CTEAA-CS.
    - The IDCTE Route Plan must be included 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.
- **Content/Pedagogy Qualifier** – The candidate demonstrates distinct content knowledge and skill through ONE (1) of the following approved qualifiers:
  - Content Specific Praxis II Score Report
    - attach a copy of the official score report
  - Baccalaureate Degree in the Content Area of Endorsement
    - attach the transcripts which show the degree in the specific content area
  - Qualifying Score on the Uniform Standard for Evaluating Content Competency (Rubric)
    - attach the rubric and official transcripts with applicable coursework highlighted

- **Alternative Authorization – Content Specialist District/Charter and Candidate Application**
  - Completed and signed
- **Application fee- \$100**
  - Check or money order made payable to the State Department of Education or SDE  
(Credit cards are not accepted. Payment is non-refundable. One (1) check or money order for both application and BIC fees is acceptable.)
- **Transcripts/Renewal applicants (Not applicable to Teacher to New Certificate)**
  - Option I for Teacher to New – Endorsement- College/University**
    - Attach a copy of transcripts to provide proof of progress. The completion of nine (9) semester credits (or equivalent) is required unless the plan outlined by the university indicates otherwise. If adequate progress has not been met, under extenuating circumstances, the Authorizations Committee may consider a renewal application for candidates based on the following (please include with application):
      1. A letter of explanation
      2. A summative evaluation from the prior authorization year
  - Option I for Teacher to New - Endorsement - IDCTE Route Plan**
    - Evidence to show a minimum one-third (1/3) of Route Plan requirements have been met over the previous school year.
- **Background Investigation Check (BIC)**
  - Completed and signed Idaho fingerprint card
    - Information is available on the following [Background Investigation Check website](#)
  - Associated fingerprint forms
  - Background check fee - \$28.25
    - A new fingerprint packet is required if the candidate is new to the district/charter.
    - Certificates will not be issued unless the applicant has cleared a BIC.

**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

**RESOURCES**

- Certification Lookup Tool link: <https://apps2.sde.idaho.gov/certificationlookup>
- [2023-2024 CTE Assignment Credential Manual](#)
- Upon completion an Idaho college/university program apply for the five (5) year renewable certificate: <https://cte.idaho.gov/educators-5/become-a-cte-educator/returning-secondary-educators/>
- Council for the Accreditation of Educator Preparation – CAEP: <http://caepnet.org/provider-search>
- Upon completion of a CAEP/NCATE/TEAC accredited college/university program apply for completers of an out-of-state program: <https://cte.idaho.gov/educators-5/become-a-cte-educator/first-time-idaho-educators/>
- ETS: <https://www.ets.org/praxis/id/test-takers/plan-your-test/licensure-requirements.html>

## 2023-2024

### Alternative Authorizations/Emergency Provisionals Submission Schedule

➤ **Professional Standards Commission Meetings**

Completed Alternative Authorizations are now approved by the Professional Standards Commission (PSC) staff. Atypical Alternative Authorization applications will be reviewed and processed through the PSC's Recruitment, Retention and Authorization Committee. The PSC will review only completed applications on the following dates:

Date Application Due to SDE:	PSC Meeting Dates:
September 7, 2023	September 21-22, 2023
November 16, 2023	December 7-8, 2023 (Virtual)
January 25, 2024	February 8-9, 2024 (Virtual)
March 21, 2024	April 4-5, 2024
June 6, 2024	June 20-21, 2024

➤ **State Board of Education Meetings**

*Applications received after January 1 of the school year must be due to the school district/charter school losing a staff member after January 1 of the school year.*

Date Application Due to SDE:	SBOE Meeting Dates:
June 21, 2023	August 23, 2023
August 16, 2023	October 18-19, 2023
October 11, 2023	December 13, 2023
December 26, 2023	February 27, 2024
February 12, 2024	April 17-18, 2024
June TBD	June TBD

➤ **Important Information:**

- Application status can be checked on the [Certification Lookup Tool](#) (Initial applications will not show a status until a determination has been made.)
- Two (2) certificates will be mailed; one (1) to the district and one (1) to the candidate within one (1) week of application approval.

## List of Idaho CTE Secondary Endorsements/**Indicators**

By Five-Year Renewable Certificate – May attach to a CTEAA-TN 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)

### **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 (6-12)
- Drafting and Design (6-12)
- Journalism (6-12)
- Graphic Design (6-12)
- Networking Support (6-12)
- Pre-Engineering (6-12)
- Programming & Software Development (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 PAGE LEFT BLANK  
INTENTIONALLY**

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Same District/Charter	District Signed	Candidate Signed	<input type="checkbox"/> BA	
	<input type="checkbox"/> Student Teacher	Route Option		Qualification Method		Meeting Reviewed	Approved Date	Print Date
<input type="checkbox"/> College/University	<input type="checkbox"/> IDCTE Route Plan	Praxis # _____ <input type="checkbox"/> Passed	<input type="checkbox"/> Rubric Pts. _____	<input type="checkbox"/> BA/BS in the content area				

**CAREER TECHNICAL EDUCATION ALTERNATIVE AUTHORIZATION – CONTENT SPECIALIST (CTEAA-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**

Last Name, First Name, and Full Middle 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**

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 V: Candidate Qualifications and Attach Appropriate Documentation  
(ONLY select one) A qualifier is not required for renewal of an authorization**

- Content Specific Praxis II Score Report**
  - Attach a copy of the official score report
- Baccalaureate Degree in Content Area of Endorsement**
  - Attach an official transcript.
- Qualifying Score on the [Uniform Standard for Evaluating Content Competency](#) (Rubric)**
  - Attach the rubric and official transcripts with applicable coursework highlighted
    - 100 points for Middle/Secondary Content Endorsements. The rubric is not necessary if the candidate holds a baccalaureate degree or higher in the specific middle/secondary content area of endorsement.

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

**Section VI: District/Charter Designated Mentor**

- We understand a mentor is required and will need to provide a minimum of one (1) classroom observation per month, which will include feedback and reflection.**  
Mentor Name: \_\_\_\_\_  
Mentor Title: \_\_\_\_\_

**Section VII: District/Charter and School Board Attestations**

**We, the undersigned:**

- Have ensured the candidate has met the distinct knowledge qualifications pursuant to [IDAPA 08.02.02.042.02](#)
- Have ensured all of the required documents are contained in this application packet and understand that only complete application packets will be processed.
- Are aware that an incomplete packet may result in a reduction of district/charter funding and is in violation of [Idaho Code §33-1201](#).
- Agree that the endorsement(s) requested align to the assignment(s) the candidate will instruct.
- Agree to monitor candidate progress through their program and assure that the candidate maintains a pace to complete the preparation program, or IDCTE Route Plan requirements within the allowable timeframe (three (3) years).
- Understand the district/charter will provide a state board-approved mentor program using the [Idaho Mentor Program Standards](#) and qualified mentor. Please access the State Board of Education website for more information about the State Board-approved program.

**Signature of School Board Chairperson**

<b>Print</b>	<b>Signature</b>	<b>Date</b>
--------------	------------------	-------------

**Signature of District Superintendent or Charter Administrator**

<b>Print</b>	<b>Signature</b>	<b>Date</b>
--------------	------------------	-------------



**CANDIDATE SECTION –**

*Read each section carefully. Must be completed and signed by candidate.*

**Section I: Candidate Degree Status**

- Currently hold a baccalaureate degree or higher - attach transcripts **OR**
- Degree completion pending student teaching. Date student teaching to be complete: \_\_\_\_\_  
Student teaching must be completed during this authorized school year - attach signed plan

**Section II: Route and Attestation (select route and initial applicable attestations)**

**College/University (non-renewable):**

Name of College/University: \_\_\_\_\_

**I, the undersigned understand:**

- \_\_\_\_\_ I have enrolled in a college/university certification program and have registered for the courses to be completed during the three (3) year interim validity period. A copy of the signed teacher preparation program plan is included with this application.
- \_\_\_\_\_ I understand this certificate is non-renewable. I must complete the university/college program and any Idaho state specific requirement(s) listed on my credential during the three (3) year validity period before I am eligible to apply for my Idaho Standard Instructional Credential.
- \_\_\_\_\_ If I am using an out-of-state program which is not accredited by CAEP/TEAC/NCATE, I am aware I will need to obtain certification in the state which recognizes the preparation program and then apply for reciprocity for an Idaho certificate.
- \_\_\_\_\_ If I am using an out-of-state program which is not accredited by CAEP/TEAC/NCATE, I understand I may be required to complete the Idaho Comprehensive Literacy Course or Assessment and/or the Teaching Mathematical Teaching courses during the three (3) year validity period.
- \_\_\_\_\_ Upon completion of the preparation program, and any state specific requirement(s), it is my responsibility to apply to receive my Idaho Standard Instructional Credential.
- \_\_\_\_\_ If I were to leave the Idaho district/charter while holding the Content Specialist Interim Certificate, I must notify the new hiring Idaho school to request a letter be sent to the Certification and Professional Standards Department attesting to monitoring my progress to ensure completion of my program.

**IDCTE Route Plan (non-renewable):**

**I, the undersigned understand:**

- \_\_\_\_\_ I have worked with the IDCTE Certification Director and assignment-area Program Quality Manager(s) to define the additional coursework, internship/externship, industry certification, etc., detailed on the IDCTE Route Plan included as an attachment to this packet. I agree to complete this plan over the validity of the CTEAA-CS Certificate.
- \_\_\_\_\_ I understand this certificate is non-renewable and I must complete all applicable IDCTE Route Plan requirements listed on my credential during the three (3) year validity period before I am eligible to apply for my Idaho Standard Instructional Credential.
- \_\_\_\_\_ I understand I must complete the two (2) year state-board approved mentoring program during the three (3) year validity period.
- \_\_\_\_\_ I understand I may be required to complete the Idaho Comprehensive Literacy Course or Assessment and/or the Teaching Mathematical Teaching courses during the three (3) year validity period.
- \_\_\_\_\_ Upon completion of the ABCTE assessment program, and any state specific requirement(s), it is my responsibility to apply to receive my Idaho Standard Instructional Credential.
- \_\_\_\_\_ If I were to leave the Idaho district/charter while holding the Content Specialist Interim Certificate, I must notify the new hiring Idaho school to request a letter to be sent to the Certification and Professional Standards Department attesting to monitoring my progress to ensure completion of my program.

**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.**

<p>1. Have you ever had an educator or teacher license/certificate denied by any professional licensing authority?</p>	<p>2. Have you ever had disciplinary action taken against a professional license/certificate? <i>Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.</i></p>	<p>3. Have you ever voluntarily surrendered a professional license/certificate to avoid disciplinary proceedings by a professional licensing authority?</p>	<p>4. Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority?</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**ALL APPLICANTS ANSWERING YES:** Include a detailed written explanation for each question 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 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.**

**Attestations and Signature**

In order 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 <https://www.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 updated with the State Department of Education at all times. Failure to do so may result in not receiving legal/licensing documents related to my credential

**DO NOT SIGN UNTIL YOU HAVE READ AND INITIALED THE ABOVE STATEMENTS**

Signature of Candidate

Date