

# Application Packet for State Board of Education – Emergency Provisional Certificate

The Emergency Provisional Certificate allows a school district or charter school to request one-year certification/endorsement in an emergency situation for a candidate who does not hold the required Idaho certificate/endorsement to fill a position.

*As per IDEA, and Emergency Provisional Certification shall not be used for special education.*

*Applications received after January 1 of the school year must be due to the school district or charter school losing a staff member after January 1 of the school year.*



IDAHO STATE DEPARTMENT OF EDUCATION  
CERTIFICATION & PROFESSIONAL STANDARDS

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# EMERGENCY PROVISIONAL CERTIFICATE APPLICATION PROCESS

STATE BOARD APPROVED ON AUGUST 25, 2021

The Emergency Provisional Certificate allows a school district or charter school to request one-year certification/endorsement in an emergency situation for a candidate who does not hold the required Idaho certificate/endorsement to fill a position.

As per [Idaho Code §33-1203](#), "... in emergencies, which must be declared, the state board may authorize the issuance of provisional certificates based on not less than two (2) years of college training.

The process for approval of Emergency Provisional Certificate Applications are as follows:

1. As per IDEA, an Emergency Provisional Certificate shall not be used for special education.
2. The applicant must pass a background check as required by [Idaho Code §33-130](#).
3. The applicant must have two years of college training, which is defined as 48 semester credits.
4. In order to meet emergency requirements, all applications must include the following:
  - a. Date the school district or charter school declared an emergency.
  - b. Date applicant was hired to serve in the position that requires certification/endorsement.
  - c. Summary of recruitment efforts which lead to the emergency.
5. Applications received after January 1 of the school year must be due to the school district or charter school losing a staff member after January 1 of the school year.
6. The Emergency Provisional Certificate is approved as a one-time basis per individual except under extenuating circumstances. An explanation of extenuating circumstances must be included with a second-year application.

NOTE – IF AN INDIVIDUAL WANTS TO CONTINUE TEACHING IN A SCHOOL DISTRICT OR CHARTER SCHOOL, THEY NEED TO WORK TOWARD CERTIFICATION USING A STATE-BOARD APPROVED ROUTE TO CERTIFICATION.

State Department of Education Certification Staff will review applications based on the above Board-approved process and an agenda item listing the candidates that have met the above Board-approved process will be placed on the next meeting of the Board within the six (6) week timeline of Board agenda item submission. If necessary, a special Board meeting may be called.

## INFORMATION

- Only completed applications for emergency provisional certificates will be reviewed at the next available State Board of Education meeting.

Date Completed Application due to State Department of Education	State Board of Education Meeting Date
August 27, 2021	October 20-21, 2021
October 22, 2021	December 15, 2021
December 22, 2021	February 16-17, 2022
February 25, 2022	April 20-22, 2022
April 8, 2022	June 15, 2022

- 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.**
- The emergency provisional **CANNOT be used for special education certification/endorsement areas** per [IDEA](#).

# DISTRICT/CHARTER AND CANDIDATE CHECKLIST

## COMPLETE PACKET MUST INCLUDE THE FOLLOWING

The State Department Education Certification Staff 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 State Board of Education – Emergency Provisional Certificate District/Charter and Candidate Application Form**
- Transcripts**
  - Attach official transcripts verifying an associate’s degree or higher, or not less than two (2) years of college training (48 semester credits) as per [Idaho Code §33-1203](#).
- Emergency explanation:**
  - Provide a summary of the recruitment efforts which lead to the emergency situation.
- 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.
- 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. Payment is non-refundable. One check or money order for both application and BIC fees is acceptable.

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Status	Date of District Declaration	Date of Hire	College Training <input type="checkbox"/> BA/BS <input type="checkbox"/> AA# credits _____
					SBOE Meeting Date	Date Approved	Printed

## STATE BOARD OF EDUCATION – EMERGENCY PROVISIONAL CERTIFICATE DISTRICT/CHARTER AND CANDIDATE APPLICATION FORM

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

**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
Email Address		Phone #
Mailing Address		City, State, Zip Code

#### **Section III: Certificate and Endorsement code(s) requested**

See endorsement tab of [SDE Assignment Credential Manual](#)

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

#### **Section IV: ISEE assignment code(s) and title(s) the candidate will be assigned**

See assignment tab of [SDE Assignment Credential Manual](#)

Assignment #	Assignment Title
Assignment #	Assignment Title

## DISTRICT/CHARTER SCHOOL SECTION CONTINUED

### Section V: Emergency Requirement

The Board of Trustees declared an emergency exists in our district/charter for the position and recorded this declaration in the current school year official board minutes meeting on \_\_\_\_\_

Hire date for this assignment \_\_\_\_\_.

- *Applications received after January 1 of the school year must be due to the school district or charter school losing a staff member after January 1 of the school year.*

How many applications were received for the vacancy? \_\_\_\_\_

How many applicants were interviewed? \_\_\_\_\_

Summary of recruitment efforts which lead to the emergency:

### Section VII: District/Charter and School Board Attestations

#### We, the undersigned:

- This one-year emergency provisional is non-renewable and does not lead to a valid educator certificate in Idaho.
- Confirmed the candidate holds an associate's degree or higher, or has at least two (2) years of college training (48 semester credits).
- Agree that the endorsement(s) requested align to the assignment(s) the candidate will instruct.
- Have ensured all the required documents are contained in this application packet and understand that only completed application packets will be reviewed by State Board of Education for approval.
- 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
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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 (form entry not available for candidate section)*

**Section I: College Training**

**Do you have an associate’s degree or higher?**

- Yes, attach transcripts showing degree.
- No, attach transcripts showing completion of a minimum of 48 semester credits.

Total number of college credits earned: \_\_\_\_\_

**Section II: Candidate Affirmations** (please initial and sign)

**I, the undersigned understand:**

\_\_\_\_\_ This one-year emergency provisional is non-renewable and does not lead to a valid educator certificate in Idaho.

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

Signature of Candidate

Date

**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 of each licensing issue. You do not need to re-submit a written explanation if you have previously provided one.*

**CANDIDATE SECTION CONTINUED**

**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**

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
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