

How to Become a Secondary CTE Teacher in Idaho



1 Get a job

You should have a teaching or administrative job (or a job offer) at a Local Education Agency (LEA).

- Contact LEAs and schools about open positions.
- Make sure you can meet all the [certification requirements](#).

2 Choose what you'll teach

An **endorsement** is the CTE subject you are approved to teach.

- Review [the endorsement list](#) on the Idaho Division of Career Technical Education (IDCTE) website.
- Choose the endorsement that best fits your work experience or certifications.

3 Choose your training option

You must choose one training path.

- [Inspire Ready!](#) (state-provided training)
- University coursework

4 Apply for your initial license

Complete the [Idaho CTE Secondary Occupational Specialist](#) application and include:

- Resume
- Signed Professional Development Plan (PDP)
- Copies of industry certifications
- College transcripts
- All required signatures

Submit your packet by mail to:

Idaho Department of Education
ATTN: Educator Certification
P.O. Box 83720
Boise, ID 83702-0027

5 Complete your training

Finish the training listed in your PDP.

- If you chose Inspire Ready! the Professional Development team will reach out with next steps.
- If you chose university coursework, enroll at Boise State, Idaho State, or the University of Idaho.

6 Apply for your full credential

After finishing your training, submit the same application again.

- Mark Secondary Limited Occupational Specialist Completer in Section I.
- Attach proof that all requirements are complete.

7 Renew every five years

Your certificate is good for five years. If your credential expires or needs to be changed during that time, call 208-429-5513. To keep teaching:

- Submit a [renewal application](#).
- Include required documentation.

8 Upgrade your credential

To advance your career or become a secondary CTE administrator:

- Complete a teaching degree or 18 more credits.
- Apply for the Secondary Advanced Occupational Specialist (AOS) certificate using the [Idaho CTE Secondary Occupational Specialist](#) application Mark Revision in Section I.