

CTE Alternative Authorization - Teacher to New Certificate or Endorsement

INITIAL - RENEWAL



EDUCATOR CERTIFICATION

650 W State St Ste 324
Boise, Idaho 83702-5936
208.429.5513 – OFFICE
<https://cte.idaho.gov>

Who should use this application packet?

This application is for a local education agency/charter (LEA) hiring/assigning a candidate who holds a valid Idaho credential, but not in the endorsement area that is needed. Approval of this application allows the candidate to work towards adding the needed certificate and/or endorsement to their renewable credential while teaching in the requested endorsement area.

The candidate must hold a current and valid Idaho educator credential.

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

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IMPORTANT: PLEASE READ PRIOR TO FILLING OUT APPLICATION

- The Career Technical Education Alternative Authorization – Teacher to New (CTEAA-TN) allows a local education agency (LEA) to request additional certification for a candidate who already holds a current and valid Idaho instructional certificate but does not hold the certificate and/or endorsement for the area of need.
- **ONLY** completed application packets will be reviewed. Incomplete packets may result in funding issues for the LEA. Verification of packet completion is the responsibility of the LEA. A checklist is provided below to help make certain a complete packet is submitted.
- Approved applications will ensure the LEA will be in compliance with [Idaho Code §33-1201](#) and no financial penalties will be assessed to the hiring LEA. Two (2) certificates will be mailed - one to the district and one to the candidate.
- **Teacher to New – Certificate** Option I will receive a three-year, non-renewable, interim certificate.
- **Teacher to New – Endorsement** Option I will receive a one (1) year certificate that may be renewed for up to two (2) additional years with evidence of satisfactory progress towards completion of state approved preparation program. There are three (3) route options available for adding instructional endorsements: **Option I:** Idaho college/university program or IDCTE Route Plan (*leading to Occupational Specialist Certificate only*), **Option II:** Master's degree, **Option III:** content assessment, mentoring, and CTE-specific requirements.

APPLICATION PACKET DOCUMENTATION CHECKLIST

The hiring LEA must work with the candidate to include the documentation with the completed and signed application form.

Holds a valid Idaho Educator Credential – access the [Certification-Lookup Tool](#) to confirm the candidate has a current valid Idaho Certificate.

Route to New **CERTIFICATE** Plan

- **Educator Preparation Program** – *attach the signed university or IDCTE program of study*
 - Attach the signed university or IDCTE (pedagogy only) program of study plan. The university plan must be signed by the dean of the College of Education or their designee and must outline all of the required coursework and applicable testing to qualify for an Institutional Recommendation for certification/endorsement.
 - If the college/university is not CAEP or AAQEP accredited, the candidate will need to include a statement indicating they are aware that once the program is finished, they will need to get an out-of-state certificate and then apply for reciprocity to get an Idaho certificate.
 - Demonstrate through LEA board minutes an established need for a candidate to add a new certificate with a new endorsement when a professional position cannot be filled with someone who has the correct certification. The date of meeting must be noted in the LEA attestation section of the application. The actual board minutes should not be included with the packet.
- **IDCTE Route Plan** – *to seek an Occupational Specialist endorsement only; attach the signed IDCTE Route Plan*
 - The option is available only in the event the educator is unable to qualify for an industry-based endorsement on an Occupational Specialist Certificate but is close to doing so. IDCTE will determine if this route is feasible and will develop a program plan that allows the educator to teach in the endorsement area while meeting additional requirements.

Route to New **ENDORSEMENT – valid for the school year** for which the application is requested and approved. Must choose **ONE** of the following options:

- **Option I: University/IDCTE program of study** – attach the signed university/IDCT program of study plan
 - The plan must be signed by the dean of the College of Education or their designee.
 - The plan must outline all the required coursework and applicable testing to qualify for an Institutional Recommendation for certification/endorsement.
 - If the college/university is not CAEP or AAQEP accredited, the candidate will need to include a statement indicating they are aware that once the program is finished, they will need to secure an out-of-state certificate and then apply for reciprocity to earn an Idaho certificate.
 - The alternative authorization for Option I may be renewed two (2) additional times with evidence of the completion of one-third of the semester credits or other requirements during the authorized school year unless the university plan indicates otherwise or there are extenuating circumstances.
- **or Option I: IDCTE Route Plan** – for Occupational Specialist endorsement only; attach IDCTE Route Plan
 - The option is available only in the event the educator is unable to qualify for an industry-based endorsement on an Occupational Specialist Certificate but is close to doing so. IDCTE will determine if

- this route is feasible and will develop a program plan that allows the educator to teach in the endorsement area while honing their content-area knowledge.
 - This option provides for a plan of study developed by the IDCTE educator certification director and program quality manager outlining the required coursework, internship/externship, and/or industry certifications that will allow the candidate to qualify for an Occupational Specialist Certificate at the end of the validity period of the CTEAA-TN.
 - The IDCTE Route Plan must be included as an element of the complete application, and the candidate and district/charter administrator's signatures on the application serve as formal agreement to the plan.
- **Option II: Completed master's degree in content area. State Board-approved mentoring program;** coursework in **foundations of CTE, CTSO leadership, and occupational analysis/curriculum design; and 200-hour industry externship** in endorsement area sought.
 - Attach transcripts showing completion of a master's degree in the content area of endorsement. If the candidate has not completed a master's degree, refer to Option I.
 - The authorization will allow the candidate to teach in the subject area during the authorization year.
 - The authorization will allow the candidate to participate in the required minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area. The specific mentor program and performance requirements are outlined on the [LEA and Mentor Recommendation for Alternative Authorization – Teacher to New Endorsement OPTION II and III Completers](#) form.
 - The authorization will allow the candidate a year to participate in coursework and training in CTE-specific areas as noted above.
 - The authorization will allow the candidate to complete or document having already completed a 200-hour minimum industry externship in the endorsement area being requested.
 - This option is not eligible for renewal.
- **Option III: Content Assessment** (*Praxis®*, *baccalaureate in content area*, or *Uniform Standard for Evaluating Content Competency rubric*). **State Board-approved mentoring program;** coursework in **foundations of CTE, CTSO leadership, and occupational analysis/curriculum design; and 200-hour industry externship** in endorsement area sought.
 - The authorization will allow the candidate to teach in the new subject area of endorsement during the authorized school year and obtain a qualifying score on the applicable [Praxis](#) assessment(s) that aligns to the endorsement, completed baccalaureate degree in the content area, or meet or exceed the required number of points using the rubric.
 - Only include evidence (highlighted transcripts showing applicable credits and Uniform Standard for Evaluating Content Competency) with the Alternative Authorization-Teacher to New application packet if requesting rubric option.
 - The authorization will allow the candidate to participate in the required minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area. The specific mentor program and performance requirements are outlined on the [District/Charter and Mentor Recommendation for Alternative Authorization – Teacher to New Endorsement OPTION II and III Completers](#) form.
 - The authorization will allow the candidate a year to participate in coursework and training in CTE-specific areas as noted above.
 - The authorization will allow the candidate to complete or show documentation of having already completed a 200-hour minimum industry externship in the endorsement area being requested.
 - The authorization is non-renewable unless extenuating circumstances exist.

Background Investigation Check (BIC) associated forms and fee (\$32)

- Include the necessary completed fingerprint card, the associated forms, and the applicable fee. **Certificates will not be issued unless the applicant has cleared a BIC.** See the State Department of Education (SDE) [Background Investigation Check website](#) for current guidelines, fees, and information to obtain a fingerprint card and associated forms.
- If the candidate is new to the LEA, a new fingerprint packet is required.
- Renewal applicants do not need a new fingerprint card if the candidate is staying in the same LEA.

Application fee (\$100)

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

Transcripts

- Initial applicants – Official transcripts to provide proof of degree. Either attach them as part of the submitted application packet, or have your institution route them to certification@cte.idaho.gov.

- Renewal applicants – attach transcripts (unofficial transcripts are fine) to provide proof of progress. The completion of one-third of the needed semester credits is required unless the plan outlined by the university indicates otherwise. If adequate progress has not been met, under extenuating circumstances, we may consider a renewal application for candidates based on the following (please include with application):
 - Letter of explanation.
 - A summative professional evaluation from the prior authorization year.

Return application packet and fee(s) in one packet to:

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

NOTE: Once the candidate meets all the requirements, it is their responsibility to apply for a new certificate or revision to add the endorsement to their renewable educator credential.

List of Idaho CTE Secondary Endorsements/**Indicators**

by Five-Year Renewable Certificate – May attach to a CTEAA-TN 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)

LIMITED, STANDARD, OR ADVANCED OCCUPATIONAL SPECIALIST CERTIFICATES

AGRICULTURE, FOOD, AND NATURAL RESOURCES (AFNR)

- Agribusiness (6-12)
- Agricultural Leadership and Communications(6-12)
- Agricultural Mechanics and Power Systems (6-12)
- Animal Science (6-12)
- Certified Welding (6-12)
- Ecology and Natural Resource Management (6-12)
- Food Science and Processing Technology (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)
- Digital Communications (6-12)
- Hospitality Management (6-12)
- Marketing (6-12)

ENGINEERING AND TECHNOLOGY EDUCATION (ETE)

- Aviation (6-12)
- Commercial Photography (6-12)
- Computer Support (6-12)
- Cybersecurity (6-12)
- Drafting and Design (6-12)
- Journalism (6-12)
- Graphic Design (6-12)
- Networking Support (6-12)
- Pre-Engineering (6-12)
- Programming and Software Development (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 and Textiles (6-12)
- Child Development and Services (6-12)
- Cosmetology (6-12)
- Culinary Arts (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 and Light Repair (6-12)
- Cabinetmaking and Fine Woodworking (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 Paid	Check #	BIC Same District/Charter	District Signed	Candidate Signed	☐ Certificate ☐ Endorsement
	Route Option ☐ Option I ☐ Option III ☐ Option II		Option III Praxis # _____ ☐ Passed		☐ Rubric Pts. _____	☐ BA/BS in the content area	Holds: ☐ 3-year ☐ 5-year
					Meeting Reviewed	Print Date	

**CAREER TECHNICAL EDUCATION ALTERNATIVE AUTHORIZATION – TEACHER TO NEW (CTEAA-TN)
LOCAL EDUCATION AGENCY (LEA) AND CANDIDATE APPLICATION FORM**

Must be completed by the hiring district/charter and the candidate.



Please make sure **all** items are completed.

NEW APPLICATION

RENEWAL APPLICATION

2026-2027 SCHOOL YEAR

LEA SECTION – Must be completed by LEA			
Section I: LEA Information			
LEA Name			LEA #
Name of LEA Lead Administrator		Name of Contact Person	
Email Address		Phone #	
Mailing Address		City, State, Zip Code	
Section II: Candidate Demographic Information			
Full Legal Name			Birth Date
Maiden/Other Name	EDUID	Hire Date (for this position)	
Email Address		Phone #	
Mailing Address		City, State, Zip Code	
Section III: Certificate type and endorsement code(s) listed on candidate's current certificate			
Degree Based Career Technical or Standard Instructional Certificate		Occupational Specialist Certificate	Administrator or CTE Administrator Certificate
Pupil Service Staff Certificate			
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		

LEA SECTION *CONTINUED***Section IV: Certificate type and endorsement code(s) requested**See [2025-2026 IDCTE Assignment Credential Manual](#)

	Degree Based Career Technical Certificate	Occupational Specialist Certificate	CTE Administrator Certificate
Endorsement #	Endorsement Title		
Endorsement #	Endorsement Title		

Section V: ISEE assignment code and title the candidate will be assignedSee [2025-2026 IDCTE Assignment Credential Manual](#)

Assignment #	Assignment Title
Assignment #	Assignment Title

Section VI: LEA Designated Mentor

We understand that the mentor and evaluator should not be the same person.

Mentor Name: _____

Mentor Title: _____

Section VII: District/Charter and School Board Attestations

We, the undersigned:

Have ensured all the required documents are contained in the application packet and understand that only completed application packets will be processed.

Are aware that an incomplete packet may result in a reduction of district/charter funding and is in violation of [Idaho Code 33-1201](#)

Agree that the endorsement(s) requested aligns to the assignments the candidate will instruct.

Agree to monitor the candidate progress through their program and assure that the candidate maintains a pace to complete the preparation program within the allowable timeframe.

Understand the program may require support through a state board-approved mentor program using the [Idaho Mentor Program Standards](#) or adequate support.

Signature of School Board Chairperson

Print	Signature	Date

Signature of LEA Lead Administrator

Print	Signature	Date

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

Section I: Route to New Certificate (educator **does not hold** current CTE certification)/**New Endorsement** (educator **holds** current CTE certification) | **Select one route option and initial all applicable attestations**

Option I – University or IDCTE Program of Study

Option I – University or IDCTE Program of Study | DBCT endorsements **or IDCTE Route Plan** | Occupational Specialist endorsement)

Name of College/University: _____

I, the undersigned understand:

- _____ I have enrolled in a university or IDCTE educator preparation program and have registered for the applicable courses. A copy of the signed program of study plan is included with this application. I understand I must complete all requirements during the three (3) year validity period.
- _____ I understand I will be issued a one (1) year authorization and must demonstrate adequate progress toward the completion of my requirements in order for my district to apply for renewal of the CTE Alternative Authorization – Teacher to New endorsement. I understand the authorization is eligible for two (2) renewals.
- _____ If I am using an out-of-state program which is not accredited by AAQEP/CAEP, I am aware I will need to obtain certification in the state which recognizes the preparation program and then apply for reciprocity for an Idaho certificate.
- _____ If I am using an out-of-state program, I understand I will be required to complete the Idaho Comprehensive Literacy Course or Assessment.
- _____ Upon completion of the preparation program, and any state specific requirement(s), it is my responsibility to apply to receive my Idaho renewable credential.
- _____ If I leave the applicant Idaho district/charter while holding the Teacher to New Interim Certificate, I must notify the new hiring Idaho school and request a letter to be sent to the IDCTE certification department attesting to monitoring my progress to ensure completion of my program.

Option II – Completed Master's Degree in specific content area, **State Board-approved mentoring program**, coursework in **foundations of CTE, CTSO leadership**, and **occupational analysis/curriculum design**, and 200-hour industry externship in endorsement area sought.

I, the undersigned, understand:

- _____ I have attached a copy of the completed master's degree transcripts aligning to the new endorsement area being requested.
- _____ I understand I must participate in a minimum one (1) year state-board approved mentor program during the authorized school year before I am eligible to apply for a revision of my current Idaho credential.
- _____ I understand I may be required to complete the Idaho Comprehensive Literacy Course or Assessment during the one (1) year non-renewable authorization year.
- _____ I must participate in coursework and training in CTE-specific areas as noted above.
- _____ I must complete a 200-hour minimum industry externship in the endorsement area being requested.
- _____ Upon completion, it is my responsibility to apply for a revision of my current Idaho credential to add the new endorsement.

Option III – Content Assessment (Praxis, baccalaureate degree in content area, or Uniform Standard for Evaluating Content Competency rubric), **State Board-approved mentoring program**, coursework in **foundations of CTE, CTSO leadership**, and **occupational analysis/curriculum design**, and 200-hour industry externship in endorsement area sought.

I, the undersigned, understand:

- _____ I must demonstrate my content competency by:
 - obtaining a qualifying score on the applicable Praxis assessment(s) which aligns to the new endorsement area during the authorized school year or,
 - holding a baccalaureate degree in the content area or,
 - meeting or exceeding the required number points in the content area using the Uniform Standards for Evaluating Content Competency (rubric).
- _____ I understand I must participate in a minimum one (1) year state-board approved mentor program during the authorized school year before I am eligible to apply for a revision of my current Idaho credential.
- _____ I understand I may be required to complete the Idaho Comprehensive Literacy Course or Assessment during the one (1) year non-renewable authorization year.
- _____ I must participate in coursework and training in CTE-specific areas as noted above.
- _____ I must complete a 200-hour minimum industry externship in the endorsement area being requested.
- _____ Upon completion, it is my responsibility to apply for a revision of my current Idaho credential to add the new endorsement.

CANDIDATE SECTION *CONTINUED***Section II: Renewal Candidates** *(not intended for initial application submission)*

- ☐ Semester credits or other requirements met in the prior authorization year.
- The completion of one-third of the needed semester credits and/or other requirements is required unless the plan outlined by the university indicates otherwise.
- ☐ The renewal requirements have not been met because of extenuating circumstances. Include the following with the application:
- ☐ Letter of explanation
 - ☐ Summative evaluation from the prior authorization year
- ☐ If you are requesting to change routes, the new route must maintain the three-year timeline required by IDAPA rule. Please provide the following:
- ☐ Letter of explanation
 - ☐ Signed formal plan from a college/university that will lead to an institutional recommendation.

Section III: 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 or teacher 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.

Section IV: 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.
- **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 additional information

IMPORTANT – Failure to respond to a request for information will result in denial of educator or teacher license/certificate.

Signature of Applicant (Electronic signatures will not be accepted)

Date

Section V: Attestations and Signature (please initial and sign)

_____ 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 at all times. 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.

Failure to sign will result in an incomplete application and the application will not be processed.

Signature of Applicant (Electronic signatures will not be accepted)

Date