

How to Become a Postsecondary CTE Teacher in Idaho



1

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](#).

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 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

5

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.

6

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.

7

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.

CTE POSTSECONDARY CERTIFICATION



INSTRUCTIONAL AND OTHER FACULTY

ADMINISTRATORS

- Regular full- and part-time instructional faculty

- Adjunct faculty
- Counseling and advising staff

- Dean
- Associate Dean

- Division chairs
- Department chairs



NEEDS CERTIFICATION



NO CERTIFICATION REQUIRED



NEEDS CERTIFICATION



NO CERTIFICATION REQUIRED