

APPLICATION PACKET FOR

Idaho CTE Degree Based Career Technical Application

RENEWAL



EDUCATOR CERTIFICATION
650 W State St Ste 324
Boise, Idaho 83702

Who should use this application packet?

This application packet is intended for a secondary educator who holds a Degree Based Career Technical Certificate and related endorsement(s) to renew their certificate between January 1-August 31st of the year their current certificate lapses.

For more detailed information, please visit our website at <https://cte.idaho.gov/educators-5/become-a-cte-educator/>



SECONDARY DEGREE BASED CAREER TECHNICAL EDUCATION (CTE) *RENEWAL* EDUCATOR CERTIFICATION APPLICATION

Important Information

NOTE: If you are **applying** for an **initial** five-year renewable certificate, **do not use this** application. Please use the *[Secondary Degree Based Career Technical Initial-Interim Complete-Revision-Reinstatement 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** with completed attestations and signed last page of the application
- ☐ **Documentation of Renewal credits and/or hours, and Industry Certifications.**
- **Transcripts** – To expedite processing, please include transcripts with your application. Unofficial transcripts are acceptable to demonstrate required renewal credits. If sending your transcripts separately, please email them to certification@cte.idaho.gov.
- **Professional Development Activities**
 - **Certificates of Completion/Participation** – Attach certificates to a [Professional Development Activities Form](#), adding an agenda when the certificate refers to trainings/conferences.
 - **Back-to-Industry Work** – Attach documents confirming back-to-industry hours to a [Professional Development Activities Form](#).
- ☐ **Correct Application Fee** – Fee is nonrefundable; \$75.00 check or money order payable to the Idaho Department of Education

List of Idaho CTE Secondary Degree Based Career Technical Endorsements/Indicators** *by Certificate***

DEGREE BASED CAREER TECHNICAL CERTIFICATE

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

CAREER TECHNICAL EDUCATION ADMINISTRATOR CERTIFICATE

- **CTE Administrator (6-12)**

PUPIL SERVICE STAFF CERTIFICATE

- CTE Career Counselor (6-12)



SECONDARY DEGREE BASED CAREER TECHNICAL EDUCATION (CTE)

RENEWAL

EDUCATOR CERTIFICATION APPLICATION

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	Date Entered	Date Issued	Date Expired	BIC Status
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Section I: Personal Information

Full Legal Name	Birth Date
Maiden/Other Name	<input type="checkbox"/> Male <input type="checkbox"/> Female
Email Address	
Home Street or PO Box #	
City, State, Zip Code	Phone

Section II: Endorsements

If adding new endorsement(s), please list the endorsement(s) here and include transcripts and any other forms to support the endorsements. Please refer to the list of Idaho CTE endorsements on page 2. Note: If no changes to a current certificate are being requested, please write "SAME" next to Endorsement #1.

Endorsement #1		Endorsement #4	
Endorsement #2		Endorsement #5	
Endorsement #3		Endorsement #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. At least three (3) of these credits must be transcribed on an accredited university transcript. Up to three (3) semester credits may be earned by Idaho district-approved in-service participation as signed off on a Verification of Equivalent In-Service Form. List only educational institutions where these credits were earned.

	Name of Course	College/University Name	Credits Earned	Date Completed
a.				
b.				
c.				
d.				
e.				
f.				

Section IV: Renewal Requirements

The Mathematical Thinking for Instruction (MTI)/Teaching Mathematical Thinking (TMT) class is required at renewal if you are working in an Idaho public school AND teaching mathematics at any level (including Title I).

- Do you anticipate having a signed contract with an Idaho K-12 public school for the upcoming school year?

☐ Yes ☐ No

- To the best of your knowledge, what will your assignment be? Please be specific.

- Have you completed the MTI/TMT course? Please submit verification of course completion with this application packet.

☐ Yes ☐ Not required for renewal

Applicants renewing Administrator Certificates (CTE Administrator) are required to complete a State Board of Education approved three (3) credit course on teacher evaluation based on the statewide framework. For a list of approved courses, please visit: <https://boardofed.idaho.gov/k-12-education/educator-effectiveness/administrator-recertification-renewal-requirement/>.

- Have you completed the Administrator Certificate Renewal Requirement? Please submit verification of course completion with application packet.

☐ Yes ☐ Not required – I do not hold an administrator certificate

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, the State Department of Education may conduct a background investigation check, which involves a review of criminal history such as arrests and misdemeanor or felony convictions.

By signing this application I acknowledge that I may be required to provide additional information, such as court records.

- **Felonies** – In order to expedite your application, please include a detailed written explanation of each felony criminal issue and a copy of the judgment of conviction for any felony conviction.

☐ Please obtain court records from the courthouse.

- ☐ A printout from the State Judiciary Repository will NOT be accepted as relevant court documents.

NOTE: If you have provided these documents with a previous application, you do not need to re-submit them.

- **Misdemeanors** – There is no need to submit documentation with your application for misdemeanor arrest and/or convictions. We will contact you if we need any information.

IMPORTANT – Failure to respond to a request for information will result in your application not being approved.

Section VII: 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 https://www.sde.idaho.gov/cert-psc/psc/).
_____	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 form, transcripts, and fee(s) in one packet to:

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

You will be mailed two copies of your certificate upon application approval. Provide one copy to your LEA.

THIS SECTION FOR OFFICIAL USE ONLY

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

APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITIES

For Degree Based or Occupational Specialist Certificate Renewal

Name:	EDUID Number:
Home Address:	Home/Cell Phone:
Work Address:	Work Phone:

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. Send **all** copies to certification@cte.idaho.gov, or attach to your renewal application.

Check As Applies	Activity Type	Choose ONE 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		Local Administrator's Signature	
Date		Date	

This Portion to be Completed by <i>Idaho Division of Career Technical Education</i>	
Circle one:	Will apply Will <u>not</u> apply
Reason declined:	
Director, Idaho Division of Career Technical Certification	Date