



2025-
2026

CTE Assignment Credential Reporting Guidance

ASSIGNMENT CREDENTIAL MANUAL (ACM)
ASSIGNMENT CREDENTIAL REPORT (ACR)

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Assignment Credential Manual (ACM)

General Information

The Idaho Division of Career Technical Education Assignment Credential Manual (ACM) is located under “Programs,” one of the main tabs at the top of the following website: <https://cte.idaho.gov/>. Hovering on that tab offers an additional menu where you should select (click on) “Assignment manual and ISEE resources.”

The manual is available in two versions – an interactive version and an Excel version – with links along the right side of the webpage. Both documents are inclusive of all information and link to the pathway sequence documents for ease of use. The interactive version, through drop down menus, provides visual representations of pathways, assignments aligning to a particular endorsement, and more. The Excel version better aligns to the work performed by ISEE district/charter coordinators. The ACM is used for certified staff coding and is to be used to determine the assignment that most closely describes the service being rendered and the endorsement(s) which align to the assignment. The manual is not intended as a course catalog for students.

The ACM is designed with *grade level content* in mind, not the actual grade or age of the student. It is the content level being taught that is important. Please read the assignment descriptions in the [ACM](#) to find the code that most closely aligns to the content being taught. The most closely aligned assignment may be located in the Idaho Department of Education (Department) ACM. The ACM and a link to the Department ACM and other resources is located at <https://cte.idaho.gov/programs/career-areas/assignment-manual-and-isee-resources/>.

Idaho Division of Career Technical Education Subject Fields and Assignment Code Descriptions

The Idaho Division of Career Technical Education (IDCTE) course code consists of a six-digit (6) number, with the first two (2) digits corresponding to the subject area to which that course belongs. These two digits provide the user with a logical link to the subject fields that are used to further describe the course.

Insofar as possible, the last 3 digits of the basic assignment code correspond to the order of courses as described within the subject area. Although rigorous procedures are not used to order courses within the subject areas, courses are grouped according to topics and skills covered within the courses. In most instances, numbers are used consistently to denote certain characteristics of the courses. Assignment codes have been grouped into the following subject fields and should be taught by certified staff holding the proper teaching credentials.

10: Computer and Informational Systems	18: Agriculture, Food and Natural Resources
11: Communications and Audio/Visual Technology	19: Family and Consumer Sciences/Human Services
12: Business and Marketing	20: Transportation, Distribution, and Logistics
13: Manufacturing	21: Engineering and Technology
14: Health Care Sciences	22: Miscellaneous/Elective Course Assignments
15: Public, Protective, and Governmental Services	80: Middle School Level Assignments
16: Hospitality and Tourism	90: High School Level/Other Assignments
17: Architecture and Construction	

General Information Relevant to Specific Assignments in the ACM

- The Endorsement/Indicator column includes all endorsements that align to the assignment. In order to provide the service denoted in the description, the educator must hold at least one of the corresponding endorsements.
- The CTE Division’s Assignment Credential Manual and the Department’s ACM are mutually exclusive.
 - Division endorsements **do not** align to ANY five (5)-digit assignment codes.
 - Department endorsements **do not** align to ANY six (6)-digit assignment codes.

- **Only six-digit (6) assignment codes (for approved programs) receive IDCTE secondary Added-Cost Funding, unless otherwise designated.** Although every attempt has been made to accommodate the many different types of courses taught throughout the state, you may not see the exact title and description you are seeking. Please read the assignment descriptions in the ACM to find the assignment code that most closely aligns to the content being taught.

Financial Literacy Assignments

One (1) credit is required in economics and financial literacy for graduation. A CTE course may be used to meet the core content requirements if the district/charter folds into the course the appropriate Idaho Economics and Financial Literacy Content Standards. The course, if used to meet the economics and financial literacy requirement, must result in only one (1) credit being awarded. The CTE assignment may not count for both a CTE and economics credit. Refer to the [CTE Courses That Meet Core Content Requirements](#) and the CTE [Financial Literacy white paper](#) for additional information and guidance.

Report the CTE assignment code in ISEE in order to maintain full CTE program funding.

Digital Literacy Assignments

One (1) credit is required in digital literacy for graduation. A CTE course may be used to meet the core content requirement. Additional information is forthcoming as to how this requirement can be met through CTE assignments.

Middle School Assignments

- **First Steps Career Exploration Course Assignment**
 - Idaho Code §33-1614, requires that every student in seventh or eighth grade who is enrolled in an Idaho public school district, a specifically chartered district, or a public charter school shall complete one or more career exploration courses aligned to the [First Steps standards](#). For additional information, please refer to the [FAQ](#) associated with this statute.
 - All **teachers of record** for this assignment must have successfully completed State Board of Education-approved professional development as offered through the Idaho Division of Career Technical Education. Progress toward and course completion is documented through Idaho's microcredential platform, **SkillStack®**.
 - Assignment Code
 - If this course is being taught by a CTE certificated instructor, use ISEE Assignment Code **221510** *First Steps: Understanding the World of Work through CTE*. **Program Added-Cost Funding is available for CTE endorsed teachers.**
 - If this course is being taught by a non-CTE certificated instructor, use Idaho Department of Education ISEE Assignment Code **20005**.
- **Middle School CTE ISEE Assignment Codes.** Use the following assignment codes by program area to report CTE exploration in various CTE programs. Use section alias for your school to customize the course name. These assignments do not currently receive Added-Cost Program Funding.
 - 800010 Grades 6-8 Agriculture, Food, and Natural Resources (AFNR)
 - 800020 Grades 6-8 Business and Marketing Education (BME)
 - 800030 Grades 6-8 Engineering and Technology Education (ETE)
 - 800040 Grades 6-8 Family and Consumer Sciences and Human Services (FCSHS)
 - 800050 Grades 6-8 Trades and Industry (TI)
 - 800060 Grades 6-8 Health Professions and Public Safety (HPPS)
- **Reflect Course Content.** Use the course code that most accurately reflects the course content. Only introductory and intermediate assignment codes offered at middle schools that align to an approved program at their high school are eligible for funding.

- For example, a middle school student is taking Introduction to Culinary - 160523 (class level = intermediate). What's being delivered in this course reflects what is being delivered at the high school level. Therefore, you will want to report the "160523" assignment code, because:
 - Using code 160523 as part of the pathway program will generate funding.
 - Using code 800040 will not generate funding.

Other Grades 9-12 CTE Assignments

Use the specific assignment code that most closely aligns to the intent of the content and standards associated with the assignment.

- **High School CTE Alternative Assignment Codes.** Use the following codes only as an exception to report high school-level assignments in the event a more-specific ISEE assignment does not reflect what the teacher is teaching. If using one of these assignment codes, be prepared to provide information about the course at the request of IDCTE staff. **These assignment codes do not generate Program Added-Cost Funding.** Contact [Kristi Enger](#) if more guidance is needed.
 - 900010 Grades 9-12 Agriculture, Food, and Natural Resources
 - 900020 Grades 9-12 Business and Marketing Education
 - 900030 Grades 9-12 Engineering and Technology Education
 - 900040 Grades 9-12 Family and Consumer Sciences and Human Services
 - 900050 Grades 9-12 Trades and Industry
 - 900060 Grades 9-12 Health Professions and Public Safety
- **Non-CTE Assignments for Certified Educators.** Use the following assignment codes to represent non-CTE program-related assignments for CTE-certified educators.
 - 313000 CTE - Other District Staff. (i.e.: athletic director, technology coordinator, etc.). **Report appropriate assignment FTE.**
 - 900001 Advisory - CTE (students in class). **Report appropriate assignment FTE.**
 - 900002 Aide - CTE Classroom. **Do not report assignment FTE (Set assignment FTE as "0").**
- **DO NOT** use the Idaho Department of Education's 20005 exploratory code for CTE-certified instructors. Using the SDE code when an individual only holds CTE certification will result in a misalignment error, which may result in a reduced Foundation Payment and CTE Program Added-Cost Funding.

Combo Classes

- Combo classes are defined as class periods where two or more assignments are taught by the same teacher in the same class period. As one example, the teacher is teaching both an intermediate and capstone assignment in the same class period.
 - Students under this teacher during this class period are either participating in Welding II and Welding III. In this case, use two different assignment codes to report what is being delivered during this single class period.

CTE Courses That Meet Core Content (Graduation) Requirements

The district/charter (Local Education Agency – LEA) may offer graduation requirement credit for CTE courses upon meeting certain requirements as outlined in IDAPA 08.02.03.0105. IDCTE has developed a [guidance document](#) that provides greater clarity for districts wishing to utilize appropriate CTE assignments to meet graduation requirements for students in a CTE program pathway. Click [here](#) to consider your options. Contact [Kristi Enger](#), Educator Certification Director, with additional questions.

Summary of Major Changes to 2025-2026 CTE Assignment Credential Manual

AGRICULTURE, FOOD AND NATURAL RESOURCES (AFNR)

- Pathway Assignment Phase Out Notifications
 - Food Science and Processing
 - 180513 Plant and Soil Science
 - 181011 Animal Science
 - 183080 Agricultural Biotechnology
- Assignment **Addition** / **Deletion** / **Modification**
 - ~~183490 Precision Agriculture~~

ENGINEERING AND TECHNOLOGY EDUCATION (ETE)

- Assignment **Addition** / **Deletion** / **Modification**
 - ~~100190 Computer Science I~~ AP Computer Science Principles
 - ~~100191-101570~~ AP Computer Science A
 - ~~100192 Computer Science III~~
 - ~~111533~~ **111510** Media Technologies Fundamentals
 - Added to Digital Media Production, Commercial Photography, Graphic Design, and Journalism pathways
 - 200010 Aviation Careers Exploration
 - 200530 Aviation I
 - 200531 Aviation II
 - 200532 Aviation III
 - 201485 Work Based Learning - Aviation
 - **210062 EbD Engineering Design**
- Assignment Description Modification
 - 100130 PLTW Computer Science Essentials
 - 100190 AP Computer Science Principles
 - 101570 AP Computer Science A

INDIVIDUALIZED OCCUPATIONAL TRAINING

- Assignment Descriptions
 - **221521 Career Exploration and Employment Preparation**
 - **229980 Work Based Learning Experience I**
 - **229981 Work Based Learning Experience II**
 - **229982 Work Based Learning Experience III**
 - **229983 Work Based Learning Experience IV**

TRADES AND INDUSTRY (TI)

- Assignment **Addition to** / **Deletion** / **Modification**
 - **201140 Aircraft Maintenance I**
 - **201141 Aircraft Maintenance II**
 - **201142 Aircraft Maintenance III**

For technical assistance, please contact Kristi Enger, Director of CTE Educator Certification, at kristi.enger@cte.idaho.gov or (208) 429-5528. You may also reach out to any of the [CTE Program Quality Managers](#) or Chet Andes, Director of Program Quality, at chet.andes@cte.idaho.gov or (208) 429-5523.

Assignment Credential Manual General FAQs

1. Why do districts/charters have to report their educators’ certificated assignments?

Educator Certification uses a report called the *Assignment Credential Report* (ACR) to ensure that districts/charters and educators comply with Idaho Statute Title 33-1201 and to determine whether funding for assignments will be released to or withheld from districts.

Educators must hold the appropriate certificate and endorsement for the assignments that they are “coded” for through Idaho System for Educational Excellence (ISEE) reporting. If an educator is coded for an assignment for which they do not hold the appropriate certificate/endorsement, funding may be withheld from the district/charter for the applicable assignments. Districts/charters, however, may work toward rectifying misassignment issues either by correcting assignment coding, having the educator apply for certification, or having the district apply for an alternative authorization.

2. How does one use/read the Assignment Credential Manual?

Each assignment has a numeric code, a title, a description of the assignment, and the endorsements that may teach the assignment. This version of the IDCTE Assignment Credential Manual (ACM) is graphically organized by pathways and cluster courses at the front end, and then arranged as an endorsement “crosswalk” at the back. For example, the graphically organized portion looks like this:

Assignment Codes

460600 Career Technical Education Administrator
Coordinates, manages, or directs services within a career technical education program.

Endorsement Codes

0055 CTE Administrator

The crosswalk is arranged **assignment to endorsement**, like:

460600	Career Technical Education Administrator 0055 CTE Administrator (6-12)
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The crosswalk is also arranged **endorsement to assignment** like:

0055	CTE Administrator (6-12) 460600 Career Technical Education
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3. How does the district/charter know which assignment/course code to choose?

The IDCTE ACM is extensive, yet it is impossible for it to be all-inclusive. Districts are advised to choose the code that best reflects the content that is being delivered in the classroom or that best reflects the duties of the educator (in the case of certificated, non-instructional duties).

4. When does the district/charter have to use codes from the ACM?

If a school has a CTE program or the teacher is only endorsed through Idaho CTE, assignments must be coded in ISEE with codes from the IDCTE ACM. CTE teacher endorsements no longer align to assignments in the State Department of Education (SDE) Assignment Manual.

5. How does the district/charter know if an educator can be coded for a particular assignment?

Each assignment will have a list of endorsements that are allowed to teach that assignment. For example, if a teacher holds a Business Management/Finance (6-12) (4015) endorsement, he or she can teach Assignment Code 121670 Marketing Economics.

121670 Marketing Economics (Applied Economics)
A course designed to provide students an understanding of economic theory and principles. Theories of the economic free enterprise system, with a focus on decision-making and its relationship to how people produce and distribute consumer goods and services are examined.

4015 CTE OS – Business Management/Finance (6-12)
9092 CTE – Marketing Technology Education (6-12)
9093 CTE – Business Technology Education (6-12)

6. What if the district/charter needs a teacher to teach an assignment for which he/she does NOT hold the appropriate certificate and endorsement?

The district/charter can apply for a CTE Alternative Authorization Certificate. The application will be reviewed by the CTE Educator Certification Director and/or the Professional Standards Committee Authorizations subcommittee. If the application is approved by the Authorizations Committee, the candidate will be allowed to teach in the new area of certification/endorsement while he/she simultaneously fulfills the requirements to earn the new certificate/endorsement. With the CTE Alternative Authorization in place, salary-apportionment funding for the applicable assignments will not be withheld. The Alternative Authorization will only cover the areas of certification/endorsement for which the authorization is applied and approved.

7. When a district/charter is applying for an alternative authorization, how does one know which certificate/endorsement to request on the application for the alternative authorization?

The district/charter should use the IDCTE Assignment Credential Manual to determine which certificate/endorsement to request on the application for the alternative authorization. Currently certified educators can request to have an endorsement added but may need to be on an alternative authorization to allow time to meet the current standards for the endorsement.

8. Who is responsible for maintaining the IDCTE Assignment Credential Manual?

The Idaho Division of Career Technical Education educator certification team is responsible for the CTE Assignment Credential Manual.

Idaho Division of Career Technical Education educator certification and program quality staff can provide technical assistance to Local Education Agencies (LEA) regarding misalignments (a.k.a. assignment deficiencies). Please reach out to us!

Assignment Credential Reporting (ACR)

General Information

It is the responsibility of the local education agency (LEA) – i.e., district/charter – **superintendent/charter administrator** to ensure true and accurate data is uploaded in the ISEE data submissions. Please refer to the ISEE Data Submission Schedule for

Idaho Statute 33-1201 requires educators to hold the proper certificate/endorsement for the service being rendered. All staff working as a teacher, pupil service staff or administrator must hold proper certification and endorsement for the service being rendered.

- Please pay attention to **WARNINGS** when inputting staff data. Warnings that are overlooked can result in a foundational and/or program funding reduction.

ISEE Data Submission Schedule – access the following link for the 2025-2026 schedule:

<https://boardofed.idaho.gov/resources/2025-2026-data-monthly-submission-schedules/>.

- Assignments that are reported as of the last Friday in September should not be changed **unless** it is to correct errors.
- The LEA's ACR contains certificate and endorsement information from the state database for all certificated staff and should align with the ISE Staff Assignments data file uploaded by the LEA to the State Reporting Manager (SRM). The report will show alignment between the staff endorsement, the assignment, and the credential status of all certified personnel. The LEA can access the ACR two (2) business days after the file upload has been submitted and should be used to verify proper alignment between assignment and endorsement for all certified staff with an assignment.
- Assignments must be reported for what the person is actually doing. For example, someone teaching a networking class as the teacher of record must be reported with a networking assignment even if they are not properly endorsed for the assignment. This will result in a deficiency, and the deficiency can be resolved by getting that teacher the proper credentials through an alternative authorization, or by reassigning the class to someone who is properly endorsed. In the case of the latter, end the original person's assignment and begin the assignment for the new person as of the date of the change. If this occurs after the funding has already been reduced, the LEA administrator can send an email to Teacher Certification in the Idaho Department of Education with the name of the person the funding was reduced for and the name of the person who took over the assignment, and request that the funding be restored.
- An individual who has an application that will be submitted or is currently pending may be entered as certified. Once the application is approved for the certificate/endorsement that aligns with the assignment, the deficiency will clear.
- Make sure the requested endorsement(s) on an alternative authorization application aligns with the assignment. The deficiency will still show on the report until a certificate or alternative authorization certificate has been approved.
- Deficiencies identified on the LEA's **November** ACR should be reconciled/corrected before the ISEE December 5-19, 2025 data submission.
- The data entered for the collection period (8/01/2025-12/5/2025) ending **December 5, 2025** is the final opportunity to ensure staff assignment data has been reported accurately. The Idaho Department of Education will generate the Statewide Assignment Credential Report – reviewed by the Department and Division – on December 19, 2025, which includes all LEAs. Assignment deficiencies still showing on the statewide report may result in a reduction of funding on the LEA February foundational payment.

- LEAs are responsible to ensure proper certification and endorsement for all assignments throughout the **entire** school year. The Idaho Department of Education will generate several Statewide Assignment Credential Reports throughout the school year in addition to the December 20, 2024 report.
 - Salary reduction for certificate/endorsement deficiencies identified in December will be reflected on the February payment. Salary reduction for certificate/endorsement deficiencies identified in March will be reflected on the May payment. Salary reduction for certificate/endorsement deficiencies identified in May will be reflected on the July payment. Adjustments to restore funds for corrected deficiencies will also be reflected on the February, May and July payments as applicable.
- Withheld funding is based on a percentage of the assignment FTE for the teacher of record that is not appropriately certificated and/or endorsed.
 - For example, a teacher of record may have four assignments and hold the proper certificate/endorsement for three assignments but is deficient for the fourth assignment. A reduction in funding will result for the fourth assignment. If a person holds no certificate or their endorsement(s) does not align to any of their assignments, the entire salary will be reduced.
- **IMPORTANT**
 - The LEA should always run an ACR after each ISEE submission to ensure all data is accurate, deficiencies have been cleared, and that the appropriate applications for certification/authorization have been submitted.
 - Coding changes made after the ISEE December/March Data Submission deadline will require the LEA to correct the data on or before the next ISEE upload and notify their Regional ISEE Technical Coordinator, Public School Finance, and the Department or Division's Educator Certification of the amendment.
 - If funding was reduced as a result of a data entry error and the code is corrected **OR** if the LEA receives an approved certificate/authorization with an endorsement that aligns to the assignment, the LEA should verify the deficiency has cleared by running the LEA's ACR.
 - The LEA administrator is then **required** to submit a request to restore funding.

Teacher Roles

Report teacher roles correctly.

- T – Teacher of Record (TOR)
 - Cannot have a Co- or Assisting-Teacher
 - Holds an endorsement that aligns to the assignment
 - Responsible for the student progress/achievement (this is reflected in their performance review)
 - Plans instruction (i.e., lesson plans)
 - Delivers instruction/supervises the delivery of instruction
 - Assesses students formatively and summatively
 - Designates the final grade
 - Meets with parents as necessary
- 1 – Lead Team Teacher
 - Must have an Assisting Teacher
 - Holds an endorsement that aligns to the assignment
 - Has the same responsibilities as a TOR
 - Will have the same assignment code as the Assisting Teacher
- 2 – Assisting Teacher
 - Must have a Lead Teacher
 - Must hold a valid instructional certificate
 - Will have the same assignment code as the Lead Team Teacher
- C – Co-Teacher
 - Must have a Co-Teacher

- Both Co-Teachers must hold an endorsement that aligns to the assignment
 - Co-Teachers have the same assignment code
- L – Long-Term Substitute
 - Temporarily substituting for a TOR who holds the proper endorsement for the assignment
 - Not required to hold certification
 - Will have the same assignment as the TOR
 - **IMPORTANT:** a Long-Term Substitute is **NOT** the teacher of record and there must be a teacher of record associated with the students. If there is no TOR, then the Long-Term Substitute **IS** the TOR and either needs to be replaced with a person who is properly endorsed or the LEA needs to apply for an alternative authorization for the Long-Term Substitute.
- P – Proctor
 - Must have a TOR or Provider Teacher identified in the Master Course Schedule (Note: Independent Study needs a TOR)
 - Monitors students, does not provide direct instruction
 - Not required to hold certification
 - Will have the same assignment as the TOR or Provider Teacher (TOR must hold the proper endorsement for the assignment)
 - **IMPORTANT:** A Proctor is **NOT** the teacher of record and there must always be a TOR associated with the students. If there is no TOR, then the proctor needs to be replaced with a person who is properly endorsed, or the LEA needs to apply for an alternative authorization for the Proctor.

Tips to Ensure Accurate Reporting

- The “Staff Assignment Template” is one of the required files and can be obtained from the ISEE Data Collection Files, 2025-2026 section on the ISEE website at: <https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/>.
- Please use the current IDCTE Assignment Credential Manual and read the assignment descriptions to ensure the proper code is used that most closely aligns to what the assignment entails. The manual and a link to the Idaho Department of Education manuals are located under ISEE Manuals in the Resource Files section of the following webpage: <https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/>.
- It is imperative that the LEA ensures their database vendor is using the most current ISEE option set. The most current “Items and Option Set” can be obtained from the ISEE Data Collection Files, 2025-2026 section on the ISEE website at: <https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/>.
- Code assignment periods consistently from one upload to the next. A class coded as taking place during period “1A” on the October upload should not be changed to period “1-A” on the November upload, otherwise it may reflect in the ISEE system as an additional assignment.
- Please ensure that you are uploading individuals into the ISEE system accurately.
 - Use only **current, accurate, full legal names** and the correct date of birth. If not, duplicate files may be created, and accurate information may not be reflected on the LEA’s ACR.
 - Use the “General Get Merged EDUIDS” report found under Reports – Attend/Enroll to verify employees’ EDUIDs. <https://apps2.sde.idaho.gov/Eduld/>.
 - A person must be certificated and properly endorsed on the applicable certificate/authorization submitted for all assignments requiring certification.
 - **Vet all new hires who are not certificated to ensure an alternative authorization can be used.** The individual can be reported as certificated while pending the approval of a certificate/authorization.

How to Run, Access, and Review the LEA Assignment Credential Report (ACR)

Report may be run 2 days after submission (specific access to log in is required)


1. Access the LEA ACR Report at: <https://apps.sde.idaho.gov/staffing/Reports>.
2. Choose "Assignment Credential" under "Credential Reports" at the bottom of the list
3. Choose the current school year
4. Choose the Provider (your LEA)
5. Choose "Select All" for Building(s) – This will ensure you see ALL assignments.
6. Choose "False" for the "Show Only Deficiencies" to ensure all educators are showing.
7. Click the "View Report" button (may need to scroll over to the right to see the "View Report" button) to generate the report

Screen Shot below - Assignment Credential Report Application

The screenshot shows the "Idaho Staffing Reports" header. Below it is a "Back to Reports List" link. The main section is titled "Assignment Credential". It contains a form with the following fields: "School Year" set to "2024 - 2025", "Provider" set to "999 State of Idaho", and a "View Report" button. The "Building(s)" dropdown is open, showing "GENERIC (9998), GENERIC SCHOOL" with a list of checkboxes: "(Select All)", "GENERIC (9998)", and "GENERIC SCHOOL NUMBER (0". The "Show Only Deficiencies" section has radio buttons for "True" and "False", with "False" selected.

Screen Shot below – Assignment Credential Report Information Generated

The screenshot shows the "Idaho Staffing Reports" header. Below it is a "Back to Reports List" link. The main section is titled "Assignment Credential". It contains a form with the following fields: "School Year" set to "2024 - 2025", "Provider" set to "999 State of Idaho", and a "View Report" button. The "Building(s)" dropdown is open, showing "GENERIC (9998), GENERIC SCHOOL" with a list of checkboxes: "(Select All)", "GENERIC (9998)", and "GENERIC SCHOOL NUMBER (0". The "Show Only Deficiencies" section has radio buttons for "True" and "False", with "False" selected. Below the form is a table with the following columns: Building Name, Edu Id, Person Name, Assignment, Assignment, Content, Credential, Exp Date. The table is empty. Below the table is a footer with the following text: "Report Date : 7/22/2024 7:39:38 AM", "Page: 1", "Idaho State Department of Education", "Teacher Certification System", "Assignment Credential Report", "School Year: 2024 - 2025", "Show Only Deficiencies: False", "Provider: 999 State of Idaho", "Buildings(s): All".

8. Select the desired format to export the document by clicking on the on the  icon
9. Save the report
10. Open the saved report and review all assignments to ensure all certified staff are listed with the correct assignment. Inaccurate reporting displays on the public-facing [Certification Look-up Tool](#).
11. Review the "Assignment Deficiency" column for any areas that indicate "YES" for an assignment deficiency. Deficiencies can result in funding reduction.

Contact your [ISEE Regional Technology Coordinator](#) for help with the ACR.

Assignment Deficiency Reconciliation

- If a “YES” appears in the “Assignment Deficiency” column, make sure the correct assignment code is being used. If the wrong code was used, correct the assignment, re-upload the report, and send a request to your [ISEE Regional Technology Coordinator](#) to pull the corrected file upload over from SRM test. Ensure that the new assignment code aligns to the certificate/endorsement held by that teacher. Reference the applicable (Department or Division) 2025-2026 ACM for all assignment codes and applicable endorsement(s) that align to assignment.
- If an assignment code is corrected, it is important to amend the student course code as well and make sure to change the coding on the student course enrollment file and the master course enrollment file.
- Contact your [ISEE Regional Technology Coordinator](#) for changes to ISEE submission data that are made after the November 21, 2025 ISEE data submission and before the December 5, 2025 upload.
- If the correct assignment is used for a person who holds the correct endorsement, but the report is still showing a deficiency, reach out to your [ISEE Regional Technology Coordinator](#) to determine if:
 - the person has a duplicate EDUID.
 - there was an error made in the alignment between the assignment and the endorsement when the ISEE option set was created.
- If the correct assignment code is being used for a person who does not hold the proper endorsement, the LEA can do one of the following to ensure funding and compliance with Idaho Statute 33-1201:
 - Hire and replace with a person who holds the proper endorsement
 - Reassign staff to assignment(s) for which they hold the proper endorsement
 - Apply for an Alternative Authorization.

General Information Regarding Alternative Authorizations

- Vet all new hires who are not certificated to ensure an authorization or provisional can even be used.
- Enter the candidate as certificated while the authorization/provisional or non-traditional interim for the proper endorsement is being processed.
 - **IMPORTANT.** A warning and a deficiency will exist until the application is approved in the system. The deficiency will not clear at all if the requested endorsement does not align to the assignment.
 - **SUBMIT** alternative authorization applications as early as possible.
 - Alternative authorization application packets submitted after November 21, 2025 may be subject to reduced funding for the individual’s assignment(s). If the application is not submitted by the time the Statewide Assignment Credential Report is generated in December, the funding will be reduced for the assignment and a request to restore funding must be made by the district/charter administrator after the LEA receives a copy of the approved authorization.
 - Submit the correct application type and make sure the application packet is complete. Incomplete packets will not be considered for approval until all components have been submitted and may impact funding.

Important Reminders

- **Proper certification/endorsement** is required throughout the school year.

- The Idaho Department of Education generates several Statewide Assignment Deficiency Reports throughout the school year for review by the Division and the Department. **Data uploaded** by LEAs in the ISEE Data Submissions is reflected on the Statewide Assignment Deficiency Report and **used to make funding determinations**.
- It is the **responsibility of the LEA Superintendent/Charter Administrator** to **ensure accurate data is uploaded** in the ISEE data submissions. Note: This information is reflected on the Certification Look- up Tool and open to the public.
- It is the **responsibility of the LEA Superintendent/Charter Administrator** to **email the ISEE Regional Technology Coordinator, School Finance, and Department or Division Teacher Certification**, if a LEA changes an assignment code in ISEE after the December/March ISEE data submission deadline in order for funding to be restored.
- It is the **responsibility of the LEA Superintendent/Charter Administrator** to contact the Division or Department Teacher Certification with a request to restore funding when an approved certificate/authorization has been received. Note: prior to requesting restoration, the LEA should verify the deficiency has cleared by running the LEA's ACR.

CONTACT INFORMATION

For technical assistance, please contact your ISEE Regional Technical Coordinator:

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It is the policy of the Idaho Division of Career Technical Education (IDCTE) not to discriminate in any educational programs or activities, or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to State Administrator of IDCTE, 650 W State St, Ste 324, Boise, Idaho 83720-5936, (208) 429-5501, or to the Director, Office of Civil Rights, Seattle Office, U.S. Department of Education, 915 Second Avenue, Seattle WA 98174-1099; (206) 220-7880; FAX: (206) 220- 7887, TDD: (206) 220-7907, Email: OCR_Seattle@ed.gov.