

Application Packet for Alternative Authorization – Content Specialist New and Renewal

THIS APPLICATION IS FOR A SCHOOL DISTRICT OR CHARTER THAT WOULD LIKE TO HIRE A CANDIDATE THAT DOES NOT HOLD A VALID IDAHO CREDENTIAL TO SERVE IN AN ASSIGNMENT THAT REQUIRES CERTIFICATION/ENDORSEMENT WHILE THE CANDIDATE IS ENROLLED AND WORKING TOWARDS THE PROPER CERTIFICATION AND ENDORSEMENT.



IDAHO STATE DEPARTMENT OF EDUCATION
CERTIFICATION & PROFESSIONAL STANDARDS

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INFORMATION

- This alternative authorization allows a local education agency to request an instructional certificate for an individual who possesses distinct content knowledge and skills to teach in an area of need identified by the local education agency while the candidate is completing an educator preparation program. The hiring district/charter must ensure the candidate is qualified to teach in the area of need (see content specific requirements below).
- Is valid for one (1) year and in some cases, may be renewed for two (2) additional years with evidence of satisfactory progress toward completion of an approved educator preparation program. (Renewal options are route specific – see AA-CS ROUTES GUIDELINES AND REQUIRED DOCUMENTATION - Appendix A).
- The Authorizations Committee will ONLY review completed application packets. Incomplete packets may result in funding issues for the district/charter. Verification of packet completion is the responsibility of the district/charter, a checklist is provided below. The committee's recommendation will go before the full commission for final approval.
- Once approved, the district/charter will be in compliance with [Idaho Code §33-1201](#) and no financial penalties will be assessed to the hiring district/charter. The authorization is valid for the school year for which the application is requested and approved. **Two (2) certificates will be mailed - one to the district and one to the candidate.**

DISTRICT/CHARTER AND CANDIDATE CHECKLIST

COMPLETE PACKET MUST INCLUDE THE FOLLOWING

The Authorizations Committee will ONLY review completed application packets. Incomplete packets may result in funding issues for the district/charter. Verification of packet completion is the responsibility of the district/charter.

- Completed and signed Alternative Authorization – Content Specialist District/Charter and Candidate Application Form**
 - See AA-CS ROUTES GUIDELINES AND REQUIRED DOCUMENTATION - Appendix A for specific route requirements.
 - There is an identified need for a candidate that possesses distinct content knowledge and skills noted in the district/charter board minutes. The date of the meeting must be noted on district/charter attestation section of the application. The actual board minutes should not be included with the packet.
- Candidate Licensing and Legal History Form**
 - The candidate must complete and sign this form.

Transcripts

- New applicants - attach official transcripts verifying a baccalaureate degree (one set of transcripts per application).
 - The candidate must hold a baccalaureate degree or has completed all of the requirements except the student teaching or clinical practice portion of their educator preparation program.
- Renewal applicants - attach a copy of transcripts to provide proof of progress.

Content specific requirements - must include official documentation verifying ONE of the following:

- As per [IDAPA 08.02.02.42.02\(a\)\(ii\)](#), the hiring district/charter has ensured that the candidate is qualified to teach in the area of identified need as demonstrated through the passage of content-specific Praxis II, ABCTE assessment, baccalaureate degree in the content area of endorsement OR a qualifying score on the [Uniform Standard for Evaluating Content Competency](#).

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 Official transcripts

Qualifying Score on the [Uniform Standard for Evaluating Content Competency](#) (Rubric)*

- 200 points for Elementary and Exceptional Child Generalist applications
- 100 points for all subject areas that are not Elementary or Exceptional Child Generalist

*If the candidate holds a baccalaureate degree in the requested content area of endorsement, the rubric is not necessary.

Background Investigation Check (BIC), associated forms and fee

- Include the necessary completed fingerprint card, the associated forms, and the applicable fee. Certificates will not be issued unless the applicant has cleared a BIC. See our [Background Investigation Check website](#) for current guidelines, fees and information to obtaining a fingerprint card and associated forms.
- If the candidate is new to the district/charter, a new fingerprint packet is required.
- Renewal applicants do not need a new fingerprint card if the candidate is staying in the same district/charter.

Application fee - \$100

- Check or money order is to be made payable to the State Department of Education or SDE. Credit cards are not accepted. Cash in the exact amount is accepted for walk-ins. Payment is non-refundable. One check or money order for both application and BIC fees is acceptable.

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THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Status	Date of District Attest/Declaration	Candidate Attest/Legal	<input type="checkbox"/> BA Content Area <input type="checkbox"/> Stud Teach
<input type="checkbox"/> ABCTE POE <input type="checkbox"/> Coll POE	Year	Praxis #	Qual – ABCTE	Qual – Rubric	Meeting Reviewed	Approved	Printed

ALTERNATIVE AUTHORIZATION – CONTENT SPECIALIST DISTRICT/CHARTER AND CANDIDATE APPLICATION FORM

Must be completed by the hiring district/charter school and the candidate.

NEW APPLICATION

RENEWAL APPLICATION

2020-2021 SCHOOL YEAR

<i>DISTRICT/CHARTER SCHOOL SECTION</i> – <i>Must be completed by district/charter school.</i>			
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			
Full Legal Name			Birth Date
Maiden/Other 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 2020-2021 SDE 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 2020-2021 SDE Assignment Credential Manual			
Assignment #	Assignment Title		
Assignment #	Assignment Title		

DISTRICT/CHARTER SCHOOL SECTION CONTINUED

Section V: Candidate Qualifications (select one)

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 an official transcript

Qualifying Score on the [Uniform Standard for Evaluating Content Competency \(Rubric\)*](#)
 200 points for Elementary and Exceptional Child Generalist applications
 100 points for all subject areas that are not Elementary or Exceptional Child Generalist

Total Points: _____.

*If the candidate holds a baccalaureate degree in the requested content area of endorsement, the rubric is not necessary.

Section VI: District/Charter Designated Mentor

We understand that the mentor and evaluator should not be the same person.

Mentor Name: _____.

Mentor Title: _____.

Section VII: District/Charter and School Board Attestations

We, the undersigned:

- Agree to monitor the candidate progress through their program and assure that the candidate maintains a pace to complete the preparation program within the allowable timeframe (one year for ABCTE and renewable for two additional years for college/university).
- Agree that the endorsement(s) requested align to the assignment(s) the candidate will instruct.
- Declared an area of need exists in our district/charter for the position and recorded this declaration in the **current school year** official board minutes of the Board of Trustees meeting on _____.
- Understand that the district/charter will provide a [State Board-approved Mentor Induction Program](#) and qualified mentor. Please access the State Board of Education website for more information about the State Board- approved program.
- Have ensured all the required documents are contained in this application packet and understand that only completed application packets will be reviewed by the Authorization Committee.
- Are aware that an incomplete packet may result in the impact of district/charter funding and is in violation of [Idaho Code §33-1201](#).

Signature of School Board Chairperson

Print	Signature	Date

Signature of District Superintendent or Charter Administrator

Print	Signature	Date

CANDIDATE SECTION – Must be completed by candidate in pen (form entry not available for candidate section)

Section I: Candidate Degree

Baccalaureate Degree

- Yes, attach transcripts
- No, semester student teaching will be completed _____.

Section II: Route (select one)

- College/University (renewable up to two years):** I have obtained a plan that will lead to an institutional recommendation from the following institution (attach plan from college/university):

Institution Name: _____.

- ABCTE (non-renewable):** I have enrolled in ABCTE (attach proof of enrollment that shows content area).

Section III: Renewal Candidates Only (ABCTE routes NOT eligible)

- Semester-credits obtained in the prior authorization year:
- Under extenuating circumstances, the Authorizations Committee may consider a renewal application for candidates that do not meet renewal requirements. 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-year timeline required by IDAPA rule. Please provide the following:
 - Letter of explanation
 - Signed formal plan from a college/university that will lead to an institutional recommendation (eligible for two renewals) OR proof of enrollment in ABCTE (eligible for one year only).

Section IV: Candidate Attestations and Affirmations (please initial and sign)

I, the undersigned understand:

_____ If I am using ABCTE as my route, I have the authorized school year to complete all assessments and apply for the ABCTE Interim certificate.

_____ If I am using a college/university route, I must enroll in a college/university certification program and have registered for classes during the authorization year and I must provide the hiring district/charter with a copy of my signed formal plan from my educator preparation program.

_____ If I am using the college/university route, I must demonstrate adequate progress toward the completion of my certification program in order for my district/charter to apply for renewal of the Alternative Authorization – Content Specialist (eligible for two additional renewals).

_____ If I have a separation of employment from requesting district/charter this certificate is no longer valid.

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

All applicants answering yes – Include a detailed written explanation of each licensing issue. 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 State 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 denial of educator or teacher license/certificate.

Attestations and Signature (please initial and sign)

Initial	I attest and affirm that I have read the <i>Code of Ethics for Idaho Professional Educators</i> . (For a copy of the <i>Code of Ethics</i> , go to http://sde.idaho.gov/cert-psc/psc/ethics.html .)	
Initial	I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.	
Initial	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.	
Signature of Candidate		Date

APPENDIX A

AA-CS – ROUTES GUIDELINES AND REQUIRED DOCUMENTATION

The following are the various routes to certification a candidate may utilize. The candidate **MUST** indicate in the Candidate Section which route they will utilize and supply the appropriate documentation with the application packet. Renewal options are listed within each route.

COLLEGE/UNIVERSITY ROUTE

The candidate will complete a college/university educator preparation program. This could be through an Idaho university or an NCATE/TEAC/CAEP-approved out-of-state program. For candidates utilizing the college/university route, the authorization can be renewed two (2) additional times if the candidate demonstrates adequate progress in their preparation program via completion of semester credits during the prior authorization year.

Required documentation:

- a. Official transcripts verifying baccalaureate degree OR a letter from the college/university's College of Education verifying that student teaching/clinical practice is the only remaining program requirement to be completed.
- b. A college/university plan outlining all of the required coursework that will allow the candidate to qualify for an Institutional Recommendation for certification/endorsement from the college/university. The dean of the College of Education or their designee must sign the plan.
- c. Score report verifying passage of the applicable Praxis II content area assessment, baccalaureate degree in the content area of endorsement OR a qualifying score on the Uniform Standard for Evaluating Content Competency. If you have a baccalaureate degree in the content area of endorsement, you will not need to complete the rubric.

Required documentation for renewal applicants:

- a. A copy of transcripts verifying proof of progress.
- b. 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):
 - i. a letter of explanation
 - ii. a summative evaluation from the prior authorization year
- c. If you are requesting to change the route, the new route must maintain the three-year timeline required by IDAPA rule. Attach a letter of explanation and a signed new plan (college/university – eligible for two renewals) or proof of enrollment (ABCTE – one year only).

AMERICAN BOARD FOR CERTIFICATION OF TEACHER EXCELLENCE (ABCTE) ROUTE

The candidate will complete the ABCTE certification program. For candidates utilizing the ABCTE route, the authorization is non-renewable. The candidate has the authorized school year to complete all assessments and apply for the ABCTE 3-year Interim certificate.

Required documentation:

- a. Proof of enrollment in ABCTE for the same area of certification/endorsement for which the AA-CS is being requested. Documentation must identify area of endorsement.
- b. Official transcripts verifying baccalaureate degree.
- c. Score report verifying passage of ABCTE content or Professional Teaching and Knowledge (PTK), baccalaureate degree in the content area of endorsement OR a qualifying score on the Uniform Standard for Evaluating Content Competency. If you have a baccalaureate degree in the content area of endorsement, you will not need to complete the rubric.

RESOURCES

- PSC Scheduled meetings link: <https://www.sde.idaho.gov/cert-psc/cert/apply/files/alternative/application/SBOE-PSC-Meetings-2020-2021.pdf>
- Assignment Credential Manual link: <http://www.sde.idaho.gov/cert-psc/shared/manuals/2020-2021-Assignment-Credential-Manual.xlsx>. This will help the district/charter to determine endorsement/assignment alignment for the candidate.
- Certification Look Up Tool link: <https://apps2.sde.idaho.gov/certificationlookup>
- Upon completion of ABCTE program apply for ABCTE Interim Certificate: <https://www.sde.idaho.gov/cert-psc/cert/apply/non-trad.html>
- Upon completion of college/university program apply for 5-year Renewable Certificate: <https://www.sde.idaho.gov/cert-psc/cert/apply/graduates.html>