

Application Packet for Alternative Authorization – Pupil Service Staff New and Renewal

THIS ALTERNATIVE AUTHORIZATION ALLOWS A LOCAL EDUCATION AGENCY TO REQUEST CERTIFICATION AND ENDORSEMENT FOR A CANDIDATE WHEN A POSITION REQUIRING A PUPIL SERVICE STAFF CERTIFICATE CANNOT BE FILLED. THE CANDIDATE MUST HOLD A BACCALAUREATE DEGREE AND HAVE PROOF OF ENROLLMENT IN A MASTERS PROGRAM FOR SCHOOL COUNSELOR, SOCIAL WORKER, SPEECH LANGUAGE PATHOLIST OR SCHOOL PSYCHOLOGIST PURSUANT TO [IDAPA 08.02.02.042.03](#)



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 and 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 a traditional route towards certification.
 - College/University Route**
 - Attach the signed formal plan by the dean of the College of Education of the college/university
 - *The plan must outline all of the required coursework to qualify for an Institutional Recommendation for certification/endorsement.*
 - If the college/university is not CACREP/CSWE/NASP accredited, the candidate will need to obtain an out-of-state certificate and then apply for reciprocity in order to receive an Idaho certificate.
 - Must complete all Idaho applicable coursework during the three (3) year interim to qualify for the five (5) year Pupil Service Staff Certificate.
- **Transcripts**
 - Attach official transcripts verifying at least a baccalaureate degree
- **Renewal Application for 21-22 Candidates**
 - 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
- **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.
- **Alternative Authorization – Pupil Service Staff 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.)

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 30, 2023	August 23, 2023
August 28, 2023	October 18-19, 2023
October 11, 2023	December 13, 2023
December 25, 2023	February 27, 2024
February 12, 2024	April 17-18, 2024
April 16, 2024	June 12-23, 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
		Verified BA/BS	University Route <input type="checkbox"/> CACREP <input type="checkbox"/> NON-CACREP	<input type="checkbox"/> IR <input type="checkbox"/> Out of State Certificate	Meeting Reviewed	Printed

ALTERNATIVE AUTHORIZATION – PUPIL SERVICE STAFF

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: Pupil Service Staff Endorsement code(s) requested (See endorsement tab 2023-2024 Idaho Department of Education Assignment Credential Manual)

<input type="checkbox"/> 7022 School Counselor	<input type="checkbox"/> 7023 School Counselor- Basic	<input type="checkbox"/> 7024 School Psychologist	<input type="checkbox"/> 7025 Speech-Language Pathologist	<input type="checkbox"/> 7026 School Social Worker
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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 VI: District/Charter and School Board Attestations

We, the undersigned:

- Attest to the ability of the candidate to fill the position.
- Have ensured all of the required documents are contained in this application packet and understand that only completed 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).
- Understand a candidate holding a Pupil Service Staff certificate cannot be the Teacher of Record in an instructional assignment.
- 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 a mentor is not required, but adequate support will be provided.

Signature of School Board Chairperson

Print	Signature	Date

Signature of District Superintendent or Charter Administrator

Print	Signature	Date

RESOURCES

- Certification Lookup Tool link: <https://apps2.sde.idaho.gov/certificationlookup>
- [2023-2024 Idaho Department of Education Assignment Credential Manual](#)
- Upon completion of a CACREP/CSWE accredited college/university program apply for the five (5) year Pupil Service Staff credential: <https://www.sde.idaho.gov/cert-psc/cert/apply/pupil-service.html>
- [Application Crosswalk](#)
- Guidance and overview video: [Alternative Authorizations](#)
- Council for Accreditation of Counseling and Related Educational Programs: <https://www.cacrep.org/accreditation/>
- Council on Social Work Education: <https://www.cswe.org/accreditation/>
- National Association of School Psychologists: <https://www.nasponline.org/standards-and-certification/graduate-program-approval-and-accreditation/program-approval/approved-programs>

CANDIDATE SECTION – *Must be completed and signed by candidate.*

Section I: Candidate Degree Status

- Currently hold a baccalaureate degree or higher – must attach transcripts

Section II: Route and Attestation (initial attestations)

- College/University:**

Name of College/University: _____

I, the undersigned understand:

_____ I have enrolled in a Master’s program through 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 preparation program plan is included with this application.

_____ I understand this certificate is non-renewable and must complete the university/college program during the three (3) year validity period.

_____ If I am using an out-of-state program which is not accredited by CACREP/CSWE/NASP, 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.

_____ Upon completion of the preparation program, it is my responsibility to apply to receive my Idaho Pupil Service Staff Credential.

_____ If I were to leave the Idaho district/charter while holding the Pupil Service Staff 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.

Section III: Renewal Candidates (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.

- Under extenuating circumstances, the Authorizations Committee may consider a renewal application for candidates that do not meet renewal requirement(s). Include the following with the application:

- Letter of explanation
- Summative evaluation from the prior authorization year

- If you are requesting to change routes, the new route must maintain the three (3) year timeline required by IDAPA rule. Please provide the following:

- Letter of explanation
- Signed formal plan from a university that will lead to an institutional recommendation or out-of-state certificate.

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/psc/ethics.html>).

_____ 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