



**POSTSECONDARY OCCUPATIONAL SPECIALIST  
RENEWAL  
EDUCATOR CERTIFICATION APPLICATION**

### **Application Packet Important Information**

This application is **ONLY** for those that are applying for a **renewal of a five-year renewable certificate with the same endorsements as previously awarded**. If you are applying for anything other than a renewal, please use the [Postsecondary Idaho CTE Initial – Revision – Reinstatement Educator Certification Application](#).

Please check that you have included the items below, as the application will be returned to you if they are missing.

**Completed and signed application.**

**Completed and signed Professional Development Plan (PDP).** Confirm your intent to complete required professional development activities by completing a PDP and obtaining the appropriate signatures.

**Copies of industry certifications.**

**Transcripts** (if applicable) – To expedite processing, please include transcripts with your application.

- Unofficial transcripts may be sent in lieu of unofficial transcripts

**Completed attestations and signed last page of the application.**

For more detailed information, please see our website at

<https://cte.idaho.gov/educators-5/become-a-cte-educator/>

# List of Idaho CTE Postsecondary Occupational Endorsements

## POSTSECONDARY OCCUPATIONAL SPECIALIST CERTIFICATE:

### AGRICULTURE, FOOD, AND NATURAL RESOURCES

- Agribusiness
- Agricultural Power Machinery
- Animal Science
- Horticulture
- Natural Resources Management

### BUSINESS AND MARKETING

- Business Management and Administration
- Digital Communications
- Hospitality & Tourism
- Marketing

### ENGINEERING AND TECHNOLOGY EDUCATION

- Digital Media Production
- Engineering Technology
- Information Technology

### FAMILY AND CONSUMER SCIENCES, AND HUMAN SERVICES

- Human Services
- Child Development Care & Guidance
- Cosmetology
- Culinary Arts
- Fashion and Interiors
- Hospitality Services

### HEALTH PROFESSIONS AND PUBLIC SAFETY

- Dental Assisting
- Dental Hygiene

- Dietitian
- Emergency Medical Technician
- Medical Assisting
- Medical Lab Technologies
- Mental Health Assisting
- Nursing Assistant
- Occupational Therapy Technologies
- Paramedic
- Pharmacy Technology
- Physical Therapy Technologies
- Practical Nursing
- Public Safety Technology
- Radiological Technologies
- Rehabilitative Services
- Surgical Technician

### TRADES AND INDUSTRY

- Automated Manufacturing
- Building Trades Construction
- Diesel Engine Technology
- Electronics Technology
- Manufacturing Technology
- Natural Resources Management
- Transportation Systems Technology

### OTHER CTE INSTRUCTIONAL

- Related Subjects

## POSTSECONDARY CAREER TECHNICAL EDUCATION ADMINISTRATOR CERTIFICATE:

- CTE Administrator



**POSTSECONDARY OCCUPATIONAL SPECIALIST  
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THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	Date Entered	Date Issued	Date Expired	BIC Status
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<b>Section I: Personal Information</b>	
Full Legal Name	EDUID
Maiden/Other Name	Birth Date
Email Address	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Street or PO Box #	
City, State, Zip Code	Phone
Are you currently teaching or contracted to work in a career technical program? If so, what school and in what program?	
School?	Program? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Section II: Occupational Area and Endorsements</b>													
Check the occupational area(s) for which you are applying, then list the endorsements for which you are applying. If adding new endorsement(s), please list the endorsement(s) here and include transcripts, an updated resume, and other information to support the endorsement consideration. Please refer to the list of Idaho CTE endorsements on page 2. <i>If no changes to a current certificate are being requested, please write "SAME" next to Endorsement #1.</i>													
<b>Occupational Area</b> Check all at the right that apply	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">           Agriculture, Food, and Natural Resources            Business and Marketing            Career Guidance            CTE Administrator            Engineering and Technology Education         </td> <td style="width: 50%; border: none;">           Family and Consumer Sciences and Human Services            Health Professions and Public Safety            Trades and Industry            Work-Based Learning         </td> </tr> </table>	Agriculture, Food, and Natural Resources Business and Marketing Career Guidance CTE Administrator Engineering and Technology Education	Family and Consumer Sciences and Human Services Health Professions and Public Safety Trades and Industry Work-Based Learning										
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<b>Endorsements</b> List, at the right, the endorsements for which you are applying	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none;"># 1</td> <td style="width: 40%; border: none;"></td> <td style="width: 20%; border: none;"># 4</td> <td style="width: 20%; border: none;"></td> </tr> <tr> <td style="border: none;"># 2</td> <td style="border: none;"></td> <td style="border: none;"># 5</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"># 3</td> <td style="border: none;"></td> <td style="border: none;"># 6</td> <td style="border: none;"></td> </tr> </table>	# 1		# 4		# 2		# 5		# 3		# 6	
# 1		# 4											
# 2		# 5											
# 3		# 6											

<b>Section III: Professional Development - Six (6) Semester Credits</b>			
Renewal applicant must have earned at least six (6) semester credits during the validity period of the credential. Semester credits may be earned at the rate of one (1) transcribed credit = 15 hours of workshop/conference = 40 hours back-to-industry. Below, list only education institutions where transcribed credits were earned and include transcripts. All other professional development activities need to be documented through the use of a <i>Professional Development Activities</i> form found at <a href="https://cte.idaho.gov/educators-5/become-a-cte-educator/">https://cte.idaho.gov/educators-5/become-a-cte-educator/</a> .			
	College/University Name and Location	Major	Certificate or Degree Earned      Date Granted
a.			
b.			
c.			
d.			

## Section IV: 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.**

- |  |     |    |
|--|-----|----|
| 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.

## Section V: Legal History

As part of the application process, the Idaho Division of Career Technical Education (IDCTE) 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.

## Section VI: 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 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 Applicant:

Date:

Return application and supporting materials in one file or packet to:

Email to:  
[certification@cte.idaho.gov](mailto:certification@cte.idaho.gov)

OR

Mail to:  
Idaho Division of Career Technical Education  
ATTN: Certification  
650 W State St Ste 324  
Boise, ID 83702-5936

*You will be mailed two copies of your certificate upon application approval. Please provide one copy to your dean's office.*

**THIS SECTION FOR OFFICIAL USE ONLY**

Applicant Name:	
Date of Birth:	EDUID:
CERTIFICATION RECOMMENDATION Certificate:	
Endorsements:	
Dates Valid:	Approved Date:
Authorization Signature:	



## PROFESSIONAL DEVELOPMENT PLAN

Date \_\_\_\_\_ to \_\_\_\_\_

This **Professional Development Plan** will be developed by you, the career technical education professional, with the agreement of your employer or supervisor and an approved Idaho State University or University of Idaho CTE university teacher educator (when appropriate), as indicated by signatures below. Develop the plan prior to applying for renewal certification. Include your PDP as an element of a complete application, and send the full application packet to **Idaho Division of Career Technical Education (IDCTE)**, educator certification office, 650 W State Street, Ste. 324, Boise, ID 83702-5936 or email it to [certification@cte.idaho.gov](mailto:certification@cte.idaho.gov).

<b>Name:</b>		<b>EDUID Number:</b>		
<b>Home Address:</b>		<b>Home/Cell Phone:</b>		
<b>Work Address:</b>		<b>Work Phone:</b>		
<b>Current Position:</b>				
<b>Current Credential(s) Held:</b>				
<b>Credential(s) Sought:</b>				
<b>Professional Development Plan Goal Statement:</b>				
ACTIVITY PLANNED* Course / Workshop / Seminar	Location of Activity/University	Date(s) Planned	Anticipated Earnings Toward PD Requirements	
			Credits	Clock Hours
<b>Local Supervisor: Printed Name</b>		<b>Title/Institution: For Local Supervisor</b>		
<b>Local Supervisor's Signature</b>		<b>Date</b>		
<b>University CTE Teacher Educator: Printed Name</b>		<b>Title/Institution: For University CTE Teacher Educator</b>		
<b>University CTE Teacher Educator's Signature</b>		<b>Date</b>		
<b>Applicant's Signature</b>		<b>Date</b>		
<p>Revisions to this PDP can be made at any time, with IDCTE and supervisor approval. Make note of changes on this sheet and send a copy to the director for IDCTE educator certification at the address noted in the directions above. Upon approval, a signed copy will be returned to candidate.</p>				
<b>Received by ICTE Certification Office, on date:</b>				

\*See next page for suggested activities. Revised 7/1/2024

## **PROFESSIONAL DEVELOPMENT PLAN SUGGESTED ACTIVITIES**

### **INDIVIDUALIZED NEEDS ASSESSMENT**

Identified below are topic areas that might be identified as areas of personal professional development need. Some of these areas might relate to a specific class, workshop, or seminar that is available to career technical education professionals. Read through the list and check those areas that are of interest or meet personal needs. Use this information to assist in developing your professional development plan.

#### Needs Related Directly to Instruction

- |  |  |
|--|--|
| <input type="checkbox"/> Surveying industry-area partners to conduct occupational analysis.                          | <input type="checkbox"/> Instructional planning: develop units of instruction, prepare materials/learners.                         |
| <input type="checkbox"/> Platform skills/instructional execution/basic methods.                                      | <input type="checkbox"/> Evaluating instruction: assessing learner performance.  |
| <input type="checkbox"/> Managing instruction: budgeting, filing, inventory, records.                                | <input type="checkbox"/> Career technical education guidance: gathering student data, providing information/education and careers. |
| <input type="checkbox"/> School-community relations: public relations aspects.                                       | <input type="checkbox"/> Establishing and maintaining a career technical student organization.                                     |
| <input type="checkbox"/> Professional role development: teaching profession, establishing an educational philosophy. | <input type="checkbox"/> Coordinating a cooperative career technical education program.  |
| <input type="checkbox"/> Implementing competency-based education: materials and organization.                        | <input type="checkbox"/> Special needs students in career technical education programs: how to teach and meet their needs.         |
| <input type="checkbox"/> Assisting students in improving their basic skills: communications and math.                | <input type="checkbox"/> Computer applications in career technical education.  |
| <input type="checkbox"/> Conferencing techniques: planning for and conducting small/large conferences.               | <input type="checkbox"/> Statistics: reading, understanding, and utilizing statistical information.                                |
| <input type="checkbox"/> Human development: theories of learning related to human growth and development.            | <input type="checkbox"/> Multicultural students: their needs and interests, and how to relate to them.                             |
| <input type="checkbox"/> Research. How to read and use the information from research.                                | <input type="checkbox"/> Occupational upgrade.   |
| <input type="checkbox"/> Laboratory management. Safety, layout of equipment, organizing student, maintenance.        |  |

#### Related coursework in:

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#### Administrative/Supervisory/Master Teacher Needs

- |  |  |
|--|--|
| <input type="checkbox"/> Local program planning, development, and evaluation.                  | <input type="checkbox"/> Coordination of professional-technical programs   |
| <input type="checkbox"/> Managing student recruitment and retention.                           | <input type="checkbox"/> Administration and supervisors of career technical programs, and curriculum development |
| <input type="checkbox"/> Appraising staff development needs and planning for staff development | <input type="checkbox"/> Personnel and personnel affairs management  |
| <input type="checkbox"/> Business and financial management                                     | <input type="checkbox"/> Facilities planning and maintenance   |
| <input type="checkbox"/> Communication   | <input type="checkbox"/> Establishing linkages with industry   |
| <input type="checkbox"/> Research. How to conduct research and analyze and utilize findings    | <input type="checkbox"/> Supervisorship/foremanship  |