

Application Packet for Alternative Authorization – Content Specialist New and Renewal

THIS APPLICATION ALLOWS A SCHOOL DISTRICT OR CHARTER TO REQUEST AN INSTRUCTIONAL CERTIFICATE FOR AN INDIVIDUAL WHO POSSESSES DISTINCT KNOWLEDGE AND SKILLS TO TEACH IN A CONTENT AREA. THE CANDIDATE DOES NOT HOLD A VALID IDAHO CREDENTIAL AND IS WORKING TOWARDS COMPLETING A ROUTE TOWARDS CERTIFICATION WHILE TEACHING IN THE REQUESTED ENDORSMENT AREA, PURSUANT TO [IDAPA 08.02.02.042.02](#).

If the candidate is using College of Southern Idaho (CSI) or Lewis-Clark State College (LCSC) non-traditional program as their route towards certification, visit the [Interim Certificate for Non-Traditional Candidates website](#) non-traditional application process.



IDAHO DEPARTMENT OF EDUCATION
CERTIFICATION & PROFESSIONAL STANDARDS

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REVISED 12/05/2023

CHECKLIST OF COMPLETE PACKET - The hiring district/charter must confirm the candidate has a baccalaureate degree or will be student teaching in the authorized school year in which the school applies. The hiring district/charter must also confirm the candidate meets the qualification by following the checklist provided. Please include applicable documentation for the selected route towards obtaining the requested certificate/endorsement. ONLY complete application packets will be processed.

- **Route to Certification and Endorsement** – Will receive a three (3) year non-renewable certificate. The candidate must be enrolled in either a traditional or a non-traditional route towards certification.
 - College/University Route**
 - Attach official transcripts verifying at least a baccalaureate degree or all coursework completed except student teaching
 - Attach the signed formal plan signed by the dean of the College of Education of the college/university
 - *The plan must outline all of the required coursework, applicable testing, and/or student teaching to qualify for an Institutional Recommendation for certification/endorsement*
 - If the college/university is not CAEP/NCATE/TEAC accredited, the candidate will need to complete all of the out-of-state program requirements, and any Idaho applicable coursework during the three (3) year interim certificate validity period. The candidate will need to obtain an out-of-state certificate and then apply for reciprocity in order to receive an Idaho five (5) year certificate.
 - Must complete all Idaho state specific requirement(s) i.e. ICLC/ICLA, TMT during the three (3) year interim to qualify for the five (5) year Standard Instructional Certificate.
 - American Board for Certification of Teacher Excellence (ABCTE) Route**
 - Attach official transcripts verifying at least a baccalaureate degree
 - Attach enrollment verification specifying exact endorsement area aligning to assignment(s) on the application. The enrollment verification must align to the area of endorsement for which the authorization is being requested.
 - Must complete all ABCTE assessments, Idaho applicable coursework i.e. ICLC/ICLA, TMT and a two (2)-year state board approved mentoring program during the three (3) year interim to qualify for the five (5) year Standard Instructional Certificate.
 -
- **Content/Pedagogy Qualifier** – The candidate demonstrates distinct content knowledge and skill through **ONE** (1) of the following approved qualifiers:
 - Content Specific Praxis II Score Report
 - attach a copy of the official score report
 - ABCTE Content or Professional Teaching and Knowledge (PTK) Score Report
 - attach a copy of the official score report
 - Baccalaureate Degree in the Content Area of Endorsement
 - attach the transcripts which show the degree in the specific content area
 - Qualifying Score on the Uniform Standard for Evaluating Content Competency (Rubric)
 - attach the rubric and official transcripts with applicable coursework highlighted

- **Transcripts/Renewal for 21-22 school year applicants**
 - Option I – College/University** - attach a copy of transcripts to provide proof of progress. The completion of nine (9) semester credits (or equivalent) is required unless the plan outlined by the university indicates otherwise. If adequate progress has not been met, under extenuating circumstances, the Authorizations Committee may consider a renewal application for candidates based on the following (please include with application):
 1. A letter of explanation
 2. A summative evaluation from the prior authorization year

- **Alternative Authorization - Content Specialist District/Charter and Candidate Application**
 - Completed and signed

- **Application fee - \$100**
 - Check or money order is to be made payable to the Idaho Department of Education and is included with the application.
(Credit cards are not accepted. Payment is non-refundable. One (1) check or money order for both application and BIC fees is acceptable.)

- **Background Investigation Check (BIC)**
 - Completed and signed Idaho fingerprint card
 - Information is available on the following [Background Investigation Check website](#)
 - Associated fingerprint forms
 - Background check fee - \$28.25
 - A new fingerprint packet is required if the candidate is new to the district/charter.
 - A new fingerprint packet is not required for 21-22 renewal applicants if the candidate is staying in the same district/charter.
 - Certificates will not be issued unless the applicant has cleared a BIC.

RESOURCES

- Certification Lookup Tool link: <https://apps2.sde.idaho.gov/certificationlookup>
- [2023-2024 Assignment Credential Manual](#)
- Upon completion an Idaho college/university program apply for the five (5) year renewable certificate: <https://www.sde.idaho.gov/cert-psc/cert/apply/graduates.html>
- Upon completion of a CAEP/NCATE/TEAC accredited college/university program apply for completers of an out-of-state program: <https://www.sde.idaho.gov/cert-psc/cert/apply/out-of-state.html>
- Upon completion of ABCTE program apply for Interim Completers: <https://www.sde.idaho.gov/cert-psc/cert/apply/completers.html>
- [Application Crosswalk](#)
- Guidance and overview video: [Alternative Authorizations](#)
- ETS: <https://www.ets.org/praxis/id/test-takers/plan-your-test/licensure-requirements.html>

2023-2024

ISEE Data Submission Dates

The Retention, Recruitment and Authorizations Committee has reorganized into the Recommendations Committee. Alternative Authorizations will be approved by the Idaho Department of Education Staff. Below are the ISEE Submission dates to have applications submitted to ensure funding is not reduced. For complete applications and documents needed, please refer to the packet checklist on the previous page.

Date Application Due to the Idaho Department of Education:
December 15, 2023 for February Foundation Payment
March 15, 2024 for May Foundation Payment
June 21, 2024 for July Foundation Payment

As of June 30, 2024, any incomplete applications will be 'not approved' which may result in a funding reduction.

➤ **State Board of Education Meetings**

Applications received after January 1 of the school year must be due to the school district/charter school losing a staff member after January 1 of the school year.

Date Application Due to Idaho Department of Education:	SBOE Meeting Dates:
June 21, 2023	August 23, 2023
August 16, 2023	October 18-19, 2023
October 11, 2023	December 13, 2023
December 26, 2023	February 27, 2024
February 12, 2024	April 17-18, 2024
April 16, 2024	June 12-13, 2024

➤ **Important Information:**

- Application status can be checked on the [Certification Lookup Tool](#) (Initial applications will not show a status until a determination has been made.)
- Two (2) certificates will be mailed; one (1) to the district and one (1) to the candidate within one (1) week of application approval.

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FOR OFFICIAL USE ONLY		Fee	Date Paid	Check #	BIC Status	District Signed	Candidate Signed	<input type="checkbox"/> BA <input type="checkbox"/> Stud Teach
<input type="checkbox"/> ABCTE	<input type="checkbox"/> College	Qualification Method			Meeting Reviewed	Approved	Printed	
		<input type="checkbox"/> Praxis #	<input type="checkbox"/> ABCTE	<input type="checkbox"/> Rubric	<input type="checkbox"/> BA in Content			

ALTERNATIVE AUTHORIZATION – CONTENT SPECIALIST

District/Charter and Candidate Application Form

NEW APPLICATION

RENEWAL APPLICATION

2023-2024 SCHOOL YEAR

DISTRICT/CHARTER SCHOOL SECTION – Must be completed by district/charter school.

Section I: District/Charter School Information

District/Charter Name	District/Charter #
Name of District Superintendent/Charter Administrator	Name of Contact Person
Email Address	Phone #
Mailing Address	City, State, Zip Code

Section II: Candidate Demographic Information

Last Name, First Name and Full Middle Name		Birth Date
Maiden/Another Name	EDUID	Hire Date (for this position)
Email Address	Phone #	
Mailing Address	City, State, Zip Code	

Section III: Standard Instructional Certificate Endorsement code(s) requested

(See endorsement tab 2023-2024 Idaho Department of Education Assignment Credential Manual)

Endorsement #	Endorsement Title
Endorsement #	Endorsement Title

Section IV: ISEE assignment code(s) and title(s) the candidate will be assigned

(See assignment tab 2023-2024 Idaho Department of Education Assignment Credential Manual)

Assignment #	Assignment Title
Assignment #	Assignment Title

DISTRICT/CHARTER SCHOOL SECTION - Continued

Section V: Candidate Qualifications and Attach Appropriate Documentation (ONLY select one) A qualifier is not required for renewal of an authorization

- Content Specific Praxis II Score Report**
 - Attach a copy of the official score report
- ABCTE Content or Professional Teaching and Knowledge (PTK) Score Report**
 - Attach a copy of the official score report
- Baccalaureate Degree in Content Area of Endorsement**
 - Attach an official transcript.
- Qualifying Score on the [Uniform Standard for Evaluating Content Competency \(Rubric\)](#)**
 - Attach the rubric and official transcripts with applicable coursework highlighted
 - 200 points for Elementary or Special Education Endorsements (educationally related coursework can count toward point compilation for elementary or special education areas)
 - 100 points for Middle/Secondary Content Endorsements. The rubric is not necessary if the candidate holds a baccalaureate degree or higher in the specific middle/secondary content area of endorsement.

Total Points: _____.

Section VI: District/Charter Designated Mentor

- We understand a mentor is required and will need to provide a minimum of one (1) classroom observation per month, which will include feedback and reflection.**
 Mentor Name: _____.
 Mentor Title: _____.

Section VII: District/Charter and School Board Attestations

We, the undersigned:

- Have ensured the candidate has met the distinct knowledge qualifications pursuant to [IDAPA 08.02.02.042.02](#)
- Have ensured all of the required documents are contained in this application packet and understand that only complete 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 align to the assignment(s) the candidate will instruct.
- Agree to monitor candidate progress through their program and assure that the candidate maintains a pace to complete the preparation program within the allowable timeframe (three (3) years).
- Understand the district/charter will provide a state board-approved mentor program using the [Idaho Mentor Program Standards](#) and qualified mentor. Please access the State Board of Education website for more information about the State Board-approved mentor program.

Signature of School Board Chairperson

Print	Signature	Date
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Signature of District Superintendent or Charter Administrator

Print	Signature	Date
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CANDIDATE SECTION –

Read each section carefully. Must be completed and signed by candidate.

Section I: Candidate Degree Status

- Currently hold a baccalaureate degree or higher - attach transcripts **OR**
- Degree completion pending student teaching. Date student teaching to be complete: _____
- Student teaching must be completed during this authorized school year - attach signed plan

Section II: Route and Attestation (select route and initial applicable attestations)

College/University (non-renewable):

Name of College/University: _____

I, the undersigned understand:

_____ I have enrolled in a college/university certification program and have registered for the courses to be completed during the three (3) year interim validity period. A copy of the signed teacher preparation program plan is included with this application.

_____ I understand this certificate is non-renewable. I must complete the university/college program and any Idaho state specific requirement(s) listed on my credential during the three (3) year validity period before I am eligible to apply for my Idaho Standard Instructional Credential.

_____ If I am using an out-of-state program which is not accredited by [CAEP/TEAC/NCATE](#), 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 may be required to complete the Idaho Comprehensive Literacy Course or Assessment and/or the Teaching Mathematical Teaching courses during the three (3) year validity period.

_____ Upon completion of the preparation program, and any state specific requirement(s), it is my responsibility to apply to receive my Idaho Standard Instructional Credential.

_____ If I were to leave the Idaho district/charter while holding the Content Specialist Interim Certificate, I must notify the new hiring Idaho school to request a letter be sent to the Certification and Professional Standards Department attesting to monitoring my progress to ensure completion of my program.

ABCTE (non-renewable):

I, the undersigned understand:

_____ I have enrolled in the ABCTE assessment program and have attached enrollment verification specifying the exact endorsement area for which the authorization is being requested.

_____ I understand this certificate is non-renewable and I must complete all applicable ABCTE assessment(s) and state specific requirement(s) listed on my credential during the three (3) year validity period before I am eligible to apply for my Idaho Standard Instructional Credential.

_____ I understand I must complete the two (2) year state-board approved mentoring program during the three (3) year validity period.

_____ I understand I may be required to complete the Idaho Comprehensive Literacy Course or Assessment and/or the Teaching Mathematical Teaching courses during the three (3) year validity period.

_____ Upon completion of the ABCTE assessment program, and any state specific requirement(s), it is my responsibility to apply to receive my Idaho Standard Instructional Credential.

_____ If I were to leave the Idaho district/charter while holding the Content Specialist Interim Certificate, I must notify the new hiring Idaho school to request a letter to be sent to the Certification and Professional Standards Department attesting to monitoring my progress to ensure completion of my program.

Section III: Option I-College/University Renewal: 21-22 Candidates ONLY

- Semester-credits obtained in the prior authorization year _____. The completion of nine (9) semester credits is required unless the plan outlined by the university indicates otherwise.
- The renewal requirement(s) 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 route include the following with the application:
- Letter of explanation
 - Summative evaluation from the prior authorization year
 - Signed formal plan from a college/university that will lead to an institutional recommendation or proof of ABCTE endorsement assessment program.

Signature of Candidate

Date

CANDIDATE SECTION-Continued

⚠ 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?	2. Have you ever had disciplinary action taken against a professional license/certificate? <i>Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.</i>	3. Have you ever voluntarily surrendered a professional license/certificate to avoid disciplinary proceedings by a professional licensing authority?	4. Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

ALL APPLICANTS ANSWERING YES: *Include a detailed written explanation for each question marked yes. You do not need to re-submit a written explanation if you have previously provided one.*

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 court house.
 - 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.*

⚠ Attestations and Signature

In order 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 <https://www.sde.idaho.gov/cert-psc/shared/ethics/code-of-ethics-for-professional-educators.pdf>).
- _____ 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 updated with the Idaho Department of Education at _____ all times. Failure to do so may result in not receiving legal/licensing documents related to my credential.

DO NOT SIGN UNTIL YOU HAVE READ AND INITIALED THE ABOVE STATEMENTS

Signature of Candidate

Date