

# Application Packet for Alternative Authorization – Teacher to New Certificate and/or Endorsement New and Renewal

THIS APPLICATION IS FOR A SCHOOL DISTRICT OR CHARTER HIRING/ASSIGNING A CANDIDATE WHO HOLDS A VALID IDAHO CERTIFICATE IN AN AREA IN WHICH THEY DO NOT HOLD THE PROPER CERTIFICATE AND/OR ENDORSEMENT. THIS APPLICATION ALLOWS THE CANDIDATE TO WORK TOWARDS COMPLETING A ROUTE WHILE TEACHING IN THE REQUESTED ENDORSEMENT, PURSUANT TO IDAPA [08.02.02.21.02](#).



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

REVISED 10/12/2023

**CHECKLIST OF COMPLETE PACKET** - The hiring district/charter must verify the candidate holds a valid Idaho Credential. Access the [Certification Lookup Tool](#) to confirm. Please include applicable documentation for the selected route towards obtaining the requested certificate and/or 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 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 and applicable testing to qualify for an Institutional Recommendation for certification/endorsement*
- Must complete Idaho program during the three (3) year interim to be eligible to apply to revise their current Idaho Credential.
- If the college/university is not CAEP/NCATE/TEAC accredited, the candidate will need to complete the program, complete applicable Idaho state specific requirement(s) i.e. ICLC/ICLA and obtain an out-of-state certificate, then apply to revise their current Idaho Credential.

**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 plan of study that allows the educator to teach in the endorsement area while honing their teacher pedagogy of study.
- 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-TN.
- 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.

➤ **Route to New Endorsement** – valid for the school year for which the application is requested and approved. Must choose **ONE (1)** of the following options:

**Option I: College/University Route**

- Attach signed formal plan by the dean of the College of Education
  - *The plan must outline all of the required coursework and applicable testing to qualify for an Institutional Recommendation for certification/endorsement.*
- If the college/university is not CAEP/NCATE/TEAC accredited, the candidate will need to complete the program and complete applicable Idaho state specific requirement(s) i.e. ICLC/ICLA and obtain an out-of-state certificate, then apply to revise their current Idaho Credential.
- The authorization for the college/university route may be renewed two (2) additional times with evidence of satisfactory progress - the completion of nine (9) semester credits is required during the authorized school year, unless the university plan indicate otherwise- or under extenuating circumstances.

- Option II: Completed Master's Degree Route in Specific Content Area (applicable to adding an instructional endorsement only)** - State Board-approved mentoring program, coursework in Principles and Foundations of CTE, training in CTSO leadership and occupational analysis, AND 200-hour industry externship in endorsement area sought.
- Attach a copy of the completed master's degree transcript in the content area of requested endorsement.
  - The candidate will need to successfully complete a one (1) year state-board approved mentor program in the new endorsement area. The specific mentor program and performance requirement(s) are outlined on the [District/Charter and Mentor Recommendation for Alternative Authorization – Teacher to New Endorsement OPTION II and III Completers form.](#)
  - Maybe required to complete Idaho state specific requirement(s) i.e. ICLC/ICLA. Conditions will be listed on credential.
  - The authorization will allow the candidate a year to participate in coursework and training in CTE-specific areas as noted above.
  - The authorization will allow the candidate to complete or show documentation of having already completed a 200-hour minimum industry externship in the endorsement area being requested.
  - This option is not eligible for renewal.
- Option III: Content area assessment, AND state board-approved mentoring program (applicable to adding an instructional endorsement only)** - (Praxis® II, BA/BS in content area, or Uniform Standard for Evaluating Content Competency rubric), State Board-approved mentoring program (applicable to adding an instructional endorsement only), coursework in Principles and Foundations of CTE, training in CTSO leadership and occupational analysis, AND 200-hour industry externship in endorsement area sought.
- Approved Content Assessments
    - Praxis II
      - Achieve passing score during the validity period of the one (1) year authorization
    - Uniform Standard for Evaluating Content Competency (rubric)
      - Attach highlighted transcripts showing applicable credits. Additional assessments are not required if the rubric is submitted with the application.
    - BA/BS in the specific content area
      - Attach a copy of completed baccalaureate degree in the specific content area of requested endorsement. Additional assessments are not required if the candidate holds a baccalaureate degree or higher in the specific content area.
  - The candidate will need to successfully complete a one (1) year state-board approved mentor program in the new endorsement area. The specific mentor program and performance requirement(s) are outlined on the [District/Charter and Mentor Recommendation for Alternative Authorization – Teacher to New Endorsement OPTION II and III Completers form.](#)
  - Maybe required to complete Idaho state specific requirement(s) i.e. ICLC/ICLA. Conditions will be listed on credential.
  - The authorization will allow the candidate a year to participate in coursework and training in CTE-specific areas as noted above.
  - The authorization will allow the candidate to complete or show documentation of having already completed a 200-hour minimum industry externship in the endorsement area being requested.
  - The authorization is non-renewable unless extenuating circumstances exist.

- **Alternative Authorization – Teacher to New – 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 1 for Teacher to New - 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 of the route requirement(s), apply for a revision. Revision Application Process: <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>
- 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**

Atypical Alternative Authorization applications will be reviewed and processed through the Professional Standards Commission's (PSC) 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 SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Same District/Charter	District Signed	Candidate Signed	<input type="checkbox"/> Certificate <input type="checkbox"/> Endorsement
	Route Option <input type="checkbox"/> Option I <input type="checkbox"/> Option III <input type="checkbox"/> Option II		Option III Praxis # _____ <input type="checkbox"/> Rubric Pts. _____ <input type="checkbox"/> BA/BS in the content area		Holder: <input type="checkbox"/> 3-year <input type="checkbox"/> 5-year	Meeting Reviewed	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**

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

See [2023-2024 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 [2023-2024 ICTE Assignment Credential Manual](#)

Assignment #	Assignment Title
Assignment #	Assignment Title

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

We understand a mentor is required. The mentor will need to provide ongoing support and formative assessments, which will include feedback and reflection.

Mentor Name: \_\_\_\_\_

Mentor Title: \_\_\_\_\_

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

We, the undersigned:

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.

Agree that the endorsement(s) requested aligns 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 II or III requires that the district/charter provide a [State Board-approved Mentor Induction Program](#) and qualified mentor for all Teacher to New Endorsement candidates. Please access the State Board of Education website for more information about the State Board-approved program.

Agree to monitor the candidate progress, and assure that the candidate maintains a pace to complete the preparation program within the allowable timeframe (renewable for two (2) additional years for college/university).

Are aware that an incomplete packet may result in the reduction of district/charter foundational payment, 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** – Read each section carefully.

Must be completed and signed by candidate.

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

- Option I: College/University or IDCTE Route Plan** (renewable for Teacher to New Endorsement only)

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

**I, the undersigned understand:**

\_\_\_\_\_ I have enrolled in a college/university certificate and/or endorsement program and have registered for the applicable courses. OR I have worked with the IDCTE certification Director and endorsement area Program Quality Manager to seek an individualized route plan toward renewable certification. A copy of the signed preparation program plan is included with this application. If issued a three (3) year non-renewable interim certificate, I understand I must complete the program during the three (3) year validity period.

\_\_\_\_\_ If issued a one (1) year authorization, I must demonstrate adequate progress toward the completion of my endorsement program in order for my district/charter to apply for renewal of the Alternative Authorization – Teacher to New endorsement. Furthermore, I understand the authorization is eligible for two (2) renewals with the completion of nine (9) semester credits annually or as outlined by the university plan.

\_\_\_\_\_ 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.

\_\_\_\_\_ Upon completion, it is my responsibility to apply for a revision of my current Idaho Credential to add the new endorsement.

\_\_\_\_\_ If I were to leave the Idaho district/charter while holding the Teacher to New 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.

- Option II** – (Applicable to adding an instructional endorsement only - non-renewable) **Completed Master's Degree** in specific content area, **State Board-approved mentoring program**, coursework in **Principles and Foundations of CTE**, training in **CTSO leadership** and **occupational analysis**, AND **200-hour industry externship** in endorsement area sought.

**I, the undersigned understand:**

\_\_\_\_\_ I have attached a copy of the completed Master's degree transcripts aligning to the new endorsement area being requested.

\_\_\_\_\_ I understand I must complete the one (1) year state-board approved mentoring program during the authorized school year before I am eligible to apply for a revision of my current Idaho credential.

\_\_\_\_\_ I understand I may be required to complete the Idaho Comprehensive Literacy Course or Assessment and the Teaching Mathematical Teaching courses during the one (1) year non-renewable authorization year.

\_\_\_\_\_ Upon completion, it is my responsibility to apply for a revision of my current Idaho Credential to add the new endorsement.

\_\_\_\_\_ I must participate in coursework and training in CTE-specific areas as noted above.

\_\_\_\_\_ I must complete a 200-hour minimum industry externship in the endorsement area being requested.

## Section I: Route and Attestation – Continued

- Option III:** (applicable to adding an instructional endorsement only - non-renewable) **Content Assessment** (Praxis II, baccalaureate degree in content area, or Uniform Standard for Evaluating Content Competency Rubric), **State board-approved mentoring program**, coursework in **Principles and Foundations of CTE**, training in **CTSO leadership** and **occupational analysis**, AND **200-hour industry externship** in endorsement area sought.

### I, the undersigned understand:

\_\_\_\_\_ I must either obtain a qualifying score on the applicable Praxis II assessment(s) or ABCTE assessment(s) which aligns to the new endorsement area during the authorized school year **OR**,

\_\_\_\_\_ I must hold a baccalaureate degree in the specific content area **OR**,

\_\_\_\_\_ I must meet or exceed the required number points in the content area using the Uniform Standards for Evaluating Content Competency (rubric)

\_\_\_\_\_ I understand I must complete the one (1) year state-board approved mentoring program during the authorized school year before I am eligible to apply for a revision of my current Idaho credential.

\_\_\_\_\_ I understand I may be required to complete the Idaho Comprehensive Literacy Course or Assessment and the Teaching Mathematical Teaching courses during the one (1) year non-renewable authorization year.

\_\_\_\_\_ Upon completion, it is my responsibility to apply to add the new endorsement to my current Idaho Credential.

\_\_\_\_\_ I must participate in coursework and training in CTE-specific areas as noted above.

\_\_\_\_\_ I must complete a 200-hour minimum industry externship in the endorsement area being requested.

## Section II: Renewal Candidates – Applicable to Route I Only (Teacher to New Endorsement)

- Semester credits or other requirements met in the prior authorization year.
- The completion of one-third of the needed semester credits and/or other requirements is required unless the plan outlined by the university indicates otherwise.
- The renewal requirements have not been met because of extenuating circumstances. 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.

Print

Signature

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?</p> <p><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