

# IDAHO DISTRICT/CHARTER RECOMMENDATION: Professional Endorsement

## INSTRUCTIONAL OR PUPIL PERSONNEL SERVICES

This form or the district's/charter's own recommendation form may be used by the superintendent/charter administrator or official responsible for teacher certification to verify the completion of components required for Professional Endorsement. It is the responsibility of the applicant to have the District/Charter Recommendation completed.

### SECTION 1: To be completed by the applicant:

Applicant's Legal Name-Last, First, Middle	Maiden/Former Name
Current Personal Street Address	Date of Birth
City, State, Zip	EDUID #

### SECTION 2: To be completed by the official responsible for certification requirement verification once all the requirements indicated below have been met:

Based on personnel records, this statement **MUST** be prepared and signed by the superintendent/charter administrator or the official responsible for teacher certification to verify the completion of components required for Professional Endorsement where the applicant is/was employed. Stamped signatures **MUST** be initialed by the individual using the stamp. Please return completed form to the applicant.

Professional Endorsement Requirements ID §33-1201A	Meets this Requirement
<b>EXPERIENCE:</b> Applicant has held a certificate for at least three (3) years OR has completed a state board of education approved interim certificate of three (3) years or longer.	Met as of July 1, 20____.
<b>PROFESSIONAL COMPENSATION RUNG PERFORMANCE:</b> Applicant has met the professional compensation rung performance criteria for two (2) of the three (3) previous years OR the third year. The criteria is: <ul style="list-style-type: none"> <li>An overall rating of proficient and no components rated as unsatisfactory on the state framework for teaching evaluation; and</li> <li>Majority of their students have met their measurable student achievement targets.</li> </ul>	<input type="checkbox"/> YES
<b>ANNUAL INDIVIDUALIZED PROFESSIONAL LEARNING PLAN:</b> Applicant has an individualized professional learning plan developed with their district/charter supervisor.	<input type="checkbox"/> YES

The above named applicant is recommended for the professional endorsement.

\_\_\_\_\_

Name of School District/Charter

\_\_\_\_\_

District/Charter Number

\_\_\_\_\_

Signature of the Superintendent/Charter Administrator

\_\_\_\_\_

Date

**PLEASE RETURN COMPLETED FORM TO THE APPLICANT**

Mail completed form to:  
 State Department of Education, Certification  
 PO Box 83720, Boise, ID 83720-0027

# Professional Endorsement District/Charter Guidance

The *All Personnel Employment Info Report* (V6) includes a column titled “Date Professional Endorsement”. This report can be printed by anyone at the district that has been assigned a “business manager” or “reports staffing” role. The date in that column indicates the date the instructional or pupil personnel staff member obtained the professional endorsement. If there is not a date in the column and the individual meets the requirements, they must apply for the professional endorsement. If you find an individual that does not have a professional endorsement and it appears they should have been grandfathered, please contact Lisa Colon Durham at [icolondurham@sde.idaho.gov](mailto:icolondurham@sde.idaho.gov).

## **Grandfathered Professional Endorsement**

- Instructional staff who held an Idaho Education Credential 9/1/2012 or earlier automatically obtained a Professional Endorsement (Grandfathered effective July 1, 2015).
- Pupil Personnel Services staff who held an Idaho Education Credential 9/1/2013 or earlier automatically obtained a Professional Endorsement (Grandfathered effective July 1, 2016).

## **Professional Endorsement Requirements ID §33-1201A**

Districts completing the District/Charter Recommendation for Professional Endorsement form (P-1) must verify the applicant has met the following:

### **Experience**

The instructional or pupil personnel services staff member has held a certificate for at least three years.

Year for Initial Certification	Year Experience Requirement Met
2013	2016
2014	2017
2015	2018
2016	2019



When filling out the experience requirement, indicate the year the instructional or pupil personnel services staff member met the experience requirement **AND** the requirements below.

### **Professional Compensation Rung Performance**

The instructional or pupil personnel services staff has met the following criteria for two of the previous three years **OR** in the third year:

- An overall rating of proficient and no components rated as unsatisfactory on the state framework for teaching evaluation (Danielson); and
- The majority of their students (50% + 1) have met their measurable student achievement targets or student success indicators.



If the instructional or pupil personnel services staff member does not meet the criteria, do not send in the application, as they do not meet the criteria.

### **Annual Individualized Professional Learning Plan (IPLP)**

The instructional or pupil personnel services staff member has an IPLP developed with their supervisor.



If the instructional or pupil personnel services staff member does not have an IPLP, do not send in the application, as they do not meet the criteria.