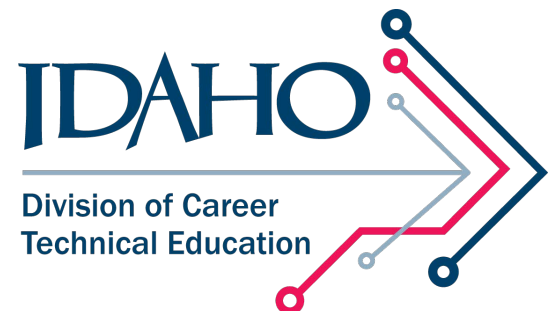


Application Packet for CTE Alternative Authorization–Teacher to New Certificate and/or Endorsement (CTEAA-TN) New & Renewal

THIS APPLICATION IS FOR A LOCAL EDUCATION AGENCY (LEA) HIRING/ASSIGNING A CANDIDATE WHO HOLDS A VALID IDAHO CREDENTIAL, BUT NOT IN THE ENDORSEMENT AREA THAT IS NEEDED. APPROVAL OF THIS APPLICATION ALLOWS THE CANDIDATE TO WORK TOWARDS ADDING THE NEEDED ENDORSEMENT TO THEIR RENEWABLE CREDENTIAL WHILE TEACHIING IN THE REQUESTED ENDORSEMENT AREA.

The candidate must hold a current and valid Idaho Certificate.



EDUCATOR CERTIFICATION

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

This page intentionally left blank.

IMPORTANT: PLEASE READ PRIOR TO FILLING OUT APPLICATION

- The Career Technical Education Alternative Authorization – Teacher to New (CTEAA-TN) allows a local education agency (LEA) to request additional certification for a candidate who already holds a current and valid Idaho instructional certificate when a professional position cannot be filled with someone who has the correct certification.
- **ONLY** completed application packets will be reviewed. Incomplete packets may result in funding issues for the LEA. Verification of packet completion is the responsibility of the LEA. A checklist is provided below to help make certain a complete packet is submitted.
- Approved applications will ensure the LEA will be 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.
- The CTEAA-TN **endorsement** is **valid for valid for the school year** for which the application is requested and approved. There are three (3) Options available for adding instructional endorsements: **Option I:** Idaho College/University Route **or** IDCTE Route Plan, **Option II:** Master’s Degree Route, **Option III:** Content Assessment, Mentoring, and CTE-Specific Requirements Route.
 - Under **Option I**, the CTEAA-TN may be renewed two (2) additional times with evidence of satisfactory progress or under extenuating circumstances.
- The CTEAA-TN **certificate** is valid as a **three-year interim non-renewable certificate**; the CTEAA-TN **endorsement** is valid as a **one-year renewable certificate**, and may be valid up to three years depending on the route to certification selected.

APPLICATION PACKET DOCUMENTATION CHECKLIST

The hiring LEA must work with the candidate to include the documentation with the completed and signed application form.

Holds a valid Idaho Instructional Certificate – access the [Certification-Lookup Tool](#) to confirm the candidate has a current valid Idaho Certificate.

Route to New **CERTIFICATE** Plan

- **Educator Preparation Program**
 - Attach the signed college/university plan. The university plan must be signed by the dean of the College of Education or their designee and 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 or AAQEP accredited, the candidate will need to include a statement indicating they are aware that once the program is finished, they will need to get an out-of-state certificate and then apply for reciprocity to get an Idaho certificate.
 - Demonstrate through LEA board minutes an established 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. The date of meeting must be noted in the LEA attestation section of the application. The actual board minutes should not be included with the packet.

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

- **Option I: College/University Route** – attach the signed college/university plan
 - The plan must be signed by the dean of the College of Education.
 - The plan must outline all the required coursework and applicable testing to qualify for an Institutional Recommendation for certification/endorsement.
 - If the college/university is not CAEP or AAQEP accredited, the candidate will need to include a statement indicating they are aware that once the program is finished, they will need to secure an out-of-state certificate and then apply for reciprocity to earn an Idaho certificate.
 - The authorization for the college/university route (Option I) may be renewed two (2) additional times with evidence of satisfactory progress - the completion of one-third of the semester credits or other requirements is required during the authorized school year unless the university plan indicates otherwise or there are extenuating circumstances.
- **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 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 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.
- **Option II: Completed Master's Degree Route in Content Area** (*applicable to adding an instructional endorsement only*). **State Board-approved mentoring program**; coursework in **foundations of CTE, CTSO leadership, and occupational analysis/curriculum design**; **and 200-hour industry externship** in endorsement area sought.
 - Attach transcripts showing completion of a master's degree in the content area of endorsement. If the candidate has not completed a master's degree, refer to Option I.
 - The authorization will allow the candidate to teach in the subject area during the authorization year.
 - The authorization will allow the candidate to participate in the required minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area. The specific mentor program and performance requirements are outlined on the [LEA and Mentor Recommendation for Alternative Authorization – Teacher to New Endorsement OPTION II and III Completers](#) form.
 - 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 Assessment** (*Praxis® II, baccalaureate in content area, or Uniform Standard for Evaluating Content Competency rubric*). **State Board-approved mentoring program**; coursework in **foundations of CTE, CTSO leadership, and occupational analysis/curriculum design**; **and 200-hour industry externship** in endorsement area sought.
 - The authorization will allow the candidate to teach in the new subject area of endorsement during the authorized school year and obtain a qualifying score on the applicable [Praxis II](#) assessment(s) that aligns to the endorsement, completed baccalaureate degree in the content area, or meet or exceed the required number of points using the rubric.
 - Only include evidence (highlighted transcripts showing applicable credits and Uniform Standard for Evaluating Content Competency) with the Alternative Authorization-Teacher to New application packet if requesting rubric option.
 - The authorization will allow the candidate to participate in the required minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area. The specific mentor program and performance requirements are outlined on the [District/Charter and Mentor Recommendation for Alternative Authorization – Teacher to New Endorsement OPTION II and III Completers](#) form.
 - 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.

Background Investigation Check (BIC) associated forms and fee (\$28.25)

- 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 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 fee (\$100)

- 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.

Transcripts

- **Initial applicants (Option I for Teacher to New Certificate and IDCTE Route Plan Teacher to New Certificate)** – submit official transcripts to provide proof of degree. Either attach them as part of the submitted application packet, or have your institution route them to certification@cte.idaho.gov.
- **Renewal applicants (Option I for Teacher to New Certificate)** – attach a copy of transcripts (unofficial transcripts are fine) to provide proof of progress. The completion of one-third of the needed semester credits 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):
 - Letter of explanation.
 - A summative professional evaluation from the prior authorization year.

NOTE: It is the candidate's responsibility to apply for a revision of their certificate to add the new endorsement once all the requirements have been completed and prior to the beginning of the next school year.

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**

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 – Cybersecurity (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)
- 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 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"/> Passed		<input type="checkbox"/> Rubric Pts. _____	<input type="checkbox"/> BA/BS in the content area	Meets: <input type="checkbox"/> 3-year <input type="checkbox"/> 5-year

**CAREER TECHNICAL EDUCATION ALTERNATIVE AUTHORIZATION – TEACHER TO NEW (CTEAA-TN)
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 district/charter school.

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) 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		

LEA 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: LEA 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 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 LEA for the current school year. **Include a copy of minutes with this application packet.**

Understand that Option II or III requires that the LEA 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.

Have ensured all the required documents are contained in the application packet and understand that only completed application packets will be reviewed by the Authorizations Committee.

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

Signature of School Board Chairperson

Print	Signature	Date

Signature of LEA Lead Administrator

Print	Signature	Date

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

Section I: Route to New Endorsement (select one 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 certification program and have registered for the courses to be completed during the authorization year **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 program plan is attached.
- _____ 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. The initial authorization is eligible for two renewals with the completion of one-third of the needed semester credits or other requirements annually by either program plan.
- _____ If I am using an out-of-state program which is not accredited by AAQEP/CAEP/TEAC/NCATE, I will need to get certificated in the state that recognizes the teacher preparation program and then apply for reciprocity for an Idaho certificate.

- 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 **foundations of CTE, CTSO leadership**, and **occupational analysis/curriculum design**, and **200-hour industry externship** in endorsement area sought.

I, the undersigned understand:

- _____ I have attached a copy of the transcripts for the master’s degree aligning to the new endorsement area.
- _____ I must participate in a minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area during or prior to the authorized school year.
- _____ 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.

- 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 **foundations of CTE, CTSO leadership**, and **occupational analysis/curriculum design**, and **200-hour industry externship** in endorsement area sought .

I, the undersigned understand:

- _____ I must demonstrate my content competency by:
- obtaining a qualifying score on the applicable Praxis II assessment(s) which aligns to the new endorsement area during the authorized school year or,
 - holding a baccalaureate degree in the content area or,
 - meeting or exceeding the required number points in the content area using the Uniform Standards for Evaluating Content Competency (rubric).
- _____ I must participate in a minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area during or prior to the authorized school year.
- _____ 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.

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 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