APPLICATION PACKET FOR

Idaho CTE Public Charter School-Specific Teacher Application

INITIAL - INTERIM COMPLETER - REVISION - REINSTATEMENT

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

Who should use this application packet?

This application packet is intended for a public charter school board of directors to hire a public charter school-specific teacher to serve as a CTE charter school-specific teacher under the provisions of §33-5206(6), Idaho Code.

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

INFORMATION

- Allows a public charter school board of directors to request certification for a candidate that does not hold a Degree Based Career Technical or Occupational Specialist Certificate to serve as a Career Technical Education (CTE) certificated charter teacher.
- The credential issued will list the earned CTE endorsement.
- This certificate allows for teaching CTE instructional assignments in the endorsement area.
- This charter school-specific teaching certificate shall be valid only for teachers teaching at a public charter school.
- A candidate must meet the following minimum educational or professional qualifications:
    - Satisfy the provisions of § 33-2205 (6) (a), Idaho Code, and IDAPA 08.02.02.015, as follows:

      (6) The board shall authorize the issuance of career technical education certificates to individuals who seek to teach in career-related subjects and who:

      (a) Submit to a criminal history check as described in § 33-130, Idaho Code, and meet at least one (1) of the following criteria:

      (i) 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;

      (ii) Demonstrate a minimum of six thousand (6,000) hours of professional experience in a field closely related to the content area in which the individual seeks to teach, at least half of which must have been during the immediate previous five (5) years; or

      (iii) Hold a baccalaureate degree in a field closely related to the content area in which the individual seeks to teach and demonstrate two thousand (2,000) hours of professional experience in a field closely related to the content area in which the individual seeks to teach, at least half of which must have been during the immediate previous five (5) years.
    - Requests for an **Idaho Department of Education** public charter school-specific teaching certificate must be submitted using the application found at https://www.sde.idaho.gov/cert-psc/cert/apply/index.html
    - Pass a Criminal History Background Check (BIC)
- Teachers with a charter school-specific teaching certificate shall receive mentoring and professional development as approved by the charter school board of directors. The charter school board of directors may impose additional requirements.
- The charter school must submit a recommendation.
- Charter school-specific teaching certificates shall not be transferable to a traditional public- school district but may be transferable to another public charter school at the election of the subsequent public charter school.
- The Public Charter Teacher Certificate is valid for five (5) years and is renewable upon completion of six (6) professional development credits or their equivalent.
- A charter school may substitute its own ongoing education and professional development requirements in place of those set forth in rule by the state board of education if the same number of credit hours is required as that for teachers holding a Degree Based Career Technical or Occupational Specialist Certificate.
- The Public Charter School Certificate is not a valid nor recognized certificate for the National Association of State Directors of Teacher Education and Certification (NASDTEC) interstate agreement.

PUBLIC CHARTER SCHOOL AND CANDIDATE CHECKLIST

COMPLETE PACKET MUST INCLUDE THE FOLLOWING:

☐ **Completed and signed Public Charter School-Specific Teacher Certificate Application Form**

☐ **Completed and signed Candidate Licensing and Legal History Form**

☐ **Background Investigation Check (BIC)**

- Include the necessary completed fingerprint card, the associated forms, and the applicable fee **($37)**. Certificates will not be issued unless the applicant has cleared a BIC. See BIC website at https://www.sde.idaho.gov/cert-psc/bic/ for current guidelines and information about obtaining a fingerprint card and associated forms.
- Renewal or revision applicants do not need a new fingerprint card.
- Appropriate BIC fee (see webpage).

☐ **Official Transcripts**

Transcripts must verify baccalaureate degree or higher from an accredited four (4) year institution

☐ **Résumé**

- Résumé must include documentation of a minimum of the industry hours (noted in the above section) in the requested area of endorsement. *Note: Teaching and volunteer experience will not substitute for industry experience.*
- Each work experience entry needs to include the beginning and ending date of employment, the hours worked per week, and, through bulleted items, list the primary job duties performed while in that industry employment situation.

☐ **Official letter/recommendation from public charter school board of directors** stating the board of directors has carefully considered the applicant's candidacy and has chosen to hire the applicant.

- Letter must include the endorsement area (see next page) the charter board is applying for on behalf of the candidate.
- Letter must include a commitment to oversee and evaluate the applicant's performance.

☐ **Application or Renewal Fee**

Check or money order for application fee **($75)** made payable to the Idaho Department of Education. Credit cards are not accepted. Cash in exact amount will be accepted for walk- ins. Payment is non-refundable. One check or money order for both application and BIC fees is acceptable.

List of Idaho CTE Secondary Public Charter Endorsements

Listed by program area

AGRICULTURE, FOOD, AND NATURAL RESOURCES (AFNR)

- Agribusiness (6-12)
- Agricultural Leadership and Communications (6-12)
- Agriculture Power, Structural, and Mechanical Systems (6-12)
- Animal Science (6-12)
- Certified Welding (6-12)
- Ecology and Natural Resource Management (6-12)
- Forest Products (6-12)
- Ornamental Horticulture (6-12)
- Plant and Soil (6-12)

BUSINESS AND MARKETING (BME)

- Administrative Services (6-12)
- Applied Accounting (6-12)
- Business Management (6-12)
- Hospitality Management (6-12)
- Marketing (6-12)

ENGINEERING AND TECHNOLOGY EDUCATION (ETE)

- Aviation (6-12)
- Commercial Photography (6-12)
- Computer Support Technologies (6-12)
- Cybersecurity (6-12)
- Drafting and Design (6-12)
- Journalism (6-12)
- Graphic Design (6-12)
- Networking Technologies (6-12)
- Pre-Engineering (6-12)
- Programming & Software Technologies (6-12)
- Digital Media Production (6-12)
- Web Design and Development (6-12)

- Work-Based Learning Coordinator (6-12)

FAMILY AND CONSUMER SCIENCES & HUMAN SERVICES (FCS&HS)

- Apparel/Textiles (6-12)
- Child Development & Services (6-12)
- Cosmetology (6-12)
- Culinary Arts (6-12)
- Food Science & Processing Technology (6-12)
- Hospitality Services (6-12)

HEALTH PROFESSIONS & PUBLIC SAFETY (HPPS)

- Dental Assisting (6-12)
- Emergency Medical Technician (6-12)
- Firefighting (6-12)
- Law Enforcement (6-12)
- Medical Assisting (6-12)
- Military Science (6-12)
- Nursing Assistant (6-12)
- Pharmacy Technician (6-12)
- Rehabilitation Services (6-12)

TRADES & INDUSTRY (T&I)

- Aircraft Maintenance (6-12)
- Automated Manufacturing (6-12)
- Automotive Collision Repair (6-12)
- Automotive Maintenance & Light Repair (6-12)
- Cabinetmaking & Fine Woodworkign (6-12)
- Certified Welding (6-12)
- Construction Trades Technology (6-12)
- Electrical Technology (6-12)
- Electronics Technology (6-12)
- HVAC Technology (6-12)
- Heavy Duty Truck and Equipment (6-12)
- Industrial Mechanics (6-12)
- Plumbing Technology (6-12)
- Powersports and Outdoor Power Equipment (6-12)
- Precision Machining (6-12)

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Receipted	Check #	Date Entered	Date Printed	Date Expired	BIC Status

PUBLIC CHARTER TEACHER CERTIFICATE APPLICATION FORM

Must be completed by member of the public charter school board of directors and candidate.

Please make sure all items are completed.

IDAHO Division of Career Technical Education

☐ NEW APPLICATION ☐ RENEWAL APPLICATION

_____ SCHOOL YEAR

CHARTER SCHOOL SECTION – *Must be completed by charter school.*

Section I: Public Charter School Information

Public Charter School Name	Charter #

Name of Charter School Board of Directors Member	
Email Address	**Phone #**
Mailing Address	**City, State, Zip Code**

Section II: Candidate Demographic Information

Full Legal Name	Birth Date

Maiden/Other Name	Hire Date (for this position)
Email Address	**Phone #**
Mailing Address	**City, State, Zip Code**

Section III: Public School Charter Board of Directors Attestations

We, the undersigned:

_____ I attest and affirm that the applicant is serving as charter school-specific teacher and employed by the charter board of directors.

_____ I attest and affirm that the charter board of directors will oversee and evaluate the applicant's performance.

_____ I attest and affirm that the charter board of directors have verified all the required documents are contained in the application packet.

_____ I understand that the certificate becomes invalid upon the applicant's separation of employment or if the applicant is no longer serving as charter-specific instructor.

_____ I understand that only a complete application packet will be reviewed and processed.

Charter Board of Directors Chairperson	Signature	Date

CANDIDATE SECTION – *Must be completed by candidate in pen (form entry not available for candidate section)*

Section I: Candidate Qualifications

Education — Please check the highest degree earned and include official transcripts.

- ☐ Baccalaureate Degree
- ☐ Master's Degree
- ☐ Educational Specialist Degree
- ☐ Doctoral Degree
- ☐ Other _____

Additional documentation to support CTE application *(as appropriate for individual applicant)*.

- ☐ Copy of industry certification document(s).
- ☐ Work experience document (résumé) showing professional experience as related to the endorsement being sought. Include primary job responsibilities in a bulleted list below each separate position held.

Renewal Only- Include official transcripts and, if applicable, completed Verification of Inservice Form.

- ☐ Completed state board approved three (3)-semester credit hours
- ☐ Completed additional three (3) credits or equivalent in-service hours as defined by the hiring charter school.

Section II: Candidate Attestations *Candidate must initial each item in this section.*

_____I understand that this certificate is valid for teaching in an Idaho public charter school only.

_____I understand that, if at some point in time, I elect to teach at a non-charter public school in Idaho I must qualify for at least a Standard Occupational Specialist (SOS) Certificate. I will need to have completed all requirements* to move from a Limited Occupational Specialist Certificate to the Standard Occupational Specialist Certificate before assuming an instructional role in a non-charter school.

_____I understand that even though I am an industry specialist, holding this Public Charter School Teacher Certificate instead of an Occupational Specialist Certificate makes me ineligible to qualify for the additional allocation provided for by Idaho Code 33-1004B(8).

_____I understand that this certificate becomes invalid if I separate employment or if I am no longer serving as a charter teacher.

_____I understand that only a completed application packet will be reviewed and processed.

Signature of Candidate:	Date:

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*LOS Requirements to move to Standard Occupational Specialist (SOS) Certificate (IDAPA 08.02.02 (015) (06) Satisfactorily complete the pre-service training prescribed by the Division of Career Technical Education and demonstrate competencies in principles/foundations of occupational education and methods of teaching occupational education. Additionally, the instructor must satisfactorily demonstrate competencies in two (2) of the following areas: career pathways and guidance; analysis, integration, and curriculum development; and measurement and evaluation.

CANDIDATE SECTION *CONTINUED*

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 of each licensing issue. You do not need to re-submit a written explanation if you have previously provided one.

Legal History As part of the application process, the Idaho 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 denial of educator or teacher license/certificate.

Attestations and Signature *Candidate must initial each item in this section.*

_____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 Idaho Division of Career Technical Education. Failure to do so may result in not receiving legal/licensing documents related to my credential.

Do not sign until you have read and initialed the above statements.

Signature of Candidate	Date