

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.

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.