

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 A STANDARD INSTRUCTIONAL CERTIFICATE/ENDORSEMENT WHILE THE CANDIDATE IS ENROLLED AND WORKING TOWARDS THE CERTIFICATE AND ENDORSEMENT.

As per [IDAPA 08.02.02.042.02](#), candidate must hold at least a baccalaureate degree or will be completing student teaching during the requested authorization year.



IDAHO STATE DEPARTMENT OF EDUCATION
CERTIFICATION & PROFESSIONAL STANDARDS

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IMPORTANT: PLEASE READ PRIOR TO FILLING OUT APPLICATION

This Alternative Authorization - Content Specialist 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 Alternative Authorization – Content Specialist can only be used if the candidate has at least a baccalaureate degree or will be doing their student teaching during the requested authorization year, and has a Content/Pedagogy Qualifier. The qualifier ensures the candidate possesses the district content knowledge and skills necessary to be the teacher in identified area of need. The district/charter must have a [state-board approved mentor program](#) in place. The mentor teacher shall provide a minimum of one (1) classroom observation per month which will include feedback and reflection.

ONLY complete application packets will be reviewed. Incomplete packets may result in funding reduction for the district/charter. Verification of packet completion is the responsibility of the district/charter. A checklist is provided below to help ensure a complete packet is submitted.

Approved applications will ensure the district/charter is in compliance with [Idaho Code §33-1201](#) and no financial penalties will be assessed to the hiring district/charter. Two (2) certificates will be mailed - one to the district and one to the candidate.

The authorization is **valid for the school year** for which the application is requested and approved. The authorization is valid for one (1) year and depending on the route, may be renewed two (2) additional times with evidence of satisfactory progress or under extenuating circumstances.

CHECKLIST OF COMPLETE PACKET - The hiring district/charter must ensure the candidate meets the following qualification and has included applicable documentation:

➤ **Transcripts**

- New applicants - attach official transcripts verifying at least a baccalaureate degree or all coursework completed but the student teaching.
- Renewal applicants - 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

- **Content/Pedagogy Qualifier** (not required for renewal applications) - The candidate demonstrates distinct content knowledge and skill through **ONE** 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.
 - 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.

- **Route to Certification and Endorsement** - The route to certification may be an Idaho college/university or an out-of-state CAEP/NCATE/TEAC approved program or ABCTE. The candidate must be enrolled in **ONE** of the following educator preparation programs. *
 - College/University Route** - attach the signed college/university plan
 - The plan must be signed by the dean of the College of Education
 - The plan must outline all of the required coursework, applicable testing, and/or student teaching to qualify for an Institutional Recommendation for certification/endorsement.
 - The completion of nine (9) semester credits is required during the authorization, unless the plan outlined by the university indicates otherwise.
 - The authorization for college/university may be renewed two (2) additional times with evidence of satisfactory progress or under extenuating circumstances.
 - If the college/university is not CAEP/NCATE/TEAC accredited, the candidate will need to include a statement indicating they are aware that once the program is finish they will need to get an out-of-state certificate and then apply for reciprocity in order to get an Idaho certificate.
 - American Board for Certification of Teacher Excellence (ABCTE) Route** - attach enrollment verification.
 - The enrollment verification must align to the area of endorsement for which the authorization is being requested.
 - The authorization for ABCTE candidates is non-renewable. All of the applicable ABCTE assessments must be completed during the one-year authorization in order for the candidate to apply for the three-year interim.
 - Mentoring received during the authorization year will not count toward the two-year mentor program required during the three-year ABCTE

***NOTE:** If a candidate is requesting to change the route leading to certification - Attach a letter of explanation and a new signed plan (college/university - eligible for two renewals) or proof of enrollment in ABCTE (ABCTE - one year only).

➤ **Background Investigation Check (BIC)**

- Completed and signed Idaho fingerprint card
- Associated fingerprint forms
- Background check fee - \$28.25
 - Guidelines and information regarding obtaining a fingerprint card and associated forms is available on the following [Background Investigation Check website](#).
 - A new fingerprint packet is required if the candidate is new to the district/charter.
 - A new fingerprint packet is not required for 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 - Content Specialist District/Charter and Candidate Application**

- Completed and signed

➤ **Application fee - \$100**

Credit cards are not accepted. Payment is non-refundable. One check or money order for both application and BIC fees is acceptable.

- Check or money order is to be made payable to the State Department of Education or SDE and is included with the application.

RESOURCES

- PSC Scheduled meetings link: <https://www.sde.idaho.gov/cert-psc/cert/apply/files/alternative/application/SBOE-PSC-Meetings-2021-2022.pdf>
- Assignment Credential Manual link: <https://www.sde.idaho.gov/cert-psc/shared/manuals/2021-2022-SDE-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 an Idaho college/university program apply for 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 the ABCTE program apply for ABCTE Interim Certificate: <https://www.sde.idaho.gov/cert-psc/cert/apply/non-trad.html>

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Status	District Forms Signed	Candidate Forms signed	<input type="checkbox"/> BA <input type="checkbox"/> BA Content Area <input type="checkbox"/> Stud Teach
	<input type="checkbox"/> ABCTE POE <input type="checkbox"/> Coll POE	Year	Qualification Method		Meeting Reviewed	Approved	Printed
		<input type="checkbox"/> Praxis #	<input type="checkbox"/> ABCTE	<input type="checkbox"/> Rubric			

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

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

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 [2021-2022 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 [2021-2022 SDE 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) 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 all 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) the candidate will instruct.
- 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 times for college/university with adequate progress). The completion of nine (9) semester credits is required unless the plan outlined by the university indicates otherwise.
- 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.

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 (electronic form entry not available for candidate section)*

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 (renewable two times with adequate progress):**

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 authorization year and a copy of the signed teacher preparation program plan is included with this application.

_____ 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. Furthermore, I understand the authorization is eligible for two renewals with the completion of nine (9) semester credits annually or as outlined by the university plan.

_____ If I am using an out-of-state program which is not accredited by CAEP/TEAC/NCATE, I will need to get certificated in the state which recognizes the teacher preparation program and then apply for reciprocity for an Idaho certificate.

- ABCTE (non-renewable):**

I, the undersigned understand:

_____ I have attached verification of enrollment in the ABCTE certification program in the applicable endorsement area for which the authorization is being requested.

_____ I have the authorized school year to complete all assessments and then apply for the three-year ABCTE Interim certificate.

_____ I understand mentoring during the authorization year will not count toward the two-year mentor program required during the three-year ABCTE Interim.

Section III: Renewal Candidates Only (ABCTE route NOT eligible for renewal)

- 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 requirements 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 (eligible for two renewals) OR proof of enrollment in ABCTE (eligible for one year only).

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? Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.** Yes No
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 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 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 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 State 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