



PROFESSIONAL ENDORSEMENT AND ADVANCED PROFESSIONAL ENDORSEMENT

Local Education Agency (LEA) Guidance for Initial Placement on the
Professional and Advanced Professional Rungs, Idaho Code § 33-1201A

Professional and Advanced Professional Endorsements move qualified individuals onto the Professional and Advanced Professional rungs of the Career Ladder. For an individual to be placed on the 'P' rung of the Career Ladder, they must be recommended for and receive a Professional Endorsement. For an individual to be placed on the 'AP' rung of the Career Ladder, they must be recommended for and receive an Advanced Professional Endorsement. Professional and Advanced Professional Endorsements are not listed on an individual's certificate.

Q: How can I tell 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 an individual holds a Professional or Advanced Professional Endorsement.

The following ISEE reports also show Professional or Advanced Professional Endorsement dates for staff members:

- 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 are found in the LEA's ISEE portal, under "Reports-Staffing," and these reports can be generated by anyone with a "business manager" or "reports staffing" role. To locate the Professional and Advanced Professional Endorsement dates on these reports, look for columns titled "Date Professional Endorsement" or "Date Advanced Professional Endorsement."

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

A: Instructional staff and Pupil Service staff can be recommended for a Professional Endorsement or Advanced Professional Endorsement in the Career Ladder Data System (CLDS) Recommendations tab at the end of the school year, during the regular CLDS submission window (see <https://apps2.sde.idaho.gov/CLDS/> for the current year submission window). More information about the Recommendations tab is available in the CLDS User Manual (<https://apps2.sde.idaho.gov/CLDS/>).

If an educator is not listed in the CLDS Recommendations tab, it is likely that the educator has not met the appropriate criteria to qualify for Professional or Advanced Professional endorsement. If you are not

sure whether an educator is eligible for a Professional or Advanced Professional Endorsement, confirm the educator's years of service and review endorsement criteria against the individual's evaluation data.

If a recommendation is not made in the CLDS Recommendations tab during the regular CLDS submission window, the recommendation can be made by paper recommendation form. Recommendation forms are available at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>. Some recommendations require supporting documentation; read each recommendation form to confirm whether supporting documentation is required. Email completed recommendation forms and any required, additional documentation to professionalendorsements@sde.idaho.gov.

New employees can be recommended for a Professional or Advanced Professional Endorsement upon hire if they meet the criteria to earn the applicable endorsement. To recommend a new employee, fill out the applicable paper recommendation form, located at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>, and email the completed recommendation forms and any required, additional documentation to professionalendorsements@sde.idaho.gov.

Professional Endorsement – In State

Instructional and Pupil Service staff who have taught in Idaho for three (3) years or more are qualified for the Professional Endorsement if they meet all of the following requirements:

Professional Endorsement – In State Requirements	How does the SDE Verify Each Requirement?
Local Education Agency Recommendation	Career Ladder Data System (CLDS) Application Recommendations tab, or signed paper recommendation 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.	Teacher Certification Application (TCA) Data
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 Data
Annual Individualized Professional Learning Plan Applicant has an individualized professional learning plan developed with their district/charter supervisor.	CLDS Application Data

This recommendation is usually made in the CLDS Recommendations tab during the regular CLDS submission window. If the recommendation is made in the CLDS Recommendations tab, no paper recommendation form is required.

Advanced Professional Endorsement – In State

Instructional and Pupil Service staff who have taught in Idaho for eight (8) years or more are qualified for the Advanced Professional Endorsement if they meet all of the following requirements:

Advanced Professional Endorsement – In State Requirements	How does the SDE Verify Each Requirement?
Local Education Agency Recommendation	Career Ladder Data System (CLDS) Application Recommendations tab, or signed paper recommendation form
Professional Endorsement Applicant has held a Professional Endorsement for five (5) years or more.	CLDS Application Data
Experience Applicant has held a certificate and been employed in a public or accredited private school for at least eight (8) years or more.	Teacher Certification Application Data
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 Data
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 Data
District Leadership Role During three (3) of the previous five (5) years, has served in an additional building or district leadership role in an Idaho public school.	CLDS Application Data
Annual Individualized Professional Learning Plan Applicant has an individualized professional learning plan developed with their district/charter supervisor.	CLDS Application Data

This recommendation is usually made in the CLDS Recommendations tab during the regular CLDS submission window. If the recommendation is made in the CLDS Recommendations tab, no paper recommendation form is required.

Professional Endorsement – Out of State

Instructional and Pupil Service staff who have three (3) or more years of out-of-state certificated experience in a public or accredited private school are qualified for a Professional Endorsement if they meet all of the following requirements:

Professional Endorsement – Out of State Requirements	How does the SDE Verify Each Requirement?
Local Education Agency Recommendation	Signed recommendation form 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 Report completed and signed by each prior, out-of-state employer, totaling three (3) years or more
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), or educator certificate search screen print results from out of state certifying body/bodies, showing the applicant held certification for three (3) or years or more during the same period of time, confirmed by certificated professional experience report(s)

This recommendation is made with a paper form, located at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>.

The following supporting documentation must accompany the form:

- Certificated Professional Experience Report completed and signed by each prior, out-of-state employer, totaling three (3) years or more
- Copy of applicant's out of state certificate(s), or educator certificate search screen print results from out of state certifying body/bodies, showing the applicant held certification totaling three (3) years or more during the same period of time confirmed by certificated professional experience report(s)

Advanced Professional Endorsement – Out of State

Instructional and Pupil Service staff who have nine (9) or more years of out-of-state certificated experience in a public or accredited private school are qualified for an Advanced Professional Endorsement if they meet all of the following requirements:

Advanced Professional Endorsement – Out of State Requirements	How does the SDE Verify Each Requirement?
Local Education Agency Recommendation	Signed recommendation form 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, totaling 9 years or more
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), or educator certificate search screen print results from out of state certifying body/bodies, showing the applicant held certification for nine (9) years or more during the same period of time confirmed by certificated professional experience report(s)

This recommendation is made with a paper form, located at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>.

The following supporting documentation must accompany the form:

- Certificated Professional Experience Report completed and signed by each prior, out-of-state employer, totaling nine (9) years or more
- Copy of applicant's out of state certificate(s), or educator certificate search screen print results from out of state certifying body/bodies, showing the applicant held certification totaling nine (9) years or more during the same period of time confirmed by certificated professional experience report(s)

INSTRUCTIONAL AND PUPIL SERVICE STAFF WITH SOME EXPERIENCE IN IDAHO AND SOME EXPERIENCE OUT OF STATE

Instructional and Pupil Service staff are eligible for an In State/Out of State Professional or Advanced Professional Endorsement if they meet the criteria below and do not otherwise meet criteria for an In-State or Out of State Professional or Advanced Professional Endorsement.

The In State/Out of State recommendation is made with a paper form, located at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>.

The following supporting documentation must accompany the form:

- Certificated Professional Experience Report completed and signed by each prior, out-of-state employer
- Copy of applicant's out of state certificate(s), or educator certificate search screen print results from out of state certifying body/bodies, showing the applicant held during the same period of time confirmed by certificated professional experience report(s)

Professional Endorsement – In State/Out of State

Instructional and Pupil Service staff who have three (3) years or more of combined certificated experience in Idaho and out of state, with 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	How does the SDE Verify Each Requirement?
Local Education Agency Recommendation	Signed recommendation form from employing Idaho school district or charter school
Experience Applicant has held a certificate and been employed in a public or accredited private school for at three (3) years or more, 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.	Idaho certification and experience: Teacher Certification Application Data 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.
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. <u>If applicant has one (1) year of Idaho evaluations on file in CLDS:</u> Applicant met professional compensation rung performance criteria in this year. <u>If applicant has two (2) years of Idaho evaluations on file in CLDS:</u> Applicant met professional compensation rung performance criteria in both of these two years, or the second year.	Career Ladder Data System (CLDS) Application Data
Annual Individualized Professional Learning Plan Applicant has an individualized professional learning plan developed with their district/charter supervisor.	CLDS Application Data

Advanced Professional Endorsement – In State/Out of State

Instructional and Pupil Service staff who have nine (9) years or more of combined certificated experience in Idaho and out of state, 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	How does the SDE Verify Each Requirement?
Local Education Agency Recommendation	Signed recommendation form or letter from employing Idaho school district or charter school.
Experience Applicant has held a certificate and been employed in a public or accredited private school for nine (9) years or more, of which no more than seven (7) years has occurred in an Idaho public school. Out of state employment must have occurred in a compact member state.	Idaho certification and experience: Teacher Certification Application Data 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.
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. <u>If applicant has one (1) to three (3) years of Idaho evaluations on file in CLDS:</u> Applicant met the professional compensation rung performance criteria in each of these years. <u>If applicant has four (4) years of Idaho evaluations on file in CLDS:</u> Applicant met the professional compensation rung performance criteria in three (3) of the four (4) previous years, including the fourth year. <u>If applicant has five (5) years or more of Idaho evaluations on file in CLDS:</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.	Career Ladder Data System (CLDS) Application Data
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 	CLDS Application Data

<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>Advanced Professional Compensation Rung Performance Criteria, continued</p> <p><u>If applicant has one (1) to three (3) years of Idaho evaluations on file in CLDS:</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 on file in CLDS:</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 on file in CLDS:</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 on file in CLDS:</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 on file in CLDS:</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) years or more of Idaho evaluations on file in CLDS:</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 Data
<p>Annual Individualized Professional Learning Plan</p> <p>Applicant has an individualized professional learning plan developed with their district/charter supervisor.</p>	CLDS Application Data

|| 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 rating of Proficient No components rated Unsatisfactory 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 rating of Proficient No components rated Unsatisfactory 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 rating of Proficient No components rated Unsatisfactory or Basic Overall rating of 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	Requirement met through proof of out-of-state certification for 3 years or more
Years of certificated teaching in a compact member state	Requirement met by proof of out-of-state employment for 3 years or more
Local Education Agency Recommendation	Yes

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

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

PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE/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	Yes	1 of 1 year	Yes	Yes
2 years in state, 1-6 years out of state	Yes	2 of 2 years or the second year	Yes	Yes
3+ years in state 0-5 years out of state	USE IN STATE PE FORM			

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE/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	Yes	1 of 1 year	1 of 1 year	1 of 1 year	Yes	Yes
2 years in state, 7-8 years out of state	Yes	2 of 2 years	2 of 2 years	2 of 2 years	Yes	Yes
3 years in state, 6-8 years out of state	Yes	3 of 3 years	3 of 3 years	3 of 3 years	Yes	Yes
4 years in state, 5-8 years out of state	Yes	3 of 4 years, including 4 th year	3 of 4 years	3 of 4 years	Yes	Yes
5 years in state, 4-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
6 years in state, 3-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
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	Yes	Yes
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 Professional and Advanced Professional 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 the district or building leadership role?

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

General Questions

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

A: Compact member states include 49 of the United States, the District of Columbia, Guam, and the Department of Defense Education Activity (DoDEA). South Dakota is not a compact member state. The compact is the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement (<https://www.nasdtec.net/page/Interstate>).

Q: How many components must be rated Distinguished for an educator to receive overall rating of Distinguished in Domain II or III?

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

Q: Does the CLDS Recommendations tab display everyone in my LEA who is qualified for a Professional/Advanced Professional Endorsement?

A: The CLDS Recommendations tab displays instructional and Pupil Service staff who are eligible for a Professional/Advanced Professional Endorsement based on some very basic criteria. If a person is loaded into the Recommendations tab, it's not because they are qualified for a Professional/Advanced

Professional Endorsement, but because they could be qualified if their evaluation meets the criteria. Check evaluation data to ensure the educator is qualified for PE/APE before recommending them in the CLDS Recommendations tab.

Recommendation Questions

Q: I recommended an educator for the Professional/Advanced Professional Endorsement in CLDS, but the educator is not reporting on the P/AP rung. Why doesn't the educator have the Professional/Advanced Professional Endorsement?

A: It is likely the educator did not meet all criteria to qualify for the Professional/Advanced Professional Endorsement. Before you recommend an educator for PE/APE, make sure their evaluation data, including the current year evaluation data, meets all criteria in all applicable years.

Q: An educator has been employed in our LEA for more than three (3) years/eight (8) years. Do they qualify for a Professional/Advanced Professional Endorsement?

A: An educator's qualification for a Professional/Advanced Professional endorsement depends upon the educator meeting a number of criteria. Time criteria and performance criteria must be met for an educator to qualify for a Professional Endorsement. Time criteria, performance criteria, and leadership criteria must all be met for an educator to qualify for an Advanced Professional Endorsement. An educator can meet the time criteria for an endorsement without meeting the performance criteria and/or leadership criteria to qualify for the endorsement.

Q: An educator has taught for several years in a public school outside of the United States. Can that time be counted toward a Professional/Advanced Professional Endorsement?

A: The NASDTEC Interstate Compact (<https://www.nasdtec.net/page/Interstate>) applies to both Guam and the DoDEA. If your educator taught in either of these jurisdictions, the time teaching in a public school in one of those areas may be counted toward meeting time criteria for a Professional/Advanced Professional Endorsement.

Q: What if an educator taught in a private school outside the United States? Can that time be counted toward a Professional/Advanced Professional Endorsement?

A: If the private school is accredited through Cognia (<https://home.cognia.org/registry>), the accrediting body recognized by the Idaho State Board of Education, the time may be counted toward meeting time criteria for a Professional/Advanced Professional Endorsement.

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

A: Certificated years of experience working in an accredited private school may count toward meeting time criteria for the Professional/Advanced Professional Endorsement. Additional evidence may be provided to demonstrate evidence of effective teaching that may be considered in exceptional cases for purposes of determining proficiency and student achievement requirements for a Professional/Advanced Professional Endorsement [Section 33-1201A (6), Idaho Code].

The following documents are used to recommend a new hire who has worked in an accredited private school in Idaho:

- Completed Professional/Advanced Professional Endorsement recommendation form
- Certificated professional experience report from the accredited private school confirming the appropriate length of employment for the recommended endorsement
- Letter from the hiring LEA administrator, confirming that the private school evaluations have been reviewed and are found to meet the necessary criteria as outlined in the recommendation form

Q: An educator meets the time criteria for an In State/Out of State Professional or Advanced Professional Endorsement, but their Idaho experience occurred prior to receiving evaluations in CLDS. When can the person be recommended?

A: The educator can be recommended for an In State/Out of State Professional or Advanced Professional Endorsement upon completion of one (1) year of employment that results in CLDS evaluation data which meets all criteria as described in the In State/Out of State recommendation form.

Q: Should I recommend an educator for a Professional or Advanced Professional Endorsement if they are leaving my LEA to teach somewhere else next school year?

A: Yes. If all LEAs use the CLDS Recommendations tab to recommend educators who qualify for Professional or Advanced Professional Endorsements, it will result in less manual work for all LEAs later in the year. If a qualified educator is not recommended in the CLDS Recommendations tab by the LEA who performed the evaluation, the hiring LEA must determine whether the educator met evaluation data at the prior LEA and then submit a paper recommendation form.

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 support 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 LEA may make a correction to the data during the next available CLDS correction window. Upon confirmation the data is corrected, the LEA

submits a paper recommendation form for the applicable endorsement to professionalendorsements@sde.idaho.gov.

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

A: The educator's prior employer may correct data during the next available CLDS correction window. Upon confirmation the data is corrected by the prior employer, the current employer can submit a paper 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 consider additional 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. 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. Should an LEA determine the additional evidence is proficient to correct the evaluation data, the LEA can make a correction to the data during the next available CLDS correction window. Upon confirmation the data is corrected, the LEA can submit a paper recommendation form for the applicable endorsement to professionalendorsements@sde.idaho.gov. Evidence supporting the recommendation should be maintained in the educator's file.

Q: I corrected CLDS evaluation data for an educator, and it resulted in their qualification for a Professional/Advanced Professional Endorsement. Why wasn't the Professional/Advanced Professional Endorsement issued?

A: Any correction to CLDS data that results in a recommendation for a Professional/Advanced Professional Endorsement needs to be followed up with a paper recommendation form and any required supporting documentation. Submit the recommendation form to professionalendorsements@sde.idaho.gov.

Other Evaluation Questions

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

A: While an LEA can submit a recommendation, the recommendation cannot be processed if all criteria for the endorsement are not met. There is no provision in the law to allow for an individual to receive a Professional/Advanced Professional Endorsement if all criteria are not met.

Q: An educator would like me to determine whether 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. The 18-19 evaluation can be used only if the evaluation measured all criteria necessary for an Advanced Professional Endorsement.

Q: If an educator disputes the result of an evaluation, can the SDE change it?

A: Evaluation disputes are managed and resolved at the local level. The SDE does not change evaluation data.

Q: Can the SDE veto a recommendation for endorsement?

A: The SDE does not have 'veto power' over a recommendation. A complete and accurate recommendation for Professional/Advanced Professional Endorsement is processed. An incomplete or inaccurate recommendation is not processed. If a recommendation for endorsement is not confirmed by CLDS data, the recommendation is not processed.

Movement Beyond P1 or AP1

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.

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

Contact

Contact Helen Henderson at 208-332-6879 or hhenderson@sde.idaho.gov with questions about Professional and Advanced Professional Endorsements.

Contact Branwyn Phillips in Public School Finance, at 208-332-6875, or bcphillips@sde.idaho.gov with questions about Career Ladder movement or Form 10 data.

Contact Kathy Gauby at 208-332-6889 or kgauby@sde.idaho.gov with questions about the evaluation process or how to make recommendations or corrections in CLDS.

Contact Amy Sigler at 208-332-6981 or asigler@sde.idaho.gov if you are located in Region 1, 2, or 3, and you have questions about data structures or how to upload career ladder data. You may also contact Todd King at 208-332-6937 or tking@sde.idaho.gov.

Contact Roger Evans at 208-332-6982 or revans@sde.idaho.gov if you are located in Region 4, 5, or 6, and you have questions about data structures or how to upload career ladder data. You may also contact Todd King at 208-332-6937 or tking@sde.idaho.gov.

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