

How to Become a Secondary CTE Teacher in Idaho



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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

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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.

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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.

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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.

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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.