

# How to Become a Postsecondary 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 college or university.

- ☐ Contact colleges or universities about open positions.
- ☐ Make sure you can meet all the [certification requirements](#).

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## 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.

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## Choose your training option

You must choose one training path.

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

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## Apply for your initial license

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

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

Submit your packet by [email](#) or mail to:

Idaho Division of Career Technical Education  
ATTN: Educator Certification  
650 W State St Ste 324  
Boise, ID 83702-5936

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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 Postsecondary 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:

- ☐ Complete a [new PDP](#).
- ☐ Submit a [renewal application](#).
- ☐ Include required documentation.

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## Upgrade your credential

To advance your career or become a postsecondary CTE administrator:

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