

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

THIS APPLICATION IS FOR A LOCAL EDUCATION AGENCY (LEA) THAT WOULD LIKE TO HIRE A CANDIDATE THAT DOES NOT HOLD A VALID IDAHO CAREER TECHNICAL EDUCATION (CTE) CREDENTIAL. THIS APPLICATION ALLOWS THE CANDIDATE TO WORK TOWARDS COMPLETING ROUTE REQUIREMENTS WHILE TEACHING IN THE REQUESTED ASSIGNMENT.

As per [IDAPA 08.02.02.42\(02\)\(a\)\(ii\)](#), the hiring LEA must ensure 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](#).



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 (LEA) 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 LEA while the candidate is successfully completing an educator preparation or individualized certification program.
- In the case of the CTEAA-CS, two main avenues allow the candidate to work toward certification.
 - If the candidate has at least a baccalaureate degree or will be doing their student teaching during the requested authorization year, they may follow the route of an educator preparation program.
 - If the candidate can demonstrate ample training, industry experience, and/or appropriate industry certification (content-area qualifier) in the endorsement being sought, they may follow the route of the university program of study or the CTE Route Plan individualized and developed by the IDCTE educator certification director and the program quality manager.
- **ONLY** completed application packets will be considered. Incomplete packets may result in funding reductions for the LEA. Verification of packet completion is the responsibility of the LEA; a checklist is provided below to guide the district/charter and candidate to submit a complete packet.
- Approved applications will ensure the LEA is in compliance with [Idaho Code §33-1201](#) and no financial penalties will be assessed to the hiring LEA. Two (2) certificates will be mailed – one to the district and one to the candidate.
- Candidates will receive a three-year interim **non-renewable** certificate upon approval of the CTEAA-CS. All requirements must be completed within the three-year validity period to qualify for the five-year renewable Degree Based Career Technical or Standard Occupational Specialist certificate.

APPLICATION PACKET DOCUMENTATION CHECKLIST

The hiring district/charter must work with the candidate to include the documentation with the completed application form.

Transcripts

- New applicants – when applicable, attach official transcripts verifying a baccalaureate degree (one set of transcripts per application).
 - In the instance where a candidate is completing an educator preparation program at an Idaho university and has completed all requirements except the student teaching or practicum portion of that program, the official transcript to date should be attached. Additionally, attach documentation from the university evidencing the remaining requirements for the candidate to earn the Institutional Recommendation for full certification.

Content specific requirements - must include official documentation verifying ONE of the following (*not required for renewal applications*) – The candidate demonstrates distinct content knowledge and skill through one of the following approved qualifiers:

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 CTE subject areas

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

Route Program Documentation

- **Educator Preparation Program**. 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.
- **IDCTE Route Plan**. A plan of study developed by the IDCTE educator certification director and program quality manager outlining 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.

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 Idaho Department of Education [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 LEA, a new fingerprint packet is required.
- Renewal applicants do not need a new fingerprint card if the candidate is staying in the same LEA.

Application (\$100)/BIC (\$28.25) fees

- Check or money order is to be made payable to the Idaho Department of Education. 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:

**Idaho Department of Education
ATTN: Educator Certification
P.O. Box 83720
Boise, ID 83720-0027**

NOTE: Once the candidate meets all the requirements, it is their responsibility to apply for a new certificate or revision to add the endorsement to their renewable educator credential.

RESOURCES

- PSC scheduled meetings link: <https://www.sde.idaho.gov/cert-psc/psc/>
- 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/>

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

DEGREE BASED CAREER TECHNICAL CERTIFICATE

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

- Aircraft Maintenance (6-12)
- 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 Duty Truck and Equipment (6-12)
- Industrial Mechanics (6-12)
- Plumbing Technology (6-12)
- Powersports and Outdoor Power Equipment (6-12)
- Precision Machining (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 (CTEAA-CS)
LOCAL EDUCATION AGENCY (LEA) 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**

LEA SECTION – *Must be completed by LEA.*

Section I: LEA Information

LEA Name		LEA #
Name of LEA Lead 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 [2024-2025 IDCTE Assignment Credential Manual](#)

Endorsement #	Endorsement Title
Endorsement #	Endorsement Title

Section IV: ISEE assignment code and title the candidate will be assigned (See assignment tab [2024-2025 IDCTE Assignment Credential Manual](#))

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

LEA SECTION CONTINUED

Section V: Candidate Qualifications (select one)

Content Specific Praxis II Score Report

- Attach a copy of the official Score Report

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: LEA Designated Mentor

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

Mentor Name: _____

Mentor Title: _____

Section VII: LEA 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 processed.

Are aware that an incomplete packet may result in the impact of LEA funding and is in violation of [Idaho Code §33-1201](#).

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

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.

Declared an area of need exists in our LEA for the position and recorded this declaration in the **current school year** official board minutes of the Board of Trustees meeting on _____. **Attach a copy of the minutes to this application.**

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, completes the requirements of the IDCTE Route Plan, if applicable.

Signature of School Board Chairperson

Print	Signature	Date

Signature of LEA Administrator

Print	Signature	Date

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. If applicable, identify the semester that student teaching will be completed: _____

Section II: Route *(select 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: _____

IDCTE Route Plan: 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.

Section III: Candidate Attestations and Affirmations *(Initial and sign each attestation below.)*

I, the undersigned, understand:

_____ If I am using a college/university route, I must enroll in a college/university certification program and complete the requirements set forth in the attached program of study.

_____ If I am using an IDCTE Route Plan, I must complete the requirements set forth by that attached plan during the validity of the CTEAA-CS certificate.

_____ If I have completed an internship and/or externship, I must demonstrate hours as per the IDCTE Route Plan.

_____ If I am completing an industry certification I must actively work toward the requirements set forth by the certifying body.

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

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 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 State Department of 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