



PROFESSIONAL ENDORSEMENT AND ADVANCED PROFESSIONAL ENDORSEMENT

Guidance for Career Ladder Movement, Idaho Code § 33-1201A

Q: What is the purpose of a Professional/Advanced Professional Endorsement?

A: The Professional and Advanced Professional Endorsements help qualified individuals to move along the Career Ladder. For an individual to be placed on the 'P' rung of the Career Ladder, they must first receive a Professional Endorsement. For an individual to be placed on the 'AP' rung of the Career Ladder, they must first receive an Advanced Professional Endorsement. Professional and Advanced Professional Endorsements are not like certification endorsements, and they are neither derived from nor included on an individual's certificate.

Q: How do I find out if an individual has a Professional or Advanced Professional Endorsement?

A: The Certification Lookup Tool (<https://apps2.sde.idaho.gov/certificationlookup>) "Details" screen displays whether a certificated educator has a Professional or Advanced Professional Endorsement. The following reports also show who does and does not hold a Professional or Advanced Professional Endorsement:

- All Personnel Employment Info Report (V6 Report)
- Instructional FTE and Salary Including Summer School
- Pupil Service FTE and Salary Including Summer School
- Education and Experience History

These reports can be accessed through your ISEE portal, under "Reports-Staffing," and they can be generated by anyone at the district/charter with a "business manager" or "reports staffing" role. The reports include columns titled "Date Professional Endorsement" and "Date Advanced Professional Endorsement." If there is no date in a column and the individual meets all other requirements for that endorsement, a recommendation may be made by the district/charter on behalf of the individual.

Q: How do I recommend an individual for a Professional or Advanced Professional Endorsement?

A: An individual can be recommended for Professional Endorsement or Advanced Professional Endorsement through the Career Ladder Data System (CLDS) in the Recommendations tab. Current year evaluation data is not used to generate the information in the Recommendations tab. For more information, please review the CLDS User Manual located at <https://apps2.sde.idaho.gov/CLDS/>.

If the individual is not listed in the CLDS Recommendations tab, fill out the applicable recommendation form, available at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>, and email it to professionalendorsements@sde.idaho.gov, along with any supporting documentation required by the form. Please note, if an individual is not listed in the CLDS Recommendations tab, the individual may not be eligible for recommendation for the endorsement. If you are not sure an individual is eligible for a Professional or Advanced Professional Endorsement, review the applicable endorsement criteria and the individual's evaluation data.

INSTRUCTIONAL AND PUPIL SERVICE STAFF WITH ONLY IN STATE EXPERIENCE

Professional Endorsement – In State

Instructional and pupil service staff who have taught only in Idaho are qualified for the Professional Endorsement if they meet all of the following requirements:

PROFESSIONAL ENDORSEMENT – IN STATE REQUIREMENTS	VERIFIED BY
Local Education Agency Recommendation	Career Ladder Data System (CLDS) Application or paper form
Experience Applicant has held an Idaho instructional or pupil service staff certificate and been employed in a public or accredited private school for at least three (3) years.	State Department of Education
Professional Compensation Rung Performance Criteria Applicant has met the following professional compensation rung performance criteria for two (2) of the three (3) previous years OR the third year: <ul style="list-style-type: none"> • An overall rating of proficient or higher, with no components rated as unsatisfactory on the state framework for teaching evaluation; and • Majority of applicant’s students (50% +1) have met measurable student achievement targets or student success indicator targets. 	CLDS Application
Annual Individualized Professional Learning Plan Applicant has an individualized professional learning plan developed with their district/charter supervisor.	CLDS Application

Advanced Professional Endorsement – In State

Instructional and pupil service staff who have taught only in Idaho are qualified for the Advanced Professional Endorsement if they meet all of the following requirements:

ADVANCED PROFESSIONAL ENDORSEMENT – IN STATE REQUIREMENTS	VERIFIED BY
Local Education Agency Recommendation	Career Ladder Data System (CLDS) Application or paper form
Professional Endorsement Applicant has held a Professional Endorsement for five (5) years or more.	State Department of Education (SDE)
Experience Applicant has held a certificate and been employed in a public or accredited private school for at least eight (8) years or more.	SDE
Professional Compensation Rung Performance Criteria <ul style="list-style-type: none"> • An overall rating of proficient or higher, with no components rated as unsatisfactory on the state framework for teaching evaluation; and • Majority of applicant’s students (50% + 1) have met measurable student achievement targets or student success indicator targets. Applicant has met the professional compensation rung performance criteria for four (4) of the five (5) previous years OR the third, fourth, and fifth year.	CLDS Application
Advanced Professional Compensation Rung Performance Criteria <ul style="list-style-type: none"> • An overall rating of proficient or higher, no components rated as unsatisfactory or basic, and rated as distinguished in Domain II – Classroom Environment or Domain III – Instruction and Use of Assessment on the state framework for teaching evaluation or equivalent for pupil service staff; and • Seventy-five percent (75%) or more of applicant’s students have met their measurable student achievement targets or student success indicator targets. Applicant has met the advanced professional compensation rung performance criteria for three (3) of the five (5) previous years.	CLDS Application
District Leadership Role During three (3) of the previous five (5) years, has served in an additional building or district leadership role in their school.	CLDS Application
Annual Individualized Professional Learning Plan Applicant has an individualized professional learning plan developed with their district/charter supervisor.	CLDS Application

RECENTLY HIRED INSTRUCTIONAL AND PUPIL SERVICE STAFF WHO HAVE TAUGHT ONLY OUT OF STATE

Professional Endorsement – Out of State

Instructional and pupil service staff who have certificated experience from out of state are qualified for a Professional Endorsement if they meet all of the following requirements:

PROFESSIONAL ENDORSEMENT – OUT OF STATE REQUIREMENTS	VERIFIED BY
Local Education Agency Recommendation	Signed recommendation form or letter from employing Idaho school district or charter school
Experience Have worked in a certificated position in a compact-member state for three (3) to eight (8) years	Certificated Professional Experience Reports completed and signed by each prior, out-of-state employer
Out of State Certificate(s) Would have been eligible to work in a certificated position in an Idaho public school based on that certificate for three (3) to eight (8) years	Copy of applicant’s out of state certificate(s) showing they held certification for at least three (3) years during the years they worked in a certificated position

Advanced Professional Endorsement – Out of State

Instructional and pupil service staff who have certificated experience from out of state are qualified for an Advanced Professional Endorsement if they meet all of the following requirements:

ADVANCED PROFESSIONAL ENDORSEMENT – OUT OF STATE REQUIREMENTS	VERIFIED BY
Local Education Agency Recommendation	Signed recommendation form or letter from employing Idaho school district or charter school
Experience Have worked in a certificated position in a compact-member state for nine (9) years or more	Certificated Professional Experience Reports completed and signed by each prior, out-of-state employer
Out of State Certificate(s) Would have been eligible to work in a certificated position in an Idaho public school based on that certificate for nine (9) years or more	Copy of applicant’s out of state certificate(s) showing they held certification for at least nine (9) years during the years they worked in a certificated position

INSTRUCTIONAL AND PUPIL SERVICE STAFF WITH SOME OUT OF STATE EXPERIENCE

Instructional and pupil service staff who have certificated experience from both Idaho and out of state are qualified for the Professional or Advanced Professional Endorsement if they meet the requirements below. Essentially, out of state requirements will need to be met for time spent teaching out of state, and in state requirements will need to be met for time spent in teaching in Idaho.

Professional Endorsement – In State/Out of State

Instructional staff and pupil service staff who have three (3) or more years of certificated experience, but no more than two (2) years of certificated experience in Idaho, are eligible for the Professional Endorsement if they meet all of the following requirements:

PROFESSIONAL ENDORSEMENT – IN STATE/OUT OF STATE REQUIREMENTS	VERIFIED BY
Local Education Agency Recommendation	Signed recommendation form or letter from employing Idaho school district or charter school
<p>Experience Applicant has held a certificate and been employed in a public or accredited private school for at least three (3) years, of which no more than two (2) years occurred in an Idaho public/accredited private school. Out of state certificated employment must have occurred in a compact member state.</p>	<p>In state certification and experience: State Department of Education AND Out of state certification and experience: Certificated Professional Experience Report(s) completed and signed by out of state employer(s) AND out-of-state certificate copy/copies, or educator certificate search screen print results from out of state certifying body/bodies.</p>
<p>Professional Compensation Rung Performance Criteria</p> <ul style="list-style-type: none"> • An overall rating of proficient or higher, with no components rated as unsatisfactory on the state framework for teaching evaluation; and • Majority of applicant’s students (50% + 1) have met measurable student achievement targets or student success indicator targets. <p><u>If applicant has one (1) year of Idaho evaluations:</u> Applicant met professional compensation rung performance criteria in this year. <u>If applicant has two (2) years of Idaho evaluations:</u> Applicant met professional compensation rung performance criteria in both of these two years, or the second year.</p>	Career Ladder Data System (CLDS) Application
<p>Annual Individualized Professional Learning Plan Applicant has an individualized professional learning plan developed with their district/charter supervisor.</p>	CLDS Application

Advanced Professional Endorsement – In State/Out of State

Instructional and pupil service staff who have nine (9) or more years of certificated experience, with no more than seven (7) years of certificated experience in Idaho, are eligible for the Advanced Professional Endorsement if they meet all of the following requirements:

ADVANCED PROFESSIONAL ENDORSEMENT – IN STATE/OUT OF STATE REQUIREMENTS	VERIFIED BY
<p>Local Education Agency Recommendation</p>	<p>Signed recommendation form or letter from employing Idaho school district or charter school.</p>
<p>Experience Applicant has held a certificate and been employed in a public or accredited private school for at least nine (9) years, of which no more than seven (7) years occurred in an Idaho public school. Out of state employment must have occurred in a compact member state.</p>	<p>In state certification and experience: State Department of Education AND Out of state certification and experience: <u>Certificated Professional Experience Report(s)</u> completed and signed by out of state employer(s) AND out-of-state certificate copy/copies, or educator certificate search screen print results from out of state certifying body/bodies.</p>
<p>Professional Compensation Rung Performance Criteria</p> <ul style="list-style-type: none"> • An overall rating of proficient or higher, with no components rated as unsatisfactory on the state framework for teaching evaluation; and • Majority of applicant’s students (50% + 1) have met measurable student achievement targets or student success indicator targets. <p><u>If applicant has one (1) to three (3) years of Idaho evaluations:</u> Applicant met the professional compensation rung performance criteria in each of these years.</p> <p><u>If applicant has four (4) years of Idaho evaluations:</u> Applicant met the professional compensation rung performance criteria in three (3) of the four (4) previous years, including the fourth year.</p> <p><u>If applicant has five (5) or more years of Idaho evaluations:</u> Applicant met the professional compensation rung performance criteria in four (4) of the five (5) previous years, or the third, fourth and fifth year.</p>	<p>CLDS Application</p>
<p>Advanced Professional Compensation Rung Performance Criteria</p> <ul style="list-style-type: none"> • An overall rating of proficient or higher, no components rated as unsatisfactory or basic, and rated as distinguished in Domain II – Classroom Environment or Domain III – Instruction and Use of Assessment on the state framework for teaching evaluation or equivalent for pupil service staff; and 	<p>CLDS Application</p>

<p>Advanced Professional Compensation Rung Performance Criteria, continued</p> <ul style="list-style-type: none"> Seventy-five percent (75%) or more of applicant’s students have met measurable student achievement targets or student success indicator targets. <p><u>If applicant has one (1) to three (3) years of Idaho evaluations:</u> Applicant met the advanced professional compensation rung performance criteria each of these years.</p> <p><u>If applicant has four (4) years of Idaho evaluations:</u> Applicant met the advanced professional compensation rung performance criteria in three (3) of four (4) years, including the 4th year.</p> <p><u>If applicant has five (5) or more years of Idaho evaluations:</u> applicant met the advanced professional rung performance criteria in three (3) of (5) years or the third, fourth, and fifth year.</p>	
<p>District Leadership Role</p> <p>During three (3) of the previous five (5) years, applicant has served in an additional building or district leadership role.</p> <p><u>If applicant has one (1) to three (3) years of Idaho evaluations:</u> Applicant served in an additional building or district leadership role in their school in each of these years.</p> <p><u>If applicant has four (4) years of Idaho evaluations:</u> Applicant served in an additional building or district leadership role in their school in three (3) of the four (4) previous years.</p> <p><u>If applicant has five (5) or more years of Idaho evaluations:</u> Applicant served in an additional building or district leadership role in their school in three (3) of the five (5) previous years.</p>	CLDS Application
<p>Annual Individualized Professional Learning Plan</p> <p>Applicant has an individualized professional learning plan developed with their district/charter supervisor.</p>	CLDS Application

REQUIREMENTS AT A GLANCE

PROFESSIONAL ENDORSEMENT REQUIREMENTS – IN STATE

Years of Certificated Teaching in Idaho	3 years or more
Meet PE Performance Criteria: <ul style="list-style-type: none"> Overall Proficient No Unsatisfactory Components Majority of students have met student achievement/success targets 	2 of the 3 previous years, or the 3 rd year
Individualized Professional Learning Plan	Yes
Local Education Agency Recommendation	Yes

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – IN STATE

Years of Certificated Teaching in Idaho	8 years or more
Hold Professional Endorsement	5 years or more
Meet PE Performance Criteria: <ul style="list-style-type: none"> Overall Proficient No Unsatisfactory or Basic Components Majority of students have met student achievement/success targets 	4 of the 5 previous years, or the 3 rd , 4 th and 5 th years.
Meet APE Performance Criteria: <ul style="list-style-type: none"> Overall Proficient No Unsatisfactory Components Distinguished in Domain II or Domain III, or equivalent for pupil service staff 75% + of students have met student achievement/success targets 	3 of the 5 previous years
Served in an additional building or district leadership role	3 of the 5 previous years
Individualized Professional Learning Plan	Yes
Local Education Agency Recommendation	Yes

PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

Held a certificate in a compact member state	3 years or more, requirement met through proof of out-of-state certification
Years of certificated teaching in a compact member state	3 years or more, requirement met by proof of out-of-state employment
Local Education Agency Recommendation	Yes

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

Held a certificate in a compact member state	9 years or more, requirement met through proof of out-of-state certification
Years of certificated teaching in a compact member state	9 years or more, requirement met by proof of out-of-state employment
Local Education Agency Recommendation	Yes

PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE AND OUT OF STATE

Years of Certificated Teaching	IPLP	Meet PE Criteria	LEA Recommendation	Out of State Certification & Employment Docs
0 years in state, 3-8 years out of state	USE OUT OF STATE PE FORM			
1 year in state, 2-7 years out of state	Y	1 of 1 year	Y	Y
2 years in state, 1-6 years out of state	Y	2 of 2 years or the second year	Y	Y
3+ years in state 0 years out of state	USE IN STATE PE FORM			

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE AND OUT OF STATE

Years of Certificated Teaching	IPLP	Meet PE Criteria	Meet APE Criteria	Leadership Position	LEA Recommendation	Out of State Certification & Employment Docs
0+ years in state, 9+ years out of state	USE OUT OF STATE APE FORM					
1 year in state, 8 years out of state	Y	1 of 1 year	1 of 1 year	1 of 1 year	Y	Y
2 years in state, 7-8 years out of state	Y	2 of 2 years	2 of 2 years	2 of 2 years	Y	Y
3 years in state, 6-8 years out of state	Y	3 of 3 years	3 of 3 years	3 of 3 years	Y	Y
4 years in state, 5-8 years out of state	Y	3 of 4 years, including 4 th year	3 of 4 years	3 of 4 years	Y	Y
5 years in state, 4-8 years out of state	Y	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Y	Y
6 years in state, 3-8 years out of state	Y	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Y	Y
7 years in state, 2-8 years out of state	Y	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Y	Y
8+ years in state, 1 year out of state	USE IN STATE APE FORM					

Statute

Q: Where can I find the law for Professional and Advanced Professional Endorsement?

A: Section 33-1201A, Idaho Code

Q: Where can I find the law that defines Compensation Rung Performance Criteria?

A: Section 33-1001(20), Idaho Code

Q: Where can I find the law that defines Measurable Student Achievement?

A: Section 33-1001(18), Idaho Code

Q: Where can I find the law that defines Student Success Indicators?

A: Section 33-1001(31), Idaho Code

Q: Where can I find the law that defines what a district or building leadership role can be?

A: Section 33-1201A(3)(c), Idaho Code

Q: Why does Advanced Professional Compensation Rung Performance Criteria have to be met in three (3) of the previous five (5) years to be eligible for an Advanced Professional Endorsement effective July 1, 2022? That wasn't the criteria last year.

A: The Advanced Professional Compensation Rung Performance Criteria is phased in over three (3) years as required by Section 33-1201A(3)(f), Idaho Code. To attain the Advanced Professional Endorsement effective July 1, 2022, the Advanced Professional Compensation Rung Performance Criteria must be met in three (3) of the five (5) previous years. Provided the law doesn't change, this will be the requirement for Advanced Professional Compensation Rung Performance Criteria, going forward.

General Questions

Q: What is a compact member state, and what compact is this?

A: Compact member states include 48 of the United States, the District of Columbia, Guam, and the DoDEA. New Mexico and South Dakota are NOT compact member states. The compact is the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement.

Q: How many components should be rated distinguished for a rating of Distinguished in Domain II or III?

A: The local education agency determines the number of components within a domain that must be rated as distinguished for the domain to be rated as distinguished.

Q: Does the Recommendation tab in CLDS tell me everyone in my district/charter who is qualified for a Professional or Advanced Professional Endorsement?

A: No. The Recommendation tab in CLDS tells you who may be ELIGIBLE for a Professional or Advanced Professional Endorsement based on limited criteria. The report does not take current year data into account.

Recommendation Questions

Q: I recommended an educator for the Professional/Advanced Professional Endorsement in CLDS and never heard anything after that. How come they don't have the Professional/Advanced Professional Endorsement?

A: It is likely the educator was ELIGIBLE for the Professional/Advanced Professional Endorsement based on limited criteria, but they were not QUALIFIED based on all criteria. The CLDS system does not notify the district/charter of each individual who is recommended but does not QUALIFY. The district/charter can pull a report to determine who has been issued the Professional/Advanced Professional Endorsements.

Q: My educator has been in our district/charter for more than three (3) years/eight (8) years—why don't they qualify for a Professional/Advanced Professional Endorsement?

A: Both time criteria and performance criteria must be met to qualify for a Professional or Advanced Professional Endorsement. An educator may meet the time criteria for an endorsement without meeting the performance criteria for the endorsement. Both time criteria and performance criteria must be met to qualify for the appropriate endorsement.

Q: I have an educator who has taught for several years out of the country. Can we count that time?

A: The NASDTEC Interstate Compact applies to both Guam and the DoDEA. If your educator taught in Guam or in the DoDEA system, the time teaching in one of those areas may be counted toward meeting time criteria.

Q: How do I recommend a new hire for endorsement who has prior, certificated in state experience in a private school?

A: Certificated years of experience working in an accredited private school may count toward the years of experience requirement for the professional or advanced professional endorsement recommendation [33-1201A(6)]. The hiring district/charter, being the recommending body, will review any additional documentation necessary and determine whether all professional or advanced professional endorsement criteria are met. Please maintain the documentation in the employee's file. The educator may provide additional evidence demonstrating effective teaching that may be considered in exceptional cases for purposes of determining proficiency and student achievement requirements.

Q: What if my educator has a few years in state and several years out of state, but not nine (9) years yet? Can they be recommended for a Professional Endorsement now and an Advanced Professional Endorsement in a year or two (2) when they have the nine (9) years of combined in state and out of state time?

A: If your educator is close to meeting the time criteria to be eligible for an In State/Out of State Advanced Professional Endorsement, and they are currently eligible for an In-State Professional Endorsement, your educator has the option to wait until they meet the time AND performance criteria to be eligible for the In State/Out of State Advanced Professional Endorsement.

Data Entry Corrections

Q: How far back can a data entry error be corrected?

A: A data entry error within the three (3) prior school years can be corrected. Evidence to substantiate the correction must be maintained in the educator's file.

Q: How can I correct a data entry error made to an evaluation?

A: With evidence the evaluation data was entered in error, the district/charter may make a correction to the data during the next available CLDS correction window. Upon confirmation the data is corrected, the district/charter submits a recommendation form for the applicable endorsement to professionalendorsements@sde.idaho.gov.

Q: My educator's prior employer entered evaluation data in error, and it affects my ability to issue a professional or advanced professional endorsement. What can I do to fix it?

A: The current employer cannot amend a prior employer's evaluation data. With evidence the evaluation data was entered in error, however, the educator's prior employer may make a correction to the data during the next available CLDS correction window. Upon confirmation the data is corrected by the prior employer, the current employer submits a recommendation form for the applicable endorsement to professionalendorsements@sde.idaho.gov.

Q: My educator would like to provide additional evidence to support a reconsideration of their evaluation, which may affect their Professional or Advanced Professional Compensation Rung Performance Criteria. Can I reconsider the evidence?

A: Instructional staff employees may provide additional evidence demonstrating effective teaching that may be considered in exceptional cases for purposes of determining proficiency and student achievement in the event required standards for the professional advanced professional endorsement are not met. Pupil service staff employees may provide additional evidence demonstrating effective student achievement or success that may be considered in exceptional cases for purposes of determining proficiency and student achievement or success in the event required standards for the advanced professional endorsement are not met. Should the district/charter determine the evidence is proficient to correct the evaluation data, the district/charter makes a correction to the data during the next available CLDS correction window. Upon confirmation the data is corrected, the district/charter submits a recommendation form for the applicable endorsement to professionalendorsements@sde.idaho.gov. It is recommended the evidence of the reconsideration be maintained in the educator's file.

Other Evaluation Questions

Q: What if my educator didn't meet all the criteria for the Professional or Advanced Professional Endorsement, but I feel they are worthy of the endorsement? Can I recommend them?

A: The district/charter recommendation is only one criterion for the Professional or Advanced Professional Endorsement. While you can submit a recommendation, the recommendation cannot be processed if all other criteria are not met. There is no provision in the law to allow for an individual to receive a Professional or Advanced Professional Endorsement if all criteria are not met.

Q: My educator would like me to try to identify if they met Advanced Professional Endorsement Criteria in the 18-19 school year. How do I do that?

A: The Advanced Professional Endorsement was not placed into law until the 2019-2020 school year, so there is no data in CLDS to correct prior to the 2019-2020 school year.

Q: What if an educator disputes the result of an evaluation? Can the SDE change it?

A: The SDE cannot change evaluation data. An evaluation dispute is managed and resolved at the local level.

Q: Can the SDE veto a recommendation for endorsement?

A: The SDE does not have 'veto power' over recommendations; they can process only complete and accurate recommendations for endorsement. The SDE **can** process an endorsement recommendation if all required criteria for the endorsement are met and verified by the district's/charter's CLDS data. The SDE **cannot** process an endorsement recommendation if any required criteria for the endorsement are not met and/or the criteria cannot be verified by the district's/charter's CLDS data.

Questions About Related Subjects

Q: What Professional Endorsement criteria does an individual need to continue to meet to advance from P1 to P2 on the professional rung?

A: An individual must meet professional compensation rung performance criteria in the next year to move from P1 to P2:

- Overall rating of proficient or higher
- No components rated as unsatisfactory
- Majority of students have met measurable student achievement/success targets

In addition, an individual is required to meet professional compensation rung performance criteria in a certain number of years. Please contact Public School Finance with questions.

Q: What Advanced Professional Endorsement criteria does an individual need to continue to meet to advance from AP1 to AP2 on the advanced professional rung?

A: An individual must meet the advanced professional compensation rung performance criteria in the next year to move from AP1 to AP2:

- Overall rating of proficient or higher
- No components rated as unsatisfactory or basic
- Rated as distinguished in either Domain 2 – Classroom Environment or Domain 3-Instruction and Use of Assessment
- Seventy-five percent (75%) or more of students have met measurable student achievement/success targets

Q: Who do I talk to if I have a question about Form 10 data or about other Career Ladder movement?

A: Contact Branwyn Phillips, Public School Finance, at 208-332-6875, or bcphillips@sde.idaho.gov.

Q: What if I have questions about the evaluation process or how to make recommendations or corrections in CLDS?

A: Contact Kathy Gauby at 208-332-6889 or kgauby@sde.idaho.gov.

Q: What if I have questions about how to upload career ladder data or questions about the data structures?

A: If you are located in Region 1, 2, or 3, contact Amy Sigler at 208-332-6981 or asigler@sde.idaho.gov. If you are located in Region 4, 5, or 6, contact Roger Evans at 208-332-6982 or revans@sde.idaho.gov. You may also contact Todd King at 208-332-6937 or tking@sde.idaho.gov.

Q: What if I have a situation that can't be addressed by reading the FAQs?

A: Please contact the SDE for assistance with any atypical scenario.

Certification and Professional Standards

Idaho State Department of Education
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