

PROFESSIONAL STANDARDS COMMISSION MANUAL POLICY AND PROCEDURES

REVISED SEPTEMBER 22, 2023



TABLE OF CONTENTS

Table of Contents	2
History and Statutory Authority of the Professional Standards Commission.....	3
Professional Standards Commission Working Plan	4
Commission Membership	5
Commission Meetings.....	7
Commission Officers	10
Standing Committees.....	12
PSC Administrator	13
Budget	14
Executive Committee.....	15
Operations Committee	20
Recommendations Committee	21
Appendix A: Parliamentary Procedure Guidance	22
Appendix B: Certification Fee Laws.....	24
Appendix C: Triangle of Relationship	25

HISTORY AND STATUTORY AUTHORITY OF THE PROFESSIONAL STANDARDS COMMISSION

The 1972 state legislature established the Professional Standards Commission (PSC). This legislative action combined the Professional Practices Commission, established by the state legislature in 1969, with the Professional Standards Board, an advisory board appointed by the State Board of Education. The Professional Standards Commission was thereby created in the Department of Education. (**Appendix C**).

The Commission shall have authority to adopt recognized professional codes and standards of ethics, conduct and professional practices which shall be applicable to teachers in the public schools of the state, and submit the same to the state board of education for its consideration and approval. **Idaho Code §33-1254**

The professional standards commission may conduct investigations on any signed allegation of unethical conduct of any teacher brought by:

- An individual with a substantial interest in the matter, except a student in an Idaho public school; or
- A local board of trustees. **Idaho Code §33-1209**

The commission may make recommendations to the state board of education in such areas as teacher education, teacher certification and teaching standards, and such recommendations to the state board of education or to boards of trustees of school districts as, in its judgment, will promote improvement of professional practices and competence of the teaching profession of this state, it being the intent of this act to continually improve the quality of education in the public schools of this state. **Idaho Code §33-1258**

PROFESSIONAL STANDARDS COMMISSION WORKING PLAN

Mission. The PSC makes recommendations to the State Board of Education and renders decisions that provide Idaho with competent, qualified, ethical educators dedicated to rigorous standards, preK-12 student achievement, and improved professional practice.

Vision. The PSC will continue to provide leadership for professional standards and accountability in Idaho's schools. We will handle that responsibility with respect and in a timely fashion. We will nurture positive relationships and collaborative efforts with a wide range of stakeholders. We will be a powerful voice advocating on behalf of Idaho's children.

Operating Philosophy. We are a representative professional team committed to providing a quality education to Idaho's youth. In pursuing our mission, we appoint members to standing committees: standards, authorizations, and executive. We strive to be proactive, informed, progressive, and accountable. Above all, we value ethical practice, professionalism, and broad collaboration among all stakeholders.

Long-Term Goals. Long-term goals are driven by various challenges that impact the state of Idaho, educators, schools, educators-in-training, and preK-12 schoolchildren. They provide a framework for our major challenges. The development and application of professional standards and the full implementation of its statutory responsibilities would enable the PSC to:

- Increase the professional competence of all practicing and pre-service teachers in Idaho;
- Minimize the number of ethical violations by certificated educators through increased pre-service and in-service professional development; and
- Increase the level of understanding, communication, and collaboration between the PSC, the State Board of Education, and other stakeholders.

COMMISSION MEMBERSHIP

Pursuant to **Section 33-1252, Idaho Code**, the Professional Standards Commission (PSC) is created in the Idaho State Department of Education (SDE), consisting of 18 members with representation as follows:

- One (1) member of the staff of the Idaho State Department of Education
- One (1) member of the staff of the Idaho Division of Career Technical Education
- Seven (7) certificated classroom teachers in the public school systems of the State of Idaho
 - one (1) of which is a teacher of exceptional children and
 - one (1) of which is pupil service staff
- One (1) representative of the Idaho School Superintendents Association
- One (1) representative of the Idaho Association of Secondary School Principals
- One (1) representative of the Idaho Association of Elementary School Principals
- One (1) representative of the Idaho School Boards Association
- One (1) representative of the Idaho Association of Special Education Administrators
- One (1) representative of the education department of an Idaho private college/ university of higher education
- Two (2) representatives of the community colleges and the education departments of the public institutions of higher education
- One (1) representative of the letters and sciences department of an Idaho state institution of higher education

PSC Nominations. Nominations for appointment to the PSC are requested in accordance with **Section 33-1252, Idaho Code**. To ensure appropriate representation of educators across Idaho, nominations for appointment may be requested in consideration of regional location and LEA size. Nominations may also be requested to encourage representation of both elementary and secondary classroom teachers.

PSC Appointments. The State Board of Education appoints members of the PSC for a three (3)-year term.

- A Commission member may serve up to two (2) full three (3)-year terms in a representative position.

- Members representing the State Department of Education and Career Technical Education may serve more than two (2) three (3)-year terms.

Meeting Attendance and Participation. Commission members are expected to attend all scheduled meetings and participate in both full Commission and Committee work. If a Commission member cannot attend any portion of a PSC meeting, they shall inform the PSC secretary in advance of their absence.

Communication of PSC Actions. Commission members are encouraged to share the actions of the PSC with their nominating organizations in accordance with the communication protocol of their nominating organization.

Travel Reimbursement. Reasonable travel expenses to attend PSC meetings will be reimbursed within the current travel reimbursement guidelines established by the Idaho State Board of Examiners.

Substitute Reimbursement. Substitute reimbursement will be provided to a public school district or charter with a classroom teacher serving on the PSC, at the prevailing rate for substitutes in the district or charter (IDAPA 08.02.01.450).

PSC Member Retirement or Misalignment. If a Commission member retires from the field of education or no longer represents the position they hold on the PSC (e.g., a classroom teacher representative takes a position as a school principal) the nominating organization may choose one (1) of the following:

- Retain the Commission member in their position for the remainder of their three (3)-year term of appointment, or
- Open the position to nominations to fill the remainder of the three (3)-year term of appointment.
 - A Commission member appointed to fill the remainder of a three (3)-year term may be appointed to serve two (2) full three (3)-year terms.

PSC Member Vacation of Position. If a Commission member vacates their position on the PSC before the end of their appointed term of membership, the position will be open to nominations to fill the remainder of the three (3)-year term of appointment. The nominating organization of the vacated member will have the first opportunity to provide three (3) nominations for appointment. If the nominating organization is unable to provide three (3) nominations, additional nominations will be sought from other organizations.

- A Commission member appointed to fill the remainder of a three (3)-year term may be appointed to serve two (2) full three (3)-year terms.

COMMISSION MEETINGS

The PSC normally meets five (5) times annually, over two (2) days. Meetings are normally held on Thursdays and Fridays.

- Meetings may be cancelled due to unforeseen circumstances or to comply with open meetings law.
- Additional meetings may be called at the discretion of the PSC Chair in consultation with the PSC Administrator or by the written request of five (5) or more Commission members.
- Meetings may be held virtually or in person, as determined by the PSC Administrator.

New Commission Member Meeting. An orientation meeting for New PSC members may be held in advance of the September meeting of the PSC. The orientation may be held virtually or in person.

Incoming Chair and Vice-Chair Meeting. An orientation for the incoming chair and vice chair of the PSC may be held in advance of the September meeting of the PSC. The orientation may be held virtually or in person.

Open Meetings Law. Commission meetings are subject to the provisions of Idaho Open Meetings Law, **Sections 74-201 through 74-208, Idaho Code**. Any member of the public may attend any open session of the full PSC or any open session of PSC committees. Executive sessions, which are closed to the public, are normally used only by the Executive Committee.

Notice Requirements for Regularly Scheduled Meetings.

- No less than five (5) calendar days before the meeting, an open meeting notice must be posted on the PSC web page and in a prominent place at the building(s) where the meeting is to be held.
- No less than 48 hours before the meeting, the agenda must be posted on the PSC web page and in a prominent place at the building(s) where the meeting is to be held.

Presentations to the PSC. To make a presentation to the PSC, an individual or organization must receive written approval from the PSC Chair and the PSC Administrator. If approved, the presentation will be placed on the agenda of the next regular meeting that is more than three (3) weeks in the future. An individual or organization requested by the PSC to make a presentation is not required to receive prior written approval.

Meeting Materials. Commission members access a secure server which includes the meeting agenda, minutes from the prior meeting, and additional meeting materials. Meeting materials are normally available 48 hours in advance of the meeting.

Quorum. A majority of Commission or Committee members will constitute a quorum, which is required to transact official business. Substitutes cannot serve in place of appointed Commission members.

REGULAR MEETING AGENDA, IN PERSON MEETING

DAY ONE – full day

- Operations Committee Meeting
- Full Commission Meeting
- Committee Meetings

DAY TWO – half day

- Full Commission Meeting

Virtual meetings may be formatted differently and may occur over one (1) day.

REGULAR ANNUAL MEETING CALENDAR

September

- Introductions
- Orientation
- Ethics Training
- Final Budget Report, Prior FY
- PSC Annual Report
- Regular Business

November

- Regular Business

January/February

- Regular Business

April

- Set next FY meeting schedule
- Review/Amend PSC Manual
- Regular Business

June

- Officer Elections
- PSC Manual Approval
- Next FY Budget Approval
- Regular Business
- Recognition of Departing Members
- Announcement of New Members

Every Other Year, Meeting TBD

- Hearing Panel Chair Training

COMMISSION OFFICERS

Commission members elect a chair and vice chair at the last meeting of the fiscal year, to serve in the upcoming fiscal year. Commission officers set the professional tone of the PSC and model parliamentary procedure.

Officer Elections. Commission staff take nominations for chair and vice chair positions prior to the last meeting of the fiscal year. Commission members may self-nominate. All nominated parties with confirmed interest in serving as chair or vice chair may be considered in an election during the last PSC meeting of the fiscal year. The election cannot be held by secret ballot.

Duties - PSC Chair

- Presides over all PSC meetings.
- Works with the PSC administrator to develop future agendas.
- Consults with the PSC administrator for appointments of committee chairs/members of committees established by the PSC and monitors progress of committees.
- Calls regular and special meetings of PSC.
- Serves as chair or designates a chair of the Operations Committee.
- Appoints a chair and members to hearing panels.
- Represents the PSC or appoints a designee to represent the PSC at State Board of Education meetings as deemed necessary for PSC business.
- Either the chair or the vice chair serves as chair of Executive Committee.
- Establishes ad-hoc committees as needed to address short-term needs or special projects.
- Makes decisions on procedural motions to set aside a default order and/or final order based upon default, unless the Chair determines a full commission meeting is necessary to rule on the motion.

Duties - PSC Vice Chair

- Assumes all duties of the chair in absence of chair.
- Serves as a member of the Operations Committee.
- Either the chair or the vice chair serves as chair of Executive Committee.
- Assures PSC business is conducted in accordance with parliamentary procedure (**Appendix A**).

- Provides advice and renders opinions as needed to the presiding officer at PSC meetings regarding parliamentary procedure.
- Drafts motions as needed and provides advice regarding proper format and procedure.

STANDING COMMITTEES

Standing committees normally meet on the first day of each PSC meeting, subject to workload. A committee may not meet if the workload does not warrant a committee meeting. Standing committees of the PSC include:

- Executive Committee
- Operations Committee
- Recommendations Committee

Committee Appointment

The incoming PSC chair, in consultation with the PSC administrator, appoints chairs and members of standing committees prior to the first meeting of the fiscal year.

- The PSC chair or vice chair also serves as the Executive Committee chair.
- The PSC chair or designee serves as the Operations Committee chair. The Operations Committee is comprised of the PSC chair; PSC vice chair; Recommendations Committee chair; and an at-large Commission member.

Duties - Committee Chair

- Works with staff as needed to develop assigned committee work agenda.
- Works with staff as needed to identify and prioritize assigned committee work.
- Serves as member of the Operations Committee.
- Provides committee members with an orientation of committee operations during the first regularly scheduled committee meeting of each fiscal year.
- Creates and provides committee reports to full Commission.
- Models parliamentary procedure.

PSC ADMINISTRATOR

The PSC administrator is the Director of Certification and Professional Standards at the State Department of Education. The PSC administrator may assign designees to assist with administration of duties.

DUTIES

- Oversees the preparation and distribution of the agenda and other supporting materials to members of the PSC prior to each meeting.
- Oversees logistical arrangements needed for all PSC meetings and committee meetings.
- Prepares and presents information as requested by the PSC.
- Confers with the State Superintendent of Public Instruction on non-ethics related PSC actions taken or pending.
- Coordinates with State Superintendent of Public Instruction for placement of PSC business on State Board of Education meeting agendas.
- Assigns and supervises PSC staff to facilitate and support PSC committee work and operations.
- Oversees development and proposal of the annual PSC budget for recommendation to the Operations Committee of the PSC.
- Oversees administration of the annual PSC budget.
- Approves PSC expenditures for processing.
- Works with the PSC chair to assign committee chairs/members to committees.
- Oversees the hearing process.
- Informs the PSC of matters pertaining to the National Association of State Directors of Teacher Education and Certification (NASDTEC).
- Informs the PSC of relevant developments in the SDE, the legislature, and the State Board of Education.
- Oversees the training of hearing panel chairs.
- Oversees amendments to the PSC Manual.

BUDGET

- PSC Funding Source: Certification application fees (**Appendix B**).
- Fiscal Year: The state fiscal year runs from July 1 - June 30.
- The PSC budget is developed annually by the PSC Administrator in consultation with the Operations Committee. The Operations Committee submits the budget for the next fiscal year to the full PSC for approval by the last meeting of the current fiscal year.
- The PSC Administrator oversees the management of the budget.
- The PSC Administrator provides regular expenditure and income updates to the full PSC.

EXECUTIVE COMMITTEE

DUTIES

- Determine if there is probable cause to pursue discipline against a certificated educator for alleged unethical conduct.
 - If the Executive Committee finds probable cause, it may offer recommended discipline for the educator and the PSC to consider.
- Review and make recommendations to revise the Code of Ethics for Idaho Professional Educators as needed.
- Examine cases where an educator has voluntarily surrendered their certificate and considers whether to recommend that the PSC find probable cause that the alleged inappropriate conduct occurred.
- Review courses related to disciplinary action remediation.
- Execute special projects as requested by the PSC Administrator.

PROCEDURES

Processing a Code of Ethics Written Complaint

1. According to **Idaho Code §33-1209**, other than a student of an Idaho public school, a signed allegation of ethical misconduct may be initiated by an Idaho local board of trustees or by an individual who has a substantial interest in the matter.
2. The chief certification officer may also initiate an allegation if public records indicate a person holding an Idaho credential may have been involved in ethical misconduct.
3. Upon receipt of a written and signed allegation of ethical misconduct, the chief certification officer, in conjunction with the deputy attorney general (DAG) and PSC investigative staff, conducts a review of the allegation using established guidelines to determine the appropriate response:
 - a. No investigation - The complainant will receive a letter advising them that a case will not be opened.
 - b. Open an investigation - The complainant and respondent will be notified in writing and in a timely manner that an investigation will be conducted.

4. The chief certification officer, in conjunction with the DAG and PSC investigative staff, may determine if a formal investigation is necessary based on an assessment of the following:
 - a. The allegation is against a certificated person and there is a signed written complaint;
 - b. The complainant has exhausted all local district/charter remedies, including appeal to the building principal, superintendent, and board of trustees;
 - c. The district/charter has reported the allegations according to the requirements of Idaho Code §33-1208A;
 - d. The educator has been arrested (NOTE: An investigation may be opened, but not pursued, until such time as law enforcement/county prosecutor determines not to file formal charges or the courts make a final judgment or sentence.);
 - e. The allegation is purported abuse of a student (i.e., physical, sexual, verbal, etc.);
 - f. A fingerprint/background check reveals crimes in violation of 33-1208; and/or
 - g. The NASDTEC Clearinghouse reports that an educator's credential has been revoked, suspended, or denied in another state.
5. The chief certification officer, in conjunction with the DAG and PSC investigative staff, may determine a formal investigation is unnecessary if:
 - a. District/charter remedies, including provisions of a district/charter grievance procedure, have not been exhausted;
 - b. The complaint is a personnel matter, which should be handled by the local district/charter, superintendent and board of trustees;
 - c. The complaint involves management style rather than unethical conduct;
 - d. There is no written allegation or the complainant wishes to remain anonymous; or,
 - e. The allegation is against a non-certificated employee.
6. Upon completion of the investigation, the allegation, plus any additional information that has been gathered, will be presented to the Executive Committee of the PSC. It is the responsibility of the Executive Committee to determine if probable cause exists to pursue discipline.
7. The Executive Committee will consider the allegation(s) and all additional relevant information and determine a course of action in one of the following ways:

- a. Postpone making a decision pending the receipt of additional information, including a response from the respondent to the allegation(s).
 - b. Determine that there is no probable cause, in which case the DAG or PSC investigative staff will advise the complainant and respondent in writing of such action.
 - c. Determine that probable cause exists to support the allegation(s), at which time the PSC will assume jurisdiction and the DAG will advise the respondent in writing of such action. A written administrative complaint detailing the charge(s) will be sent to the respondent by the Chief Certification Officer within 30 days. The written complaint shall be sent by certified mail to the last known address of the respondent.
 - d. The respondent has 30 days to respond to the charge(s) in writing and to request a hearing. No response from the respondent in the time stipulated constitutes a basis to proceed on default. According to statute, any request for a hearing shall be submitted to the State Superintendent of Public Instruction, who forwards the request to the PSC administrator for action. The hearing will be held within 90 days, unless both parties agree to extend the timeline to hold the hearing. A written notice of hearing will be provided once the parties agree to a hearing date and a hearing panel has been appointed.
 - e. No PSC member who participated in the determination of probable cause in a given case will serve on the hearing panel.
 - f. Every effort will be made to ensure due process.
- 8.** The Executive Committee, if it finds probable cause, may propose stipulated discipline for the respondent and the full Commission to consider, as an informal disposition to the case. See generally Idaho Code § 67-5241.
- a. If the Executive Committee proposes stipulated discipline, the DAG will develop a stipulation with proposed findings of fact, conclusions of law, and the stipulated discipline, as well as a proposed order. The DAG will then transmit the stipulation and proposed order to the respondent for the respondent's review and consideration.
 - b. If the respondent agrees to the stipulation, the respondent will sign the stipulation and return it to the PSC.
 - c. If the respondent does not agree to the stipulation, the respondent may request a hearing, or the respondent may contact the DAG with proposed revisions to the stipulation for consideration by the Executive Committee. The Executive Committee may consider any proposed revisions, and the DAG will inform the respondent of the

Executive Committee's decision and transmit any revised stipulation prepared by the DAG.

- d. Once the respondent agrees to a stipulation, the stipulation will be presented to the PSC for consideration at the next regularly scheduled business meeting, or a special meeting at the chair's discretion.
- e. The PSC will consider the stipulation only as it is presented by the DAG.
- f. The PSC may accept, reject, or modify the stipulation. Should the PSC choose to modify the stipulation, the DAG will prepare and transmit a modified stipulation for the respondent's acceptance or rejection.

Note: The PSC adopted a new procedure in December 2022, allowing the chief certification officer, the assigned DAG, and PSC investigative staff to select an agreed upon designee when either the Chief Certification Officer or PSC Investigator is unavailable or unable to participate in the review process outlined in Idaho Code §33-1209(1).

- 9. Pursuant to Idaho Code §33-1209, a hearing will be conducted according to the following guidelines:
 - a. The chair of the PSC will appoint a panel. The panel will consist of a chair, who is a former member of the PSC and has been trained as a hearing panel chair, two additional educators, as well as an alternate panel member. The alternate panel member can be dismissed prior to the hearing if all other panel members are able to attend. The panel will hear the charges brought in the administrative complaint.
 - b. Members of the panel shall not be from the same school district/charter as the respondent to the complaint.
 - c. A majority of the panel will hold a similar position of employment or certification as the respondent.
 - d. The hearing will be held within the school district/charter in which the respondent teaches, or at such other place deemed most convenient for all parties.
 - e. All hearings shall be held to ascertain the truth.
 - f. The respondent may appear in person and may be represented by counsel and may procure, examine, and cross-examine witnesses. If he/she chooses to do so, the respondent may submit, for the consideration of the hearing panel, a statement in

writing in lieu of oral testimony. Any such statement will be under oath, and the affiant will be subject to cross-examination.

- 10.** The hearing panel may determine to suspend or revoke the certificate, or the panel may order that reasonable conditions be placed on the certificate or a letter of reprimand be sent to the certificate holder, or if there are not sufficient grounds, the allegation against the certificate holder is dismissed and is so recorded.
- 11.** The final decision of the hearing panel shall be subject to judicial review in district court.
- 12.** PSC staff will notify the NASDTEC Clearinghouse in a timely manner that a credential has been disciplined.
- 13.** At the conclusion of a case, PSC staff will issue a letter to the complainant to advise that the case has been closed and either:
 - a. Action was taken and public records are available; or
 - b. Action was not taken.

If a case ends with a disposition document, PSC staff will make available through the PSC or SDE website the disposition document and any attachments to the disposition document. A disposition document is a final order, a consent order, or some form of an informal disposition (as used in the Idaho Administrative Procedure Act), such as a settlement agreement, stipulation, voluntary surrender, or consent to permanent revocation. If a case is decided upon judicial review, the court's opinion will accompany the last PSC disposition document. PSC staff will not make available a disposition document that finds in favor of the respondent for all claims or counts, nor will staff make available any Executive Committee decision. For any disposition document, PSC staff should redact the educator's address, phone number, and email address, along with information that would readily identify a victim.

OPERATIONS COMMITTEE

DUTIES

- Develop recommendations for future presentations and agenda items to facilitate engagement and professional growth of Commission members.
- Assign PSC work/tasks to committees as appropriate, in consultation with the PSC Administrator.
- Identify and address short-term needs or special projects.
- Develop an annual Commission budget for approval by the PSC no later than the last meeting of each fiscal year, in consultation with the PSC Administrator.

RECOMMENDATIONS COMMITTEE

The commission may make recommendations to the state board of education in such areas as teacher education, teacher certification and teaching standards, and such recommendations to the state board of education or to boards of trustees of school districts as, in its judgment, will promote improvement of professional practices and competence of the teaching profession of this state, it being the intent of this act to continually improve the quality of education in the public schools of this state.

Idaho Code §33-1258

DUTIES

- Recommend rule and policy changes regarding educator standards, educator certification, and endorsement requirements to the full Commission for consideration by the State Board of Education.
- Review applications for certification, as needed.
- Execute projects as requested by the State Board of Education or the PSC Administrator.

APPENDIX A: PARLIAMENTARY PROCEDURE GUIDANCE

To conduct meetings in a fair and orderly manner, the PSC follows modified parliamentary procedure (conducted while members are seated; the chair can participate in debates and voting). This is a general guide for members in the process for motions and amendments, which are the most often-used applications of parliamentary procedure in conducting PSC work.

HANDLING MAIN MOTIONS

Step 1: A member addresses the chair.

Step 2: The chair recognizes the member.

Step 3: The member proposes a main motion.

- Member states, “I move that...”

Step 4: Another member seconds the main motion.

Step 5: The chair states the main motion to the Commission.

- This step is called “stating the question.”
- The chair may also state, “Is there any debate?”
- The main motion is now the “pending question.”

Step 6: The Commission discusses/debates the main motion.

- The chair can close discussion/debate when there is no further discussion/debate;
or
- A member can move to close the discussion/debate by calling for the question. The member’s motion to close the discussion/debate needs to be seconded and approved by two-thirds vote.

Step 7: The chair takes a voice vote on the main motion.

Step 8: The chair announces the result of the vote on the main motion.

- A main motion requires a majority affirmative vote to be adopted.

HANDLING AMENDMENTS

Step 1: A member addresses the chair.

Step 2: The chair recognizes the member.

Step 3: The member proposes an amendment.

- Member states “I move to amend by adding (or changing) the words to...”

Step 4: Another member seconds the amendment.

Step 5: The chair states the main motion with the amendment to the assembly.

- The chair states, “It is moved and seconded to...”
- The chair may also state, “Is there any discussion/debate?”

Step 6: The assembly discusses/debates the amendment.

Step 7: The chair takes a voice vote on the amendment.

- “The question is on amending the main motion by..., so that, if the amendment is adopted, the motion will read...”

Step 8: The chair announces the result of the vote on the amendment.

- The motion to amend requires a majority affirmative vote to be adopted.
- If an amendment is NOT adopted, proceed using the original main motion (without the amendment). See Steps 6, 7, and 8 on “Handling Main Motions.”

Step 9: The assembly discusses/debates the main motion as amended.

- “The question is on the adoption of the main motion as amended that...”

Step 10: The chair takes a voice vote on the main motion as amended.

- “The question is on the adoption of the main motion as amended that...”

Step 11: The chair announces the result of the vote on the main motion as amended.

- “The motion as amended is adopted (or lost).”

APPENDIX B: CERTIFICATION FEE LAWS

TITLE 33 EDUCATION CHAPTER 12 TEACHERS

33-1205. CERTIFICATE RECORDS AND FEES. (1) The state board of education shall cause to be maintained a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefor. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement.

(2) Certificate and related fees shall be as specified by rule of the state board of education.

(3) The fees shall be used by the state department of education for payment of the expenses of the professional standards commission in performing its duties to sustain certification, program approvals, ethics reviews and standards reviews.

RULES OF THE BOARD GOVERNING EDUCATION IDAPA 08.02.02 - RULES GOVERNING UNIFORMITY

066.Fees. The state Department of Education shall maintain a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefor. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement as follows: (3-23-22)

01. Initial Certificate. All types, issued for five (5) years -- seventy-five dollars (\$75). (3-23-22)

02. Renewal Certificate. All types, issued for five (5) years -- seventy-five dollars (\$75). (3-23-22)

03. Alternate Route Authorization. All types, issued for one (1) year -- one hundred dollars (\$100). (3-23-22)

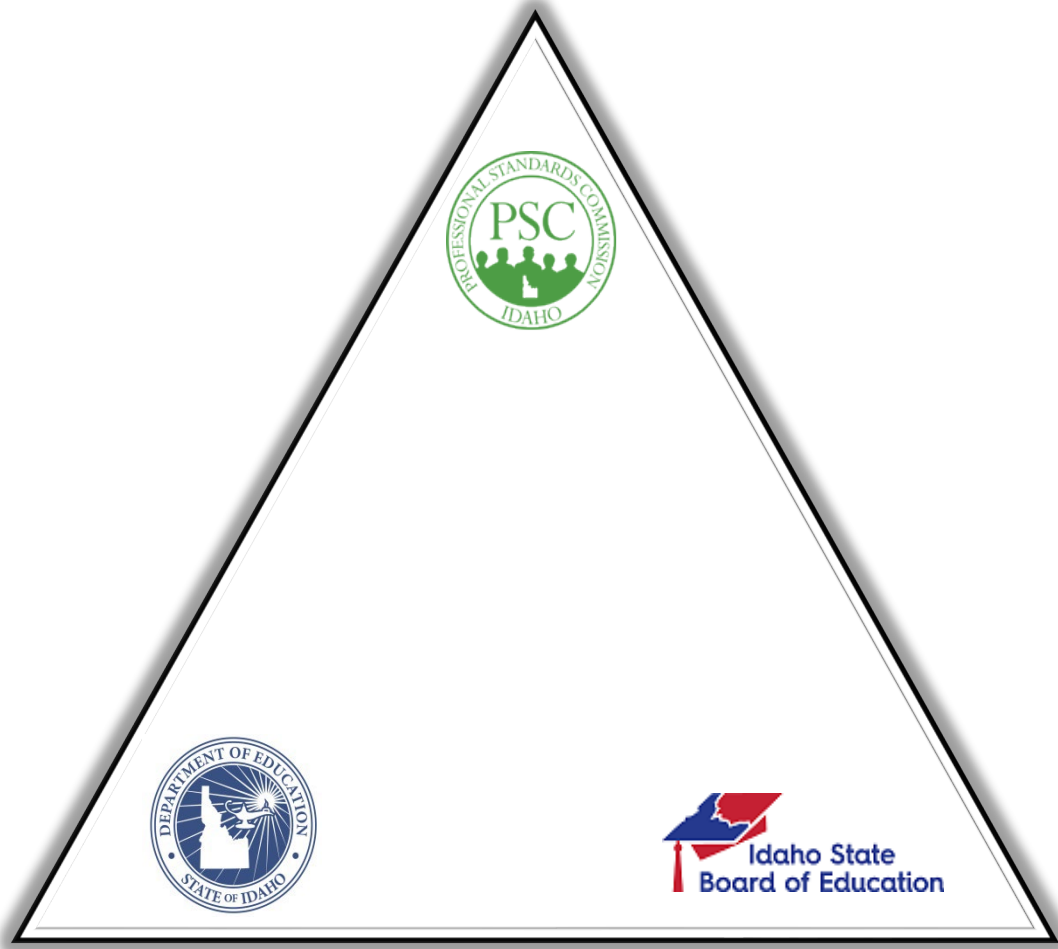
04. Additions or Changes During the Life of an Existing Certificate. Twenty-five dollars (\$25). (3-23-22)

05. To Replace an Existing Certificate. Ten dollars (\$10). (3-23-22)

APPENDIX C: TRIANGLE OF RELATIONSHIP

Professional Standards Commission (PSC)

The PSC makes recommendations to the State Board of Education and renders decisions that provide Idaho with competent, qualified, ethical educators dedicated to rigorous standards, preK-12 student achievement, and improved professional practice. The PSC serves as the sole adjudicator of educator ethics complaints.



Idaho State Department of Education

The Idaho State Department of Education (SDE) is dedicated to providing the highest quality of support and collaboration to Idaho public schools, teachers, students, and parents. The PSC is housed within the SDE.

Idaho State Board of Education

The Idaho State Board of Education (Board) drives improvement of the K-20 education system for the citizens of Idaho, focusing on quality, results, and accountability. The PSC is a recommending body to the Board.