APPLICATION PACKET FOR

Idaho CTE Secondary Degree Based Career Technical Application

INITIAL - INTERIM COMPLETER - REVISION - REINSTATEMENT

IDAHO
Division of Career Technical Education

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

Who should use this application packet?

This application packet is intended for a university educator preparation program graduate – in-state or out-of-state - to certify as a CTE educator in a secondary program.

These same individuals who have earned a broad field CTE endorsement may also use this application to submit completed conditions of an interim certificate, add an additional endorsement during the validity period of their current certificate, or to reinstate a certificate that has lapsed.

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

SECONDARY DEGREE BASED CAREER TECHNICAL EDUCATION (CTE)
INITIAL - REVISION - REINSTATEMENT
EDUCATOR CERTIFICATION APPLICATION

Important Information

NOTE: If you are **renewing** a five-year renewable certificate without changes, do not use this application. Please use the ***Secondary Degree Based Career Technical Renewal Application***.

Please check that you have included the items below, as the application will be returned to you if they are missing.

☐ **Completed and Signed Application.** Ensure that you complete the legal attestations and sign the last page of the application.

☐ **Institutional Recommendation.** If this is your initial certificate after completion of your university educator preparation program, ensure that you secure and attach a signed institutional recommendation from your higher education institution.

☐ **Official Transcripts** –

- To expedite processing, please include transcripts with your application.
- Official transcripts are required and may be removed from the sealed envelope. We cannot accept faxes, photocopies, or printouts of electronic transcripts.
- Official transcripts sent electronically/faxed directly from the university/college are acceptable. Have them sent to certification@cte.idaho.gov.

☐ **Background Investigation Check (BIC) Packet** – if required

To determine if you need to include a BIC packet and to find detailed information regarding the process, visit the Idaho Department of Education website at hhttps://www.sde.idaho.gov/about-us/departments/educator-certification/background-investigation-check/
Include the necessary completed fingerprint card, the associated forms, and the BIC processing fee. Fingerprint card, forms, and instructions can be obtained by emailing fingerprintrequest@sde.idaho.gov

☐ **Correct Application Fee** – Fee is **($75)** nonrefundable; Check or money order payable to the *Idaho Department of Education*

- To determine appropriate application fee, please see Section I of the application.
- We strongly suggest enclosing two separate payments to avoid having your entire application packet returned if we discover a missing document. However, one check or money order to cover both fees is permissible.
  - Application fee (**$75)**
  - Background Investigation Check fee **($37)**

- **Out-of-State Certificated Applicants Only**
- Copy of your valid and current out-of-state license/certificate
- Copy of your content assessment score report for the area of endorsement (i.e.: Praxis® Score Report)

List of Idaho CTE Secondary
Degree Based Career Technical Endorsements/Indicators
by 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)

Pupil Services Staff Certificate

- CTE Career Counselor (6-12)

SECONDARY DEGREE BASED CAREER TECHNICAL EDUCATION (CTE)

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THIS SECTION FOR OFFICAL USE ONLY	Fee	Date Paid	Check #	Date Entered	Date Issued	Date Expired	BIC Status

Section I: Application Type

Check the box that applies to your situation.

Application Fee

Out-of-State Preparation Program Graduate

Please select one of the following:

☐ Applicant has a current and valid license from another state or country.

- State/Country: _____
- Validity Period: _____

☐ Applicant has a completed an out-of-state CAEP/NCATE/TEAC accredited educator program within the last two years.

- State: _____
- Date of program completion: _____

☐ **Idaho Educator Preparation Program Graduate**

- Applicant has completed an Idaho educator preparation program

☐ **Alternative Authorization Certificate Completer**

- Applicant has completed the conditions of their Interim Certificate

☐ **CTE Administrator**

- Applicant has completed the requirements to secure a CTE Administrator Certificate

☐ **CTE Career Counselor**

- Applicant has completed the requirements to secure a CTE Career Counselor endorsement added to a Pupil Services Staff Certificate

☐ **Reinstatement**

- Applicant is applying to reinstate an expired secondary Idaho CTE Educator Credential

$75.00

☐ **Revision**

- Applicant is adding another certificate or adding an endorsement to an existing current and valid secondary Idaho CTE Educator Credential

$25.00

Section II: Personal Information

Full Legal Name	Birthdate
Maiden/Other Name	☐ Male ☐ Female
Email Address	
Home Street or PO Box #	
City, State, Zip Code	Phone

Section III: Endorsements

List the educational endorsement(s) for which you are applying. Please refer to the list of Idaho CTE endorsements on p. 2.

Endorsement #1		Endorsement #4	
Endorsement #2		Endorsement #5	
Endorsement #3		Endorsement #6	

Section IV: Education

List the colleges/universities where you have earned a degree and/or completed an educator preparation program (start with the most recent). You will need to include official transcripts for each college/university listed, if not already on file with the Idaho Department of Education or Idaho Division of Career Technical Education.

	College/University Name and Location	Major	Degree Earned	Date Granted
a.				
b.				
c.				

Section V: Assessment(s)

Attach photocopy of Praxis II score sheet or equivalent assessment.

	Endorsement Area	Content/Pedagogy Assessment
a.		
b.		
c.		

Section VI: 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 for each questions marked yes. You do not need to re-submit a written explanation if you have previously provided one.

Section VI: Legal History

As part of the application process, the State 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 your application not being approved.

Section VII: Attestations and Signature

For us to be able to process your application, please review and initial each of the statements below.

_____	I attest and affirm that I have read the Code of Ethics for Idaho Professional Educators (for a copy, go to http://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 IDCTE. 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.

Signature of Applicant:	Date:

Return form, transcripts, fingerprint card (if applicable), other documents, and fee(s) in one packet to:

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

You will be mailed two copies of your certificate upon application approval. One is for your LEA.

THIS SECTION FOR IDCTE OFFICIAL USE ONLY

Applicant Name:		
Date of Birth:		EDUID:
CERTIFICATION RECOMMENDATION Certificate per Degree:		
Endorsements:		
Dates Valid:		Approved Date:
Authorization Signature:		