

# IDAHO EDUCATOR CERTIFICATION RENEWAL APPLICATION

<b>THIS SECTION FOR OFFICIAL USE ONLY</b>	Fee	Date Received	Check #	Recent Credits	Admin	Date Entered	Date Printed
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## Important Information

- This application is **ONLY** for those that are applying for a **renewal of a 5-year** renewable certificate. If you do not have a current 5-year certificate please use the [Idaho Educator Certification Application](#).
- If you are applying to renew an Occupational Specialist Certificate, do not use this application. Please see information and applications at <https://cte.idaho.gov/educators-5/become-a-cte-educator/>.
- \$75.00 Application Fee – check or money order payable to the State Department of Education or SDE
- A complete renewal application will ensure the certificate will be mailed within 2-3 weeks of the cleared check. All required documents must be included for an application to be considered complete.
- Do not apply for renewal earlier than January 1st of the year your certificate expires as it will be returned to you. Renewal applications will be accepted until August 31 of the year the certification expires. You can check your certificate’s validity period at <https://apps2.sde.idaho.gov/certificationlookup>.
- Transcripts must be included but do not need to be official. Photocopies or printouts of transcripts are acceptable. Unofficial transcripts must include the name of the applicant, name of the college or university, titles of the classes, number of credits earned for each class, and the date the credits were earned. If you must send transcripts separately please send them to [transcripts@sde.idaho.gov](mailto:transcripts@sde.idaho.gov). Submitting transcripts separately will extend processing time.

For more detailed information, please visit the renewal page on our website at <http://www.sde.idaho.gov/cert-psc/cert/apply/renewal.html>

### Section I: Personal Information

<b>Full Legal Name</b>	<b>Birth Date</b>
<b>Maiden/Other Name</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Email Address</b>	
<b>Mailing Address</b>	
<b>City, State, Zip Code</b>	<b>Phone #</b>

### Section II: Endorsements

If adding new endorsement(s), please list the endorsement(s) here and include transcripts and any other forms to support the endorsements. For a list of Idaho Endorsements, please see the following website:  
<https://www.sde.idaho.gov/cert-psc/cert/files/general/Endorsement-List.pdf>

If no changes to a current certificate are being requested, please write "SAME" next to Endorsement #1.

<b>Endorsement # 1</b>		<b>Endorsement # 3</b>	
<b>Endorsement # 2</b>		<b>Endorsement # 4</b>	

### Section III: Professional Development – Six (6) Semester Credits

Renewal applicant must have earned at least six (6) semester credits during the validity period of the credential. At least three (3) of these credits must be transcribed. Up to three (3) semester credits may be earned by Idaho district-approved in-service signed off on District/Charter School/Private School Approved In-Service Verification of Completion form.

**Include transcripts and inservice forms. Highlight the applicable courses on the transcript.**

- Check box if you are submitting transcripts and/or inservice forms separately. Submitting separately will extend processing time.

### Section IV: Administrator Certificate Renewal Requirements

If you do not hold an Administrator Certificate, skip this section.

**Applicants renewing Administrator Certificates (Director of Special Education, School Principal, or Superintendent) are required to complete a State Board of Education approved three (3) semester credit course on teacher evaluation based on the statewide framework during the five (5) year validity period of the credential being renewed.**

For a list of approved courses, please visit: <https://boardofed.idaho.gov/k-12-education/educator-effectiveness/administrator-recertification-renewal-requirement/>.

- Have you completed the Administrator Certificate Renewal Requirement? Please submit verification of course completion with application packet.
- Yes
- No – renew without the Administrator Certificate.

### Section V: Licensing History

You must answer “yes” to each question that applies to you, even if you have already answered “yes” on a previous application.

**IMPORTANT:** Discrepancies in this section will result in denial of educator license/certificate.

- 1. Have you ever had an educator or teacher license/certificate denied by any professional licensing authority?**  
 Yes  No
- 2. Have you ever had disciplinary action taken against a professional license/certificate? Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.**  
 Yes  No
- 3. Have you ever voluntarily surrendered a professional license/certificate to avoid disciplinary proceedings by a professional licensing authority?**  
 Yes  No
- 4. Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority?**  
 Yes  No

**All applicants answering yes – Include a detailed written explanation for each question marked yes. You do not need to re-submit a written explanation if you have previously provided one.**

## Section VI: Legal History

As part of the application process, the State Department of Education may conduct a background investigation check, which involves a review of criminal history such as arrests and misdemeanor or felony convictions.

**By signing this application I acknowledge that I may be required to provide additional information, such as court records.**

- **Felonies** - In order to expedite your application, please include a detailed written explanation of each felony criminal issue and a copy of the judgment of conviction for any felony conviction.
  - Please obtain court records from the court house.
  - A printout from the State Judiciary repository will NOT be accepted as relevant court documents.

*Note: If you have provided these documents with a previous application, you do not need to resubmit them.*

- **Misdemeanors** – There is no need to submit documentation with your application for misdemeanor arrest and/or convictions. We will contact you if we need any information.

**IMPORTANT** – Failure to respond to a request for information will result in your application not being approved.

## Section VIII: Attestations and Signature

In order for us to be able to process your application, **please review and initial each of the statements below.**

\_\_\_\_\_ I attest and affirm that I have read the Code of Ethics for Idaho Professional Educators (for a copy, go to <https://www.sde.idaho.gov/cert-psc/psc/ethics.html>).

\_\_\_\_\_ I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.

\_\_\_\_\_ I understand that it is a violation of the Code of Ethics for Idaho Professional Educators to make any false statement(s) on this application or required documents. Disciplinary action, which may include revocation, suspension, denial, letter of reprimand, or conditions, may be imposed under Section 33-1208, Idaho Code.

\_\_\_\_\_ I understand that it is my responsibility to keep my mailing address updated with the State Department of Education at all times. Failure to do so may result in not receiving legal/licensing documents related to my credential.

**Do not sign until you have read and initialed the above statements**

**Signature of Applicant:**

**Date:**

**Mail initialed and signed renewal application packet to:**

**State Department of Education  
ATTN: Teacher Certification  
P.O. Box 83720  
Boise, ID 83720-0027**

***You will be mailed two copies of your certificate upon application approval***