

IDAHO POSTSECONDARY CREDENTIALING MANUAL

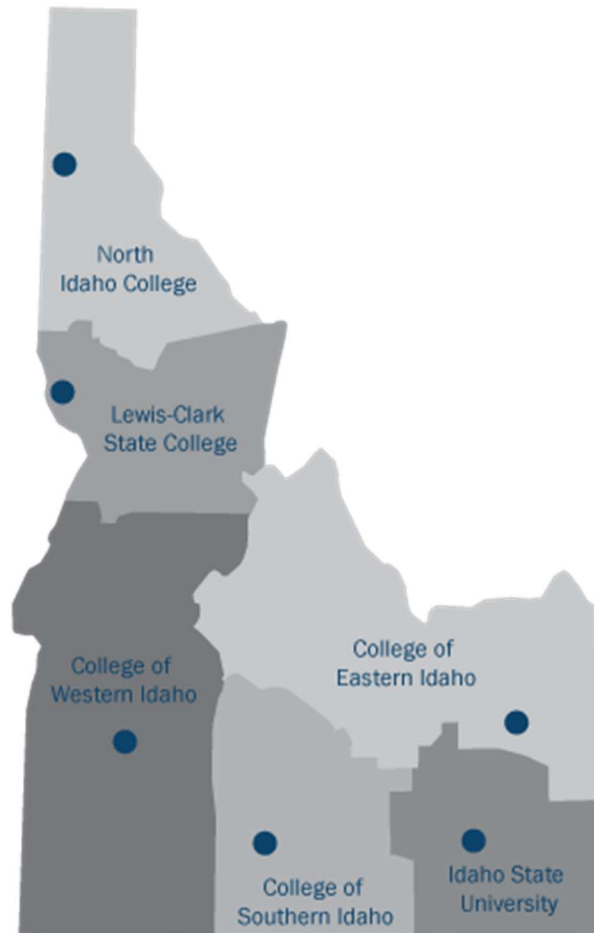
Career Technical Education Faculty and Administrators

Legacy Challenge

Turn the page for your guide to obtaining postsecondary teacher certification in Idaho.
Leave a legacy by sharing your knowledge with others at one of Idaho's six technical colleges.

IDAHO

Postsecondary Career Technical Education Institutions of Higher Education



Technical College

Location

Region

[North Idaho College](#)

Coeur d'Alene

I

[Lewis-Clark State College](#)

Lewiston

II

[College of Western Idaho](#)

Nampa

III

[College of Southern Idaho CTE](#)

Twin Falls

IV

[Idaho State University College of Technology](#)

Pocatello

V

[College of Eastern Idaho](#)

Idaho Falls

VI

For information on postsecondary career technical education programs or hiring, contact the above institutions.

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FORWARD

This manual is proof of a strong commitment to high standards for postsecondary career technical education. Idaho's future depends on the quality of Idaho's postsecondary career technical education programs and the preparation, professionalism, and commitment of its instructors and administrators.

Teaching competency is defined as the knowledge, skills, and attitudes necessary to perform a critical teaching task. The competent career technical instructor and administrator must demonstrate a solid understanding of technical subject matter and professional skills and knowledge. The Postsecondary Occupational Specialist and Postsecondary CTE Administrator Certificates and related endorsement(s) acknowledge these competencies.

The State Board of Education is responsible for prescribing qualifications for postsecondary teachers and administrators in the career technical education system. The Idaho Division Career Technical Education (IDCTE) adheres to a philosophy of shared responsibility between IDCTE, higher-education institution administration, and local career technical teacher educators.

The Division provides leadership and coordination in assuring that persons with responsibility for instruction and administration in Idaho's postsecondary career technical institutions are capable and qualified to perform tasks assigned.

The following policies recognize the wide variance in background, experience, and credentials among postsecondary educators. These standards identify the minimum criteria as established by the Division. The respective higher-education institutions may institute requirements in addition to those listed herein.

Clay Long, Ph.D.
State Administrator
Idaho Division Career Technical Education

Section I: General Information for Postsecondary Career Technical Education Credentialing

OVERVIEW

1. **Shared Responsibility.** The State Board of Education, along with the office of Idaho Division of Career Technical Education (IDCTE) is responsible for prescribing qualifications for postsecondary teachers and administrators in the career technical education system. The system is comprised of the Career Technical Education (CTE) Institutions of Higher Education (IHE) including North Idaho College – Career Technical Division, Lewis Clark State College, College of Western Idaho, College of Southern Idaho – Career Technical Division, Idaho State University College of Technology, and College of Eastern Idaho – Career Technical Division. IDCTE supports a philosophy of shared responsibility with the IHE administration and local career technical educators.
2. **Postsecondary Information.** This manual addresses the certification process for individuals wanting to teach or administer postsecondary career technical education programs. Individuals holding secondary-level credentials may also serve at the postsecondary level. Information for obtaining a certificate for secondary teachers, supervisors, and administrators is on the Idaho State Department of Education ([SDE website](#)) and the [IDCTE website](#). Secondary certification standards are developed in cooperation with Idaho career technical education educator-preparation program faculty, career technical education teachers, and administrators.
3. **Statutory Requirement for Certification.** Postsecondary career technical teachers and administrators in Idaho must obtain and maintain a certificate to teach or administer career technical education courses and programs. This responsibility is found in Idaho Statute 33-2203 for Career Technical Education, requiring the State Board of Education to “... prescribe qualifications for teachers, directors and supervisors for such subjects, and to have full authority to provide for the certification of such teachers, directors and supervisors, subject to the laws and rules governing the state board of education ...” Instructors and administrators of career technical education programs in postsecondary institutions must hold a certificate and an endorsement(s) in an appropriate occupational discipline. The State Board of Education has delegated the responsibility of establishing and maintaining these certification standards and processes to IDCTE.
4. **Cooperation with Colleges to Assure Current Industry Standards.** CTE instructors and administrators demonstrate the skills and knowledge in career technical education programs through the certification process. This process relies on documented experience in industry, instructional, and administrative skills and training, and is the reason for periodic recertification to ensure teachers and administrators are current with industry standards. Each career technical college advertises its own vacancies and maintains its own employment procedures. Applicants must meet the institutional hiring standards, one of which must be state certification for career technical education instructors and administrators.

LEVELS OF POSTSECONDARY CAREER TECHNICAL EDUCATION CERTIFICATIONS

There are two levels of postsecondary CTE certificates: instructor and administrator.

1. **Instructor Certificates.** There are three levels of CTE instructor certificates. Postsecondary CTE instructors deliver CTE content knowledge and practices to postsecondary students.

- a. Postsecondary Limited Occupational Specialist Certificate: Three year, non-renewable
 - b. Postsecondary Standard Occupational Specialist Certificate: Five year, renewable
 - c. Postsecondary Advanced Occupational Specialist Certificate: Five years, renewable
2. **Administrator Certificates.** There are two types of Postsecondary CTE Administrator Certificates. Postsecondary CTE administrators manage CTE divisions within a college to ensure programs work in concert with each other and CTE principles are of high quality for students and reflect industry needs.
- a. Interim Postsecondary CTE Administrator Certificate: One year, renewable twice depending on adequate progress toward renewable Postsecondary CTE Administrator Certificate
 - b. Postsecondary CTE Administrator Certificate: Five year, renewable

Adjunct Faculty. Short- and long-term adjunct faculty are valuable partners in delivering career technical education programs and can make up a significant amount of a given program's instructors. However, in most cases, adjunct faculty are part-time or contingent instructors who primarily work in positions outside of higher education. They are not typically responsible for developing curriculum or establishing course outcomes consistent with program outcomes. The full-time program faculty hold this responsibility.

The Northwest Commission on Colleges and Universities (NWCCU) accredits each institution and, as such, each institution must meet the standards and policies of the Commission. NWCCU requires all faculty to be evaluated commensurate with the institutions' expectations for teaching, service, scholarship, research and/or artistic creation. This requirement includes adjunct faculty, and evaluation must be conducted in a regular, systematic, substantive, and collegial manner.

As such, IDCTE recognizes the difficulty IHEs have in securing adjunct faculty. Further, the NWCCU evaluation requirement provides assurances that these faculty members contribute to strong CTE programs. As such, IDCTE will not require adjunct faculty within CTE programs to hold Idaho CTE postsecondary certification. It is important, however, that IHE CTE administrators understand the following:

- Adjunct faculty moving into full-time faculty positions must complete the certification application process prior to or while moving into the faculty position.
- Despite having taught in an adjunct position, the aforementioned adjunct-to-full-time-faculty candidate for certification will be required to meet or show evidence of meeting all requirements to move from a Postsecondary Limited Occupational Specialist Certificate to a Postsecondary Standard or Advanced Occupational Specialist Certificate.

OBTAINING AN INITIAL POSTSECONDARY CAREER TECHNICAL EDUCATION CERTIFICATE

1. **Application.** Applicants for postsecondary certification will find the application materials on the IDCTE website. For more information, contact IDCTE's certification staff at 650 W State Street Ste 324, Boise, ID 83720-5936, (208) 429-5513 or fax us at (208) 334-2365. The Division website is <https://cte.idaho.gov>, and information on becoming a CTE educator can be found at <https://cte.idaho.gov/educators-5/>.
 - a. There is no application fee for postsecondary certification at this time.
2. **Initial Certificates.** To obtain an initial certificate, applicants must complete the following steps:

- a. Carefully read the policies and requirements in [Section II](#) to make sure you meet minimum qualifications. Definitions are located in [Section III](#), in the *Career Technical Education Glossary of Terms*.
 - b. Submit the **CTE Postsecondary Occupational Specialist: Idaho CTE Educator Certification Application** depicted in [Section IV](#) of this manual. All information requested is necessary for a complete application. A **Professional Development Plan** form, among other documents, must also be submitted. Incomplete applications will not be considered.
 - c. Provide official transcripts of all college preparation. Transcripts submitted become part of the permanent certification record maintained by IDCTE.
 - d. Idaho Division Career Technical Education issues initial Limited Occupational Specialist Certificates effective the day of receipt of the application packet. Standard and Advanced Occupational Specialist Certificates are issued effective Sept. 1 of the current year.
3. Credentials are issued within 14 days after the IDCTE credentialing office receives the completed application packet. Certificates for postsecondary personnel are authorized by the IDCTE Director of Educator Certification and issued by the IDCTE State Administrator.
4. Appeals regarding postsecondary career technical education credentialing should be made in writing to the State Administrator at the address in Item 1 of this section.

RENEWING A POSTSECONDARY CAREER TECHNICAL EDUCATION CERTIFICATE

1. Most Idaho postsecondary career technical certificates are renewable. Submit an application for renewal on the **CTE Postsecondary Occupational Specialist: Idaho CTE Educator Certification Renewal Application** depicted in [Section IV](#) of this manual. Applications for renewal are made between Jan. 1 and Aug. 31 of the year in which the credential expires.
2. Your supervisor must approve professional development hours or credits. Use the **Professional Development Activities: Occupational Specialist Certification** form depicted in [Section IV](#) of this manual or your college's professional development form. Forward the form and supporting documentation (e.g., unofficial transcript, certificate of completion, verification letter, etc.) to the attention of educator certification at IDCTE; once signed and scanned, the form and documentation will be returned for your records. Professional development activities may include industry experience, workshops, seminars, and/or conferences.
 - a. Six credits are required for renewal. A credit is equal to one semester hour of transcribed university credit. All renewal activities must relate to the educator's endorsement area and/or teaching pedagogy. Alternative activities may count toward renewal credits at the following rate:
 - i. Fifteen clock hours of professional development in-service/activity units equal one semester hour of university credit.
 - ii. Forty back-to-industry hours equal one semester hour of university credit.
3. Credits and other professional development may not carry over from one certification period to another to renew a postsecondary credential.
4. IDCTE maintains an official electronic portfolio for each credentialed individual. In most cases, any documents submitted with the initial application packet for certification will already be on hand when you renew. Postsecondary occupational specialists only need to submit new documents necessary for recertification. The individual's certification history includes

professional development activities previously submitted to IDCTE Educator Certification for approval.

a. Renewal applicants should complete the following steps:

- i. Complete a **Renewal Application Form** in [Section IV](#), and submit it to the address noted in the application packet instructions.
- ii. Submit official or unofficial university transcripts and approved Professional Development Activities (PDA) forms, found in [Section IV](#), to document state recertification requirements. If the PDA documents workshop or back-to-industry hours, attach supporting documentation to the PDA form (e.g., certificates of completion, pay stubs, etc.)
- iii. Develop your PDP on the form depicted in [Section IV](#) of this document, or use the local college form previously approved by IDCTE. Submit the PDP or equivalent to the college administrator(s) responsible for monitoring professional development. The original PDP is sent to the IDCTE Director of Certification for approval and filing in the individuals' certification electronic portfolio. Once IDCTE provides approval, the original will be returned to the applicant; the applicant should file this plan with the CTE IHE administrator responsible for monitoring compliance with the PDP provisions. The applicant should also make a copy for his or her records.

OTHER GENERAL POSTSECONDARY CTE CERTIFICATION INFORMATION

1. **Reinstatement Certificates.** When a valid credential has expired, a person must apply for reinstatement. The reinstatement certificate will be valid for three years. During this timeframe, the applicant must accrue six credits or their equivalent (as described in 2a in the previous section) before applying for renewal during the validity period of the reinstatement certificate expires. The reinstated instructor will also need to provide copies of their faculty evaluation for two of the three years during the validity of the reinstatement certificate.
2. **Holders of 9-12 Certificates.** Holders of the Idaho Standard Secondary Certificate endorsed in the appropriate career technical education field of study are certified to teach at the postsecondary level. Renewal requirements may be found on [the Idaho State Department of Education website](#) or the [IDCTE website](#).
3. **Out of State Certificates.** Except for a secondary teaching certificate issued by another state under the Council for the Accreditation of Educator Preparation (CAEP) guidelines, all applicants for postsecondary certification will be evaluated and approved solely on the guidelines listed in this section
4. **Credentialing and Program Funding.** All postsecondary instructors and administrators employed to work with state-reimbursable career technical classes/programs must hold an appropriate Idaho Postsecondary CTE Certificate. Non-CTE postsecondary educators teaching only general education courses supporting Associate of Applied Science degrees are not required to apply for career technical education credentials if they meet institutional standards and are not teaching "related subjects." See [Section II](#), 1.a. (3) (b) for information on "related subjects" endorsements.

5. **Legal Name and Change of Name.** When writing about credentials or service records, instructors and administrators should provide full information as to the legal name under which credentials were issued, the certificate holder's birthdate, and his or her EDUID number. This information will facilitate efficient record keeping and permit a prompt reply. Changes in name and contact information for a valid certificate are reported directly to IDCTE certification staff.
6. **Revision of Certificate Level or Endorsement.** When an individual has completed and documented the requirements and can move to a higher certification level or desires to add endorsements, they should submit an Application Form C1, [Section IV](#), and request a reprint of the credential to reflect the change.

Section II: Certification

INSTRUCTOR CERTIFICATIONS

1. **Overview: Postsecondary Occupational Specialist Certification Requirements.** The general requirements for achieving one of the three types of Occupational Specialist Certificates—Limited Occupational Specialist (LOS), Standard Occupational Specialist (SOS) or, Advanced Occupational Specialist (AOS)—are outlined below.
 - a. Applicants must:
 - i. Possess at least a high school diploma or [General Educational Development \(GED\)](#) certificate; and,
 - ii. Document recent, gainful employment in the area for which certification is requested as per one of the following and;
 - a. Hold or have held an approved industry certification in a field closely related to the content area in which the individual seeks to teach as defined by IDCTE.
 - b. Have three years or 6,000 hours of recent, gainful employment in the occupation for which certification is requested, at least half of which must have been during the immediate previous five years.
 - c. Hold or have held an approved industry certification in a field closely related to the content area in which the individual seeks to teach as defined by the Division of career technical education.
 - iii. Meet other provisions of Idaho Code; and,
 - iv. Meet the requirements of occupationally related state agencies, when applicable.
 - b. **Special Career Technical Education Endorsements.** Other endorsements may attach to the Occupational Specialist Certificates. These endorsements must meet the education and experience criteria above. Two endorsements with special application to postsecondary education are:
 - i. **Work-Based Learning Coordinator Endorsement.** Educators assigned to coordinate approved work-based experiences must hold this endorsement. Applicants must complete coursework in coordination of work-based learning programs.
 - ii. **Related Subjects Endorsement.** Non-CTE educators assigned to teach subject matter related to career technical education programs must hold a “related subjects” endorsement attached to an Occupational Specialist Certificate. Non-

CTE educators teaching only general education courses to support Associate of Applied Science degrees are not required to apply for career technical education credentials if they meet institutional standards and do not incorporate CTE-related materials.

2. Postsecondary Limited Occupational Specialist Certificate (three-year, non-renewable)

- a. This non-renewable certificate is issued to an individual certifying in Idaho for the first time who does not qualify for a Standard Occupational Specialist Certificate. After three years, the holder must meet, at a minimum, the requirements for the Standard Occupational Specialist Certificate.
 - i. Participation in professional development is a condition of holding the Postsecondary Limited Occupational Specialist Certificate. A CTE teacher educator at Idaho State University or the University of Idaho may review an individual's professional teaching experience and coursework for possible waiver of part or all of the coursework requirements listed below.
 1. Within the three-year period of the Limited Occupational Specialist Certificate, the instructor must:
 - a. Satisfactorily complete the pre-service training prescribed by IDCTE.
 - b. Satisfactorily complete or demonstrate competency through coursework or teaching experiences in four of the following five areas:
 - i. Required:
 1. Methods of teaching occupational education;
 2. Principles and foundations of occupational education;
 - ii. Choose two of the following three:
 1. Career pathways and guidance;
 2. Education measurement and evaluation;
 3. Occupational analysis and curriculum development.
 - ii. Two options exist for meeting these educator-preparation standards.
 1. University Course Route
 - a. Required:
 - i. Principles and foundations of occupational education; and,
 - ii. Methods of teaching occupational education.
 - b. Two of the following three courses:
 - i. Career pathways and guidance; and/or
 - ii. Occupational analysis, integration, and curriculum development; and/or
 - iii. Measurement and evaluation.
 2. InSpIRE (Industry Specialists Integrating Read-world Experience) Ready!
 - a. Read more at <https://cte.idaho.gov/educators-5/professional-development/inspire-ready/>

3. Postsecondary Standard Occupational Specialist Certificate (five-year, renewable):

- a. This renewable certificate is issued to individuals who have already completed the coursework or demonstrated competencies identified above but have not attained a Bachelor's Degree or a total of 30 semester credits of teacher preparation coursework.
 - i. The certificate may be renewed if the following requirements are met:
 1. A minimum of six credits of professional development are required for recertification.
 2. Professional development may include university-transcripted credits; in-service, conference, or workshop hours; or back-to-industry hours. One transcripted credit is equivalent to:
 - a. 15 in-service, conference, or workshop hours; OR
 - b. 40 related back-to-industry hours; OR
 - c. A combination of the above.
 3. Prepare a new PDP, which outlines the coursework for completing the certification requirements using the PDP Form depicted in [Section IV](#) of this manual, or an IDCTE-approved institutional PDP form. The plan should align with professional skills/content, instructional goals, and institutional goals. Submit the plan with the renewal application packet. Once approved, IDCTE will return the signed PDP to the applicant. The applicant should file the plan with his or her CTE IHE administrator and keep a copy for their records.
 - b. The process to renew this certificate is located in [Section I](#), Renewal of Certificate.

4. **Postsecondary Advanced Occupational Specialist Certificate** (five-year, renewable)

- a. This renewable certificate is issued to individuals who meet the following requirements:
 - i. Meet the requirements for the Standard Occupational Specialist Certificate; and,
 - ii. Provide evidence of completion of a bachelor's degree in the subject area or a program of study agreed upon by the on-campus teacher educator amounting to 30 semester credits of coursework, professional skills/content activities. Submit documentation with a completed ***Postsecondary Professional Development Activities*** Form C3, [Section IV](#).
- b. A PDP that aligns with professional skills/content, instructional goals, and institutional goals must be submitted with the renewal application plan and filed with the IHE administrator, using the PDP form depicted in [Section IV](#), or an institutional-acceptable plan form. The plan should align with both professional skills/content, instructional goals, and institutional goals and be filed with your administrator. Submit a copy to IDCTE as an element of the renewal certification application packet.
- c. The process to renew this certificate is located in [Section I](#), Renewal of Certificate.

ADMINISTRATOR CERTIFICATIONS

1. **Postsecondary Interim Career Administrator Certificate** (one-year; renewable twice)

- a. This renewable certificate is issued to Administrators who meet the following qualification requirements but who have not completed the required administrative coursework:
- b. Qualify for or hold an Occupational Specialist Certificate, or hold an occupational endorsement on the Standard Instructional teaching credential; and,
- c. Provide evidence of a minimum of four years teaching in an occupational discipline, or have a minimum of four years management experience in a CTE-related field; and,
- d. The Interim certificate may be renewed twice, at which time the applicant must meet the certificate's requirements. The process to renew this certificate is located in [Section I, Renewal of Certificate](#).

2. Postsecondary Career Technical Education Administrator Certificate (five-year; renewable)

- a. This renewable certificate is required for an individual serving as an instructional and/or program administrator overseeing CTE programs' daily operations.
- b. Individuals must meet the following prerequisites to qualify for the Postsecondary Career Technical Education Administrator Certificate:

- i. Qualify for or hold a Postsecondary Occupational Specialist Certificate or hold an occupational endorsement on a secondary teaching credential; and,
- ii. Complete or show equivalent training or experience in at least 15 semester credits of administrative coursework. Applicants must have completed coursework or documented experiences that have provided competency in the following:
 - 1. financial aspects of education;
 - 2. administration of personnel, and
 - 3. legal aspects of education.

Additional coursework or competency experiences may be selected from the following areas:

- 1. administration and supervision of occupational programs;
- 2. instructional supervision;
- 3. administration internship;
- 4. curriculum development;
- 5. curriculum evaluation;
- 6. research in curriculum;
- 7. school community relations;
- 8. communication;
- 9. teaching the adult learner;
- 10. coordination of work-based learning programs; and/or
- 11. measurement and evaluation

Equivalence (professional and/or work experience that provides the knowledge and skills necessary) in each area will be determined individually by the IDCTE Certification Director with input from the appropriate CTE IHE dean.

- iii. Provide evidence of a minimum of four years teaching in an occupational discipline, **or** have a minimum of four years management experience in a CTE-related field; **or**, successfully complete the 27-month IDCTE Leadership Institute integrating equivalent content.
- c. The certificate may be renewed if the following requirements are met:
 - i. A minimum of six credits of professional development are required for recertification.
 - 1. Professional development may include university-transcribed credits; in-service, conference, or workshop hours; or back-to-industry hours. One transcribed credit is equivalent to:
 - a. Fifteen in-service, conference, or workshop hours; OR
 - b. Forty related back-to-industry hours; OR
 - c. A combination of the above.
 - 2. Prepare a new PDP, which outlines the coursework for completing the certification requirements using the PDP Form depicted in [Section IV](#) of this manual, or an IDCTE-approved institutional PDP form. The plan should align with professional skills/content, instructional goals, and institutional goals. The plan is submitted with the renewal application packet. Once approved, the signed PDP is returned to the applicant. The applicant should file the plan with his or her CTE IHE administrator and keep a copy for their records.
 - ii. The process to renew this certificate is located in [Section I](#), Renewal of Certificate.

Section III: Career Technical Education Glossary of Terms

WORK EXPERIENCE DEFINITIONS

1. **Cumulative**: Successive additions of work (hours/months) in the occupation or closely related occupations (maximum of one year is allowable).
2. **Gainful**: Services rendered in an industry for which the remuneration would enable one to sustain a livelihood.
3. **Successful Competency in the Occupational Area**: Competency verification may be requested in writing from previous employers and/or results of competency testing.

OTHER DEFINITIONS

1. **Approved Course**: A course offered by an approved Idaho career technical education teacher preparation program institution (Idaho State University or The University of Idaho) OR a course evaluated and approved as meeting Idaho standards by an approved Idaho career technical teacher educator and IDCTE.
2. **EDUID**: A nine-digit educational identification number assigned by the institution of higher education (IHE), the Office of the State Board of Education (OSBE), or the Idaho Division Career Technical Education (IDCTE).
3. **CACREP**: Council for Accreditation of Counseling and Related Educational Programs
4. **Journeyman**: A journeyman is a person who has completed a formal apprenticeship program in the occupation or related area for which certification is requested. The apprenticeship must be under the direction of an employer and either the Bureau of Apprenticeship and Training or an approved State Apprenticeship Agency.
5. **Occupational Competency Test**: A test designed to measure technical and/or manipulative abilities in a given occupational area. The National Occupational Testing Institution (NOCTI) examination will be used if a test is available in the desired area.
6. **Career Technical Education Programs**: Programs that have received State Board of Education approval and are eligible for state and/or federal funds through reimbursement.
7. **Specific Occupations**: Restricted to a particular category, such as machinist, welder, food service worker, practical nursing, etc.

Section IV: Postsecondary CTE Endorsements

Effective 10/9/2020 (Endorsement Code Numbers Yet to be Determined)

Agriculture, Food, and Natural Resources (AFNR)

Agribusiness
Agricultural Power Machinery
Animal Science
Horticulture
Natural Resources Management

Business and Marketing (BAM)

Business Management and Administration
Digital Communications
Hospitality and Tourism
Marketing

Engineering and Technology Education (ETE)

Digital Media Production
Engineering Technology
Information Technology

Family and Consumer Sciences & Human Services (FCS&HS)

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

Health Professions & Public Safety (HPPS)

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
Rehabilitation Services
Surgical Technologist

Trades and Industry (T&I)


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

Other

Work- Based Learning Coordinator
Related Subjects

Section IV: Certification Forms

POSTSECONDARY OCCUPATIONAL SPECIALIST APPLICATION - INITIAL - REVISION - REINSTATEMENT

	POSTSECONDARY OCCUPATIONAL SPECIALIST INITIAL – REVISION – REINSTATEMENT EDUCATOR CERTIFICATION APPLICATION		
THIS SECTION FOR OFFICIAL USE ONLY	Cert Expired	App Received	New Cert Issued

Section I: Application Type Check the box that applies to your situation

☐ **Occupational Specialist**
Applicant has a combination of postsecondary education and industry experience

☐ **Limited Occupational Specialist Completer**
Applicant has completed the requirements necessary to qualify for a Standard Occupational Specialist (SOS) or Advanced Occupational Specialist (AOS) Certificate

☐ **CTE Administrator**
Applicant has completed the requirements to secure a CTE Administrator Certificate

☐ **Reinstatement**
Applicant is applying to reinstate an expired Idaho CTE Educator Credential

☐ **Revision**
Applicant is adding another certificate/endorsement to an existing current and valid Idaho CTE Educator Credential

Section II: Personal Information

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, ☐ Yes ☐ No
 what school and in what program?
 School? _____ Program? _____

Section III: Occupational Area and Endorsements
 Check the occupational area(s) for which you are applying, then list the endorsements for which you are applying.
 Please refer to the list of Idaho CTE endorsements on page 2.

Occupational Area Check all at the right that apply	<input type="checkbox"/> Agriculture, Food, and Natural Resources <input type="checkbox"/> Business and Marketing <input type="checkbox"/> Career Guidance <input type="checkbox"/> CTE Administrator <input type="checkbox"/> Engineering and Technology Education	<input type="checkbox"/> Family and Consumer Sciences, and Human Services <input type="checkbox"/> Health Professions and Public Safety <input type="checkbox"/> Trades and Industry <input type="checkbox"/> Work Based Learning Coordinator
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Endorsements List, at the right, the endorsements for which you are applying	# 1		# 4	
	# 2		# 5	
	# 3		# 6	

Section IV: Education

List the colleges/universities where you have earned credit and/or a degree. You will need to include transcripts for each college/university listed, if not already on file with the State Department of Education or Idaho Division of Career and Technical Education.

	College/University Name and Location	Major	Certificate or Degree Earned	Date Granted
a.				
b.				
c.				

Section V: 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 VI: Legal History

As part of the application process, 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 VII: Attestations and Signature

- ☐ 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.

Signature of Applicant:

Date:

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

Email:

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

We will mail your certificate upon application approval.

THIS SECTION FOR IDCTE OFFICIAL USE ONLY

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

POSTSECONDARY OCCUPATIONAL SPECIALIST APPLICATION - RENEWAL

	POSTSECONDARY OCCUPATIONAL SPECIALIST RENEWAL EDUCATOR CERTIFICATION APPLICATION						
THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	Date Entered	Date Issued	Date Expired	BIC Status

Section I: Personal Information

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? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
School?	Program?

Section II: Occupational Area and Endorsements

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. If no changes to a current certificate are being requested, please write "SAME" next to Endorsement #1.

Occupational Area Check all at the right that apply	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Agriculture, Food, and Natural Resources <input type="checkbox"/> Business and Marketing <input type="checkbox"/> Career Guidance <input type="checkbox"/> CTE Administrator <input type="checkbox"/> Engineering and Technology Education </div> <div style="width: 48%;"> <input type="checkbox"/> Family and Consumer Sciences and Human Services <input type="checkbox"/> Health Professions and Public Safety <input type="checkbox"/> Trades and Industry <input type="checkbox"/> Work Based Learning Coordinator </div> </div>
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Endorsements List, at the right, the endorsements for which you are applying	# 1		# 4	
	# 2		# 5	
	# 3		# 6	

Section III: Professional Development – Six (6) Semester Credits

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 *Professional Development Activities* form found at <https://cte.idaho.gov/educators-5/become-a-cte-educator/>.

a.	College/University Name and Location	Major	Certificate or Degree Earned	Date Granted
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, ICTE 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

- ☐ 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.

Signature of Applicant:

Date:

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

Email:

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 a copy of your certificate upon application approval.

THIS SECTION FOR OFFICIAL USE ONLY

Applicant Name:

Date of Birth:

EDUID:

CERTIFICATION RECOMMENDATION

Occupational Specialist Certificate:


Endorsements:

Dates Valid:

Approved Date:


Authorization Signature:

PROFESSIONAL DEVELOPMENT PLAN (PDP) – UNIVERSITY COURSES

 PROFESSIONAL DEVELOPMENT PLAN - University Courses				
Date _____ to _____				
<p>This Professional Development Plan conveys your intent, with the agreement of your employer or supervisor and an approved Idaho State University or University of Idaho CTE teacher educator (per signatures below), to successfully complete pedagogy coursework to move from the Limited Occupational Specialist (LOS) to the Standard Occupational Specialist (SOS) Certificate at the conclusion of the LOS validity period. If choosing this option, this form must be included as an element of the application packet when applying for initial certification.</p>				
Name:	EDUID Number:			
Home Address:	Home/Cell Phone:			
Work Address:	Work Phone:			
Current Position:				
Current Credential(s) Held: Currently applying for Limited Occupational Specialist Certificate.				
Credential(s) Sought: Seeking Standard or Advanced Occupational Specialist Certificate.				
Professional Development Plan Goal Statement: Within the three-year validity period of the Limited Occupational Specialist, engage in educator pedagogical training to qualify for a Standard or Advanced Occupational Specialist Certificate upon renewal.				
ACTIVITY PLANNED*: Course / Workshop / Seminar	Location of Activity/University	Date(s) Planned	Anticipated Earnings Toward PD Requirements	
			Credits	Clock Hours
Pre-Service Academy	Online	Ongoing		40
*Methods of Teaching CTE	ISU or U of I	TBD	3	
*Principles/Philosophies of CTE	ISU or U of I	TBD	3	
*Evaluation and Assessment	ISU or U of I	TBD	3	
*Guidance/Transition to Work	ISU or U of I	TBD	3	
*Occ Analysis/Curriculum Design	ISU or U of I	TBD	3	
Of the above five university courses, IDAPA 08.02.02 requires courses marked with an asterisk (*). The candidate must additionally elect to complete two of the three courses marked with "+" based on the advisement of the university CTE teacher educator.				
Local Supervisor: Printed Name		Title/Institution: For Local Supervisor		
Local Supervisor's Signature		Date		
University CTE Teacher Educator: Printed Name		Title/Institution: For University CTE Teacher Educator		
University CTE Teacher Educator's Signature		Date		
Applicant's Signature		Date		
Revisions to this professional development plan can be made at any time. 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.				
Received by ICTE Certification Office, on Date:				


Revised 8-2021

PROFESSIONAL DEVELOPMENT PLAN (PDP) – POSTSECONDARY InSPIRE READY!

		PROFESSIONAL DEVELOPMENT PLAN Postsecondary InSPIRE Ready!		
Date _____ to _____				
<p>This Professional Development Plan conveys your intent, with the agreement of your employer or supervisor (per signatures below), to successfully complete the Postsecondary InSPIRE Ready! program to move from the Postsecondary Limited Occupational Specialist (PLOS) to the Postsecondary Standard Occupational Specialist (PSOS) Certificate at the conclusion of the PLOS validity period. If choosing this option, this form must be included as an element of the application packet when applying for the initial certification.</p>				
Name:		EDUID Number:		
Home Address:		Home/Cell Phone:		
Work Address:		Work Phone:		
Current Position:				
Current Credential(s) Held: Submitting application for Postsecondary Limited Occupational Specialist Certificate				
Credential(s) Sought: Seeking Postsecondary Standard or Advanced Occupational Specialist Certificate				
Professional Development Plan Goal Statement: Within the three-year validity period of the Postsecondary Limited Occupational Specialist Certificate, engage in educator pedagogical training to qualify for Postsecondary Standard or Advanced Occupational Specialist Certificate.				
ACTIVITY PLANNED*: Course / Workshop / Seminar	Location of Activity/University	Date(s) Planned	Anticipated Earnings Toward PD Requirements	
			Credits	Clock Hours
Pre-service Academy, Year One	Online	2021 as offered		40
Summer Academy, Year Two		Summer 2022		40
CTE Learn courses, including Postsecondary Portfolio (evidence of teaching competency).	Online	Fall/Spring/Summer		Approx. 200
Local Supervisor: Printed Name		Title/Institution: For Local Supervisor		
Local Supervisor's Signature		Date		
Applicant's Signature		Date		
Revisions to this professional development plan can be made at any time. 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.				
Received by ICTE Certification Office, on date:				

Revised 8-2021


PROFESSIONAL DEVELOPMENT PLAN (PDP) - BLANK

	PROFESSIONAL DEVELOPMENT PLAN Idaho Career Technical Education Certificated Personnel Date _____ to _____			
<p>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 teacher educator (when appropriate), as indicated by signatures below. Develop the plan prior to applying for certification, and update and submit it each time you apply for certificate renewal. File it with the Idaho Division of Career Technical Education Certification (IDCTE) educator certification office, 650 W State Street, Ste. 324, Boise, ID 83702-5936 or email it to certification@cte.idaho.gov.</p>				
Name:	EDUID Number:			
Home Address:	Home/Cell Phone:			
Work Address:	Work Phone:			
Current Position:				
Current Credential(s) Held:				
Credential(s) Sought:				
Professional Development Plan Goal Statement:				
ACTIVITY PLANNED* Course / Workshop / Seminar	Location of Activity/University	Date(s) Planned	Anticipated Earnings Toward PD Requirements	
			Credits	Clock Hours
Local Supervisor: Printed Name		Title/Institution: For Local Supervisor		
Local Supervisor's Signature		Date		
University CTE Teacher Educator: Printed Name		Title/Institution: For University CTE Teacher Educator		
University CTE Teacher Educator's Signature		Date		
Applicant's Signature		Date		
Revisions to this professional development plan can be made at any time. 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.				
Received by IDCTE Certification Office, on date:				

*See next page for suggested activities.

Revised 8/2021

PROFESSIONAL DEVELOPMENT ACTIVITIES (PDA) FORM - BLANK

		APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITIES FOR OCCUPATIONAL SPECIALIST CERTIFICATION	
Name: _____		Date: _____	
Address: _____		EDUID: _____	
College/School: _____		Date of Birth: _____	
Directions: You may include information about more than one activity per form , but you may not duplicate hours and/or credits. It is expected that you will attach information/documentation to support the hours and/or credits you claim.			
Check As Applies	Activity Type	Choose <u>ONE</u> column <u>only</u> per Activity Type	
		Hours	Credit
<input type="checkbox"/>	Program or Professional Development Credit (attach grade report or transcript)		
<input type="checkbox"/>	Paid or Unpaid Work or Clinical Experience		
<input type="checkbox"/>	Workshop, Seminar		
<input type="checkbox"/>	Conference		
<input type="checkbox"/>	Independent Research/Activities Related to Teaching		
Description of Activity(ies):		Completion Date	
Participant's Signature _____ Date _____		Local Administrator's Signature _____ Date _____	
This Portion To Be Completed By Idaho Division of Career Technical Education			
Circle one: Will apply Will <u>not</u> apply			
Reason declined:			
Director, Idaho Division of Career Technical Certification		Date	
Send all copies to: Educator Certification Idaho Division of Career Technical Education 650 W State St, Ste 324 Boise, ID 83702-5936			
After processing, a copy will be retained in the applicant's file in the state office and the original will be returned to the applicant.			