



Career Ladder Guidance

Professional Endorsement & Advanced Professional Endorsement

Effective July 1, 2020

The Certification Lookup Tool will indicate if a certificated individual has a professional endorsement. In addition, the All Personnel Employment Info Report (V6) includes a column titled “Date Professional Endorsement.” This report can be printed by anyone at the district that has been assigned a “business manager” or “reports staffing” role. The date in that column indicates the date the certificated individual obtained the professional endorsement. If there is not a date in the column and the individual meets the requirements, they must apply for the professional endorsement.

PROFESSIONAL ENDORSEMENT

Instructional staff and pupil service staff are eligible for the Professional Endorsement if they meet all of the following requirements:

Professional Endorsement Requirements ID §33-1201A	Documentation
EXPERIENCE Applicant has held a certificate for at least three (3) years OR has completed a state board of education approved interim certificate of three (3) years or longer.	State Department of Education Teacher Certification
PROFESSIONAL COMPENSATION RUNG PERFORMANCE CRITERIA Applicant has met the professional compensation rung performance criteria for two (2) of the three (3) previous years OR the third year. The criteria is: <ul style="list-style-type: none">• An overall rating of proficient or higher, and no components rated as unsatisfactory on the state framework for teaching evaluation; and• Majority of their students have met their measurable student achievement targets or student success indicator targets.	Career Ladder Data Submission (CLDS) Application
ANNUAL INDIVIDUALIZED PROFESSIONAL LEARNING PLAN Applicant has an individualized professional learning plan developed with their district/charter supervisor.	Career Ladder Data Submission (CLDS) Application
LOCAL EDUCATION AGENCY RECOMMENDATION	Career Ladder Data Submission (CLDS) Application

ADVANCED PROFESSIONAL ENDORSEMENT*

Instructional staff and pupil service staff are eligible for the Advanced Professional Endorsement if they meet all of the following requirements:

Advanced Professional Endorsement Requirements ID §33-1201A	Documentation
<p>EXPERIENCE</p> <p>Applicant has held a renewable certificate for at least eight (8) years or more, OR has completed a state board of education approved interim certificate of three (3) years or longer and held a renewable certificate for five (5) years or more.</p>	<p>State Department of Education Teacher Certification</p>
<p>PROFESSIONAL COMPENSATION RUNG PERFORMANCE CRITERIA</p> <p>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. The criteria is:</p> <ul style="list-style-type: none"> • An overall rating of proficient or higher, and no components rated as unsatisfactory on the state framework for teaching evaluation; and • Majority of their students have met their measurable student achievement targets or student success indicator targets. 	<p>Career Ladder Data Submission (CLDS) Application</p>
<p>ADVANCED PROFESSIONAL COMPENSATION RUNG PERFORMANCE CRITERIA</p> <p>Applicant has met the advanced professional compensation rung performance criteria for three (3) of the five (5) previous years OR the fifth year. The criteria is:</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 overall in Domain II – Classroom Environment or Domain III – Instruction and Use of Assessment on the state framework for teaching evaluation; and • Demonstrating seventy-five percent (75%) or more of their students have met their measurable student achievement targets or student success indicator targets. 	<p>Career Ladder Data Submission (CLDS) Application</p>
<p>DISTRICT LEADERSHIP ROLE</p> <p>During three (3) of the previous five (5) years, has served in an additional building or district leadership role in an Idaho public school.</p>	<p>Career Ladder Data Submission (CLDS) Application</p>
<p>ANNUAL INDIVIDUALIZED PROFESSIONAL LEARNING PLAN</p> <p>Applicant has an individualized professional learning plan developed with their district/charter supervisor.</p>	<p>Career Ladder Data Submission (CLDS) Application</p>
<p>LOCAL EDUCATION AGENCY RECOMMENDATION</p>	<p>Career Ladder Data Submission (CLDS) Application</p>

**Advanced Professional Endorsements are not being issued due to a freeze in Career Ladder.*

INSTRUCTIONAL AND PUPIL SERVICE STAFF COMING FROM OUT OF STATE

Out of State Professional Endorsement

Requirement	Documentation
Have a written recommendation from the employing school district	Signed recommendation letter from employing Idaho school district or charter
Have worked in a certificated position in a compact-member state for three (3) to eight (8) years	Completed and signed Certificated Professional Experience Report
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 applicants out of state certificate(s) showing they held certification for at least three (3) years

Out of State Advanced Professional Endorsement*

Requirement	Documentation
Have a written recommendation from the employing school district	Signed recommendation letter from employing Idaho school district or charter
Have worked in a certificated position in a compact-member state for nine (9) years or more	Completed and signed Certificated Professional Experience Report
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 applicants out of state certificate(s) showing they held certification for at least nine (9) years

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FOR QUESTIONS CONTACT

Certification and Professional Standards
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