

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

THIS APPLICATION IS FOR A SCHOOL DISTRICT OR CHARTER THAT WOULD LIKE TO HIRE A CANDIDATE WHO HAS A BACCALAUREATE DEGREE TO SERVE IN AN ASSIGNMENT THAT REQUIRES CERTIFICATION/ENDORSEMENT WHILE THE CANDIDATE IS ENROLLED AND WORKING TOWARDS THE PROPER CERTIFICATION AND ENDORSEMENT. **THIS APPLICATION IS ONLY FOR SCHOOL COUNSELOR AND SCHOOL SOCIAL WORKER. THIS APPLICATION IS NOT APPLICABLE TO SCHOOL NURSE, SPEECH LANGUAGE PATHOLOGIST (SLP), SCHOOL PSYCHOLOGIST, OR AUDIOLOGIST. PLEASE SEE THE [CERTIFICATE FOR PUPIL SERVICE STAFF WEBSITE](#) FOR INFORMATION REGARDING THESE ENDORSEMENTS.**



IDAHO STATE DEPARTMENT OF EDUCATION  
CERTIFICATION & PROFESSIONAL STANDARDS

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## INFORMATION

- This alternative authorization allows a local education agency to request a Pupil Service Staff certificate for an individual who holds a baccalaureate degree for a school counselor or school social worker endorsement. The hiring district/charter must attest to the ability of the candidate to fill the position.
- Is valid for one (1) year and may be renewed for two (2) additional years with evidence of satisfactory progress toward completion of an approved educator preparation program.
- 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 – Pupil Service Staff District/Charter and Candidate Application Form**
  - See AA-PSS ROUTES GUIDELINES AND REQUIRED DOCUMENTATION - Appendix A for specific route requirements.
  - There is an identified need for a candidate to work toward a Pupil Service Staff Certificate when a school counselor or school social worker position cannot be filled with someone who has the correct certification and endorsement and is 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).
- Renewal applicants - attach a copy of transcripts to provide proof of progress.

**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
University		Year	Meeting Reviewed		Approved	Printed

## ALTERNATIVE AUTHORIZATION – PUPIL SERVICE STAFF DISTRICT/CHARTER AND CANDIDATE APPLICATION FORM

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

NEW APPLICATION

RENEWAL APPLICATION

2020-2021 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: Pupil Service Staff Endorsement code(s) requested

See endorsement tab [2020-2021 SDE Assignment Credential Manual](#)

<input type="checkbox"/> 7022 School Counselor	<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 [2020-2021 SDE Assignment Credential Manual](#)

Assignment #	Assignment Title
Assignment #	Assignment Title

**DISTRICT/CHARTER SCHOOL SECTION CONTINUED**

**Section V: District/Charter Designated Mentor**

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

Mentor Name:\_\_\_\_\_.

Mentor Title:\_\_\_\_\_.

**Section VI: 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 (renewable for two additional years).
- 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**

<b>Print</b>	<b>Signature</b>	<b>Date</b>

**Signature of District Superintendent or Charter Administrator**

<b>Print</b>	<b>Signature</b>	<b>Date</b>

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

**Section I: Candidate Degree**

**Baccalaureate Degree:** Attach transcripts.

**Section II: Route (select one)**

**University:** I have obtained a plan that will lead to an institutional recommendation from the following institution (attach plan from university):

*Institution Name:* \_\_\_\_\_.

**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 university that will lead to an institutional recommendation.

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

**I, the undersigned understand:**

\_\_\_\_\_ I must enroll in a 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.

\_\_\_\_\_ 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 – Pupil Service Staff. I am eligible for two additional renewals with adequate process.

\_\_\_\_\_ 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 <a href="http://sde.idaho.gov/cert-psc/psc/ethics.html">http://sde.idaho.gov/cert-psc/psc/ethics.html</a> .)	
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-PSS – ROUTES GUIDELINES AND REQUIRED DOCUMENTATION

The following information will provide necessary guidance for required documentation for the university route. The candidate **MUST** supply the appropriate documentation with the application packet. Renewal options are listed below.

### UNIVERSITY ROUTE

The candidate will complete a university educator preparation program. This could be through an Idaho university or an NCATE/TEAC/CAEP-approved out-of-state program. 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. Transcripts verifying baccalaureate degree.
- b. A university plan outlining all of the required coursework that will allow the candidate to qualify for an Institutional Recommendation for certification/endorsement from the university. The dean of the university or their designee must sign the plan.
- c. Proof of registration for courses to be taken during the applicable authorization year (e.g., if the authorization is 2020-2021, the candidate must be registered to take courses during the 2020-2021 school year.)

#### 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 signed new plan.

### 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 your program, apply for your 5-year Renewable Certificate: <https://www.sde.idaho.gov/cert-psc/cert/apply/pupil-service.html>