

Application Packet for Alternative Authorization – Teacher to New Certificate and/or Endorsement New and Renewal

THIS APPLICATION IS FOR A SCHOOL DISTRICT OR CHARTER THAT WOULD LIKE TO HIRE/ASSIGN A CANDIDATE THAT HOLDS A VALID IDAHO CERTIFICATE, BUT NEEDS TO ADD A CERTIFICATE AND/OR AN ENDORSEMENT TO SERVE IN AN ASSIGNMENT THAT REQUIRES CERTIFICATION/ENDORSEMENT WHILE THE CANDIDATE IS WORKING TOWARDS THE PROPER CERTIFICATION AND/OR ENDORSEMENT.

The candidate must hold a current and valid Idaho Certificate.



IDAHO STATE DEPARTMENT OF EDUCATION
CERTIFICATION & PROFESSIONAL STANDARDS

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IMPORTANT: PLEASE READ PRIOR TO FILLING OUT APPLICATION

This Alternative Authorization – Teacher to New Certificate/Endorsement allows a local education agency to request additional certification for a candidate who already holds a current and valid Idaho instructional certificate when a professional position cannot be filled with someone who has the correct certification.

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 Alternative Authorization – Teacher to New 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.

The Alternative Authorization – Teacher to **New Certificate** can be used for those who currently hold an Idaho certificate and seeking to add a new certificate with an applicable endorsement.

Examples:

- A person who holds a Standard Instructional Certificate adding an Administrator Certificate or Pupil Service Staff Certificate. This can only be done through **Option I: College/University Route**.
- A person who holds an Administrator Certificate or Pupil Service Staff Certificate adding a Standard Instructional Certificate. This can be done through **Option I: College/University Route** or **Option I: ABCTE Route**.

The Alternative Authorization – Teacher to **New Endorsement** can be used for those who currently hold a certificate and seeking to add a new endorsement as applicable to the certificate type.

Examples:

- A person who holds an Instructional Certificate with an All Subjects K-8 endorsement adding an Exceptional Child Generalist (K-12) endorsement. There are four (4) Options available for adding instructional endorsements. **Option I: Idaho College/University Route**, **Option II: NBPTS Route**, **Option III Master's Degree Route**, **Option IV: Content Assessment & Mentoring Route**. A person who holds an Administrator Certificate with a Principal endorsement and adding a Superintendent endorsement or Director of Special Education endorsement. This can only be done through **Option I: College/University Route**.
- A person who holds a Pupil Service Staff Certificate with a School Counselor endorsement and adding a School Psychologist endorsement. This can only be done through **Option I: College/University Route**.

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

- **Valid Idaho Certification** - access the [Certification-Lookup Tool](#) to ensure the candidate has a current valid Idaho Certificate.
- **Route to New Certificate and/or New Endorsement** - The candidate must choose **ONE** of the following options:
 - Option I: 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.
 - Option I: ABCTE Route** - attach proof of enrollment in ABCTE. ABCTE is only available for obtaining a Standard Instructional Certificate with instructional endorsement(s).
 - 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.
 - Option II: NBPTS Route (applicable to adding an instructional endorsement only)** - attach a copy of the NBPTS certificate aligning to the new endorsement area or proof of enrollment in the NBPTS program to be completed during the one-year authorization.
 - The authorization will allow the candidate to teach in the subject area during the authorization year and obtain a proficient evaluation in the requested area of endorsement and if necessary complete the NBPTS program.
 - This option is not eligible for renewal.
 - Option III: Option III Master's Degree Route (applicable to adding an instructional endorsement only)** - attach a copy of the transcripts showing completion of a master's degree in the content area of endorsement. If the candidate has not completed a master's degree refer to Option I.
 - The authorization will allow the candidate to teach in the subject area during the authorization year and obtain a proficient evaluation in the requested area of endorsement.
 - This option is not eligible for renewal.

- **Option IV: Content Assessment (via Praxis II) & Mentoring Route (applicable to adding an instructional endorsement only)**
 - The authorization will allow the candidate to teach in the new subject area of endorsement during the authorized school year and obtain a qualifying score on the applicable [Praxis II assessment\(s\)](#) that aligns to the endorsement.
 - The authorization will allow the candidate to participate the required minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area. The specific mentor program and performance requirements are outlined on the [District/Charter and Mentor Recommendation for Alternative Authorization – Teacher to New Endorsement OPTION III and IV Completers form.](#)
 - The authorization is non-renewable unless extenuating circumstances exist.
- **Option IV: Content Assessment (via ABCTE) & Mentoring Route (applicable to adding an instructional endorsement only)** - attach proof of enrollment in the applicable content ABCTE assessment(s) which aligns to the endorsement and assignment.
 - The authorization will allow the candidate to teach in the new subject area of endorsement during the authorized school year and obtain a qualifying score on the applicable [ABCTE assessment\(s\)](#) that aligns to the endorsement.
 - The authorization will allow the candidate to participate in a minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area. The specific mentor program and performance requirements are outlined on the [District/Charter and Mentor Recommendation for Alternative Authorization – Teacher to New Endorsement OPTION III and IV Completers form.](#)
 - The authorization is non-renewable unless extenuating circumstances exist.

IMPORTANT NOTE: Candidates seeking to add the All Subjects K-8 endorsement or any special education endorsement are required to complete [Idaho Comprehensive Literacy Course/Assessment](#) and [Teaching Mathematical Thinking Course](#). Candidates seeking to add a mathematics endorsement are required to complete the [Teaching Mathematical Thinking Course](#)

➤ **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.

➤ **Transcripts**

- 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

NOTE: *It is the candidate's responsibility to apply for a revision of their certificate to add the new endorsement, once all of the requirements have been completed and prior to the beginning of the next school year.*

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 of the route requirements, apply for revision. Revision Application Process: <https://www.sde.idaho.gov/cerrt-psc/cert/apply/revision.html>

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THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Same Dist/Charter	District Signed	Candidate Signed	<input type="checkbox"/> Certificate <input type="checkbox"/> Endorsement
	Route Option <input type="checkbox"/> Option I <input type="checkbox"/> Option III <input type="checkbox"/> Option II <input type="checkbox"/> Option IV		Opt IV Praxis # <input type="checkbox"/> Passed	Requires: <input type="checkbox"/> ICLC/ICLA <input type="checkbox"/> TMT	Holds a <input type="checkbox"/> 3-year <input type="checkbox"/> 5-year	School Year	Meeting Reviewed

ALTERNATIVE AUTHORIZATION – TEACHER TO NEW DISTRICT/CHARTER AND CANDIDATE APPLICATION FORM

Must be completed by the hiring district/charter 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: Certificate type and endorsement code(s) listed on candidate's current certificate

Instructional Certificate	Administrator Certificate	Pupil Service Staff Certificate
Endorsement #	Endorsement Title	
Endorsement #	Endorsement Title	
Endorsement #	Endorsement Title	
Endorsement #	Endorsement Title	
Endorsement #	Endorsement Title	

DISTRICT/CHARTER SCHOOL SECTION CONTINUED

Section IV: Certificate type and endorsement code(s) requested

(See endorsement tab [2021-2022 SDE Assignment Credential Manual](#))

Instructional Certificate	Administrator Certificate	Pupil Service Staff Certificate
Endorsement #	Endorsement Title	
Endorsement #	Endorsement Title	

Section V: ISEE assignment code and title the candidate will be assigned

(See assignment tab [2021-2022 SDE Assignment Credential Manual](#))

Assignment #	Assignment Title
Assignment #	Assignment Title

Section VI: District/Charter Designated Mentor (Option IV candidates only)

- 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 Option I 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 the district/charter will provide a [State Board-approved Mentor Induction Program](#) and qualified mentor for Option IV candidates. 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
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Signature of District Superintendent or Charter Administrator

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

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

Option I: College/University (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 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 – Teacher to New. 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.

Option I: 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 applicable 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.

Option II – National Board Certification Program (Applicable to adding an instructional endorsement only and is non-renewable)

I, the undersigned understand:

_____ I have attached a copy of the NBPTS certificate aligning to the new endorsement area or proof of enrollment in the NBPTS program to be completed during the one-year authorization.

_____ I understand I must obtain a proficient evaluation in the requested area of endorsement during the authorization year.

Option III – Master’s Degree in specific content area (Applicable to adding an instructional endorsement only and is non-renewable)

I, the undersigned understand:

_____ I have attached a copy of the transcripts for the master’s degree aligning to the new endorsement area.

_____ I understand I must obtain a proficient evaluation in the requested area of endorsement during the authorization year.

- Option IV: Content Assessment (via Praxis II) & Mentoring Route** (Applicable to adding an instructional endorsement only and is non-renewable)

I, the undersigned understand:

_____ I must obtain a qualifying score on the applicable Praxis II assessment(s) which aligns to the new endorsement area during the authorized school year.
_____ I must participate in a minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area during the authorized school year.

- Option IV: Content Assessment (via ABCTE) & Mentoring Route** (Applicable to adding an instructional endorsement only and is non-renewable)

I, the undersigned understand:

_____ I have attached verification of enrollment in the applicable content ABCTE assessment(s) in the endorsement area for which the authorization is being requested.
_____ I must obtain a qualifying score on the applicable ABCTE assessment(s) which aligns to the new endorsement area during the authorized school year.
_____ I must participate in a minimum one (1) year state-board approved mentor program and demonstrate proficient performance in the new endorsement area during the authorized school year.

Section II: Renewal Candidates Only (Option II-IV routes 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