



Idaho District/Charter Recommendation: Professional Endorsement

LEA Guidance

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.

Grandfathered Professional Endorsement

- Instructional staff who held an Idaho Education Credential 09/01/2012 or earlier automatically obtained a Professional Endorsement (Grandfathered effective July 1, 2015).
- Pupil Service Staff who held an Idaho Education Credential 09/01/2013 or earlier automatically obtained a Professional Endorsement (Grandfathered effective July 1, 2016).

Out of State Grandfathered Professional Endorsement

- Instructional staff who applied, or will apply for an Idaho Education Credential after July 1, 2015 AND who held out of state certification 09/01/2012 or earlier meet the grandfathered professional endorsement requirements. The date of the professional endorsement will be the year that they obtain an Idaho Education Credential.
 - *Example:* Candidate applies for an Idaho Education Credential in July 2017, and has current and valid certificate AND a copy of a valid certificate from 09/01/2012 or earlier. The individual will meet the grandfathered professional endorsement requirements with a date of July 1, 2017.
 - The only documentation needed is a copy of the valid out of state certificate from 09/01/2012 or earlier.
- Pupil Service Staff who applied, or will apply for an Idaho Education Credential after July 1, 2016 and who held out of state certification 09/01/2013 or earlier meet the grandfathered professional endorsement requirements. The date of the professional endorsement will be the year that they obtain an Idaho Education Credential.
 - *Example:* Candidate applies for an Idaho Education Credential in July 2017, and has current and valid certificate AND a copy of a valid certificate from 09/01/2013 or earlier. The individual will meet the grandfathered professional endorsement requirements with a date of July 1, 2017.
 - The only documentation needed is a copy of the valid out of state certificate from 09/01/2013 or earlier.

Professional Endorsement Requirements ID § 33-1201A

Districts completing the District/Charter Recommendation for Professional Endorsement Form must verify the applicant has met the following requirements:

Experience

The instructional or pupil service staff member has held a certificate for at least three years.

- Example: Instructional staff member's initial certification was in 2015, the experience requirement would be met in 2018.
 - *When filling out the experience requirement, indicate the year the instructional or pupil service staff member met the experience requirement and the following two requirements.*

Professional Compensation Rung Performance

The instructional or pupil service staff has met the following criteria for two of the previous three years OR in the third year:

- An overall rating of proficient and no components rated as unsatisfactory on the state framework for teaching evaluation (Danielson); and
- The majority of their students (50% +1) have met their measurable student achievement targets or student success indicators.
 - *If the instructional or pupil service staff member does not meet the criteria, do not send in the application, as they do not meet the criteria.*

Annual Individualized Professional Learning Plan (IPLP)

The instructional or pupil service staff member has an IPLP developed with their supervisor.

- *If the instructional or pupil service staff member does not have an IPLP, do not send in the application, as they do not meet the criteria.*

For Questions Contact

Certification and Professional Standards
Idaho State Department of Education
650 W State Street, Boise, ID 83702
(208) 332-6800
www.sde.idaho.gov

IDAHO DISTRICT/CHARTER RECOMMENDATION: Professional Endorsement

INSTRUCTIONAL OR PUPIL PERSONNEL SERVICES

This form or the district's/charter's own recommendation form may be used by the superintendent/charter administrator or official responsible for teacher certification to verify the completion of components required for Professional Endorsement. It is the responsibility of the applicant to have the District/Charter Recommendation completed.

SECTION 1: To be completed by the applicant:

Applicant's Legal Name-Last, First, Middle	Maiden/Formal Name
Current Personal Street Address	Date of Birth
City, State, Zip	EDUID #

SECTION 2: To be completed by the official responsible for certification requirement verification once all the requirements indicated below have been met:

Based on personnel records, this statement **MUST** be prepared and signed by the superintendent/charter administrator or the official responsible for teacher certification to verify the completion of components required for Professional Endorsement where the applicant is/was employed. Stamped signatures **MUST** be initialed by the individual using the stamp. Please return completed form to the applicant.

Professional Endorsement Requirements ID §33-1201A	Meets this Requirement
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.	Met as of July 1, 20____.
PROFESSIONAL COMPENSATION RUNG PERFORMANCE: 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 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. 	<input type="checkbox"/> YES
ANNUAL INDIVIDUALIZED PROFESSIONAL LEARNING PLAN: Applicant has an individualized professional learning plan developed with their district/charter supervisor.	<input type="checkbox"/> YES

The above named applicant is recommended for the professional endorsement.

Name of School District/Charter

District/Charter Number

Signature of the Superintendent/Charter Administrator

Date

PLEASE RETURN COMPLETED FORM TO THE APPLICANT

Mail completed form to:
 State Department of Education, Certification
 PO Box 83720, Boise, ID 83720-0027