

PROFESSIONAL STANDARDS COMMISSION
PROCEDURES MANUAL

REVISED 2016



TABLE OF CONTENTS

Foreword	3
Statutory Responsibilities of the Professional Standards Commission	4
The Professional Standards Commission	5
Responsibilities of the Officers and Committees of the Professional Standards Commission	7
Agenda for Professional Standards Commission Meetings.....	12
The Professional Standards Commission Budget	14
The Professional Standards Commission Working Plan.....	15
Procedure for Revising and Adopting Initial Certification Standards and Endorsements	16
Procedure for Processing a Written Complaint Regarding the Code of Ethics for Idaho Professional Educators	17
Procedural Steps for Obtaining an Alternative Authorization.....	22
Procedural Steps for Renewing an Alternative Authorization	24
Teacher Preparation Program Approval	25
Appendix A: PSC Member Reimbursement Guidelines.....	27
Appendix B: Parliamentary Procedure in PSC Meetings	29
Appendix C: PSC Reports and Resources	31
Appendix D: Idaho Statute and Rule Regarding Certification Fees.....	31
Appendix E: Triangle of Relationship.....	33

FOREWORD

The 1972 state legislature established the Professional Standards Commission. 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. The Commission consists of 18 constituency members appointed or reappointed for terms of three years. For further detail regarding the establishment and membership of the Professional Standards Commission, see **Idaho Code §33-1252**.

As outlined in this document, the Commission's adopted procedures are designed for use by the Commission to provide direction to make recommendations to the State Board of Education in such areas as teacher education, teacher certification and teaching standards.

For further detail regarding the duties and responsibilities of the Professional Standards Commission, see **Idaho Code §33-1254** and **Idaho Code §33-1258**.

For current activities, reports and recommendations of the Professional Standards Commission, visit the website at:

<http://sde.idaho.gov/cert-psc/psc/>

STATUTORY RESPONSIBILITIES OF THE PROFESSIONAL STANDARDS COMMISSION

“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

THE PROFESSIONAL STANDARDS COMMISSION

Name: Idaho Professional Standards Commission (PSC)

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

- 1 - member of the staff of the Idaho State Department of Education;
- 1 - member of the staff of the Idaho Division of Career Technical Education;
- 7 - certificated classroom teachers in the public school systems of the State of Idaho, including 1 teacher of exceptional children, 1 teacher in pupil personnel services;
- 1 - representative of the Idaho School Superintendents Association;
- 1 - representative of the Idaho Association of Secondary School Principals;
- 1 - representative of the Idaho Association of Elementary School Principals;
- 1 - representative of the Idaho School Boards Association;
- 1 - representative of the Idaho Association of Special Education Administrators;
- 1 - representative of the education department of an Idaho private college/university of higher education;
- 2 - representatives of the community colleges and the education departments of the public institutions of higher education;
- 1 - representative of the letters and sciences department of an Idaho state institution of higher education.

PSC Appointments: The State Board of Education appoints members of the PSC. The PSC generally meets five times annually. Other meetings may be called at the discretion of the chair or by the written request of five or more members.

Officers: There will be a chair and vice-chair elected by the PSC. The PSC chair may appoint a parliamentarian.

Elected Officers: A Nominations Committee consisting of the outgoing members of the PSC will present a list of recommended officers to the PSC. The Nominations Committee may also make recommendations to the PSC chair for the chairs of other committees. Nominations may also be made

from the floor by PSC members. The PSC, at its last meeting of the fiscal year, will elect new officers for the following fiscal year.

Generally, at the first meeting of the new fiscal year, an orientation for new members will be conducted, and a parliamentarian may be appointed. At this meeting, the PSC also will review the current Working Plan and define objectives for the year's activities. The Leadership Team will oversee implementation and systematic revision of the Working Plan. Any revisions to the Working Plan or development of future Working Plans will be recommended by the Leadership Team and will require a two-thirds vote by PSC members present.

Standing Committees: The PSC will establish standing committees other than the Leadership Team. The chair of the PSC, working with the PSC administrator, will appoint members and chairs of these standing committees. Materials to committees for consideration must be received two weeks in advance of meetings. The standing committees of the PSC include:

1. Executive Committee
2. Budget Committee
3. Standards Committee
4. Authorizations Committee
5. Professional Development Committee

The PSC chair may also establish ad-hoc committees to address short-term needs or special projects.

Attendance: By agreeing to serve on the PSC, it is expected that a member will attend both days of all meetings. If a PSC member cannot attend a committee, PSC and/or a scheduled conference call meeting, he/she will need to inform the committee chair, the PSC administrator and/or PSC chair, and his/her constituency group leader.

Quorum: A majority of the PSC members will constitute a quorum. If a PSC member is absent from a meeting, a substitute cannot act as a replacement for the member. A representative of the appointed member can attend the meeting to provide input but will not be a voting member of the PSC, nor will travel expenses be reimbursed.

Travel Expenses: Reasonable travel expenses related to participation of PSC members at scheduled meetings will be reimbursed within State of Idaho guidelines.

Refer to **Appendix A:** PSC Member Reimbursement Guidelines.

Communication: Communication of the PSC activities is crucial. To guide the actions taken by the PSC and inform constituencies of actions taken, delegates to the PSC are responsible for communication with their sponsoring organizations. PSC members should work with those organizations to determine the best methods for communication. "Talking points" are reviewed and distributed following each regular convening of the PSC to be used as PSC members draft messages to their sponsoring organizations.

RESPONSIBILITIES OF THE OFFICERS AND COMMITTEES OF THE PROFESSIONAL STANDARDS COMMISSION

Duties of the Officers

1. Chair

- Presides over all PSC meetings.
- Works with the PSC administrator in development of agenda.
- 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.
- Presides at meetings of the Leadership Team.
- Appoints a chair and members to hearing panels.
- Represents the PSC, or designates a representative to represent the PSC, at State Board of Education meetings as deemed necessary for PSC business.
- May appoint a parliamentarian.
- Oversees the training of hearing panel chairs.
- Acts as chair of Executive Committee

2. Vice-Chair

- Assumes all duties of the chair in absence of chair.
- Serves as a member of the Leadership Team.

3. Parliamentarian (Optional)

- Becomes familiar with Robert's Rules of Order.
- Provides advice and renders opinions as needed to the presiding officer at PSC meetings regarding parliamentary procedure.
- Reviews drafted motions as needed to provide advice regarding proper format and procedure.

- Assures that the business of the PSC is conducted in accordance with Robert's Rules of Order.

Duties of the Committee Chairs

- Work with staff to develop assigned committee work agenda.
- Work with staff to identify and prioritize assigned committee work.
- Monitor and maintain assigned committee work plan.
- Serve as members of the Leadership Team.
- Provide new members with an orientation of committee operations during the first regularly scheduled committee meeting of each fiscal year.
- Become familiar with Robert's Rules of Order.

Duties of the Committees

1. Leadership Team:

- Meets as called by the chair of the PSC.
 - Is chaired by the chair of the PSC or the vice-chair of the PSC.
- Membership includes the PSC chair, vice-chair and committee chairs.
- Serves as the operations committee for the PSC with responsibilities including:
 - Monitoring PSC budgets and finances;
 - Developing, maintaining and monitoring the PSC Working Plan;
 - Developing, maintaining and monitoring the PSC communication plan;
 - Assigning PSC work/tasks to committees as appropriate;
 - Addressing special projects as needed.

2. Budget Committee:

- Meets as called by the chair of the PSC.
- Committee chair appointed by the PSC chair/PSC administrator.
- Membership includes the PSC chair, vice-chair and committee chairs.
- Monitors and makes recommended revisions to the annual budget at each PSC meeting.

- Develops a yearly budget following the same fiscal year cycle of the SDE for approval of the PSC no later than the last meeting of each fiscal year.

3. Authorizations Committee:

- Meets as called by the chair of the PSC.
 - Committee chair appointed by the PSC chair/PSC administrator.
- Serves as the committee to review and make recommendations to the full PSC regarding:
 - Approval of alternate authorizations to teach, administrate or provide pupil personnel services;
 - Policies and procedures for alternative authorizations.
- Oversees the development and publishing of certification reports as needed.

4. Executive Committee:

- Meets as called by the chair of the PSC.
 - Committee chair is the chair of the PSC.
- Serves as the committee for the PSC to 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.
- Reviews, maintains, and revises the Code of Ethics for Idaho Professional Educators as needed.
- Examines cases where the educator has voluntarily surrendered their certificate and considers whether to recommend that the PSC find that the alleged inappropriate conduct occurred.

5. Standards Committee:

- Meets as called by the chair of the PSC.
 - Committee chair appointed by the PSC chair/PSC administrator.
- Develops recommendations for preservice educator standards for consideration by the State Board of Education.
- Develops and/or maintains standards and review processes for educator preparation programs including:

- Annual review of approximately 20 percent of state educator preparation standards and endorsements;
- Coordination of national recognition and national program accreditation (Council for the Accreditation of Educator Preparation or CAEP) along with state review to assure graduates of the program meet the state preparation standards; and,
- Team training and on-site review.
- Coordination of national recognition and national program accreditation (Council for the Accreditation of Educator Preparation or CAEP).
- Develops and makes recommendations to the PSC for educator certificate and endorsement requirements for consideration by the State Board of Education.
- Presents each recommendation to the full Commission in individual motions for consideration.

6. Professional Development Committee:

- Meets as called by the chair of PSC.
 - Committee chair appointed by the PSC chair/PSC administrator.
- Develops recommendations for the professional development of certificated educators of the State of Idaho.
- Reviews current renewal/recertification requirements and makes recommendations to the PSC for consideration by the State Board of Education

Duties of PSC Administrator or Designee:

- Oversees the preparation and distribution of the agenda and other supporting materials to members of the PSC prior to each meeting.
- Oversees arrangements needed for all PSC meetings and committee meetings.
- Prepares information requested by the PSC.
- Confers with the State Superintendent of Public Instruction on actions taken or pending regarding the PSC.
- Oversees arrangement with State Superintendent of Public Instruction for placement of PSC business on the State Board of Education agenda.
- Assigns and supervises staff of the PSC to facilitate and support PSC committee work and operations.

- Oversees development and proposal of a budget to the Budget Committee PSC for approval.
- Oversees administration of the PSC budget.
- Approves PSC expenditures for processing.
- Oversees the scheduling and coordination of educator preparation program approval on-site visits to Idaho institutions of higher education.
- Works with the chair of the PSC to assign committee chairs/members to committees.
- Oversees the hearing process.
- Appoints team members for Idaho educator preparation program on-site visits.
- Informs the PSC regarding matters dealing with:
 - CAEP-and the partnership agreement with Idaho;
 - National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Contract (NIC);
 - Educational Testing Service (ETS) regarding Praxis II assessments.
- Informs the PSC about relevant developments in the SDE, the legislature, and the State Board of Education.
- Oversees the training of hearing panel chairs.
- Oversees the training of potential state team members for on-site educator preparation program reviews.
- Oversees the development and management of the Working Plan.

AGENDA FOR PROFESSIONAL STANDARDS COMMISSION MEETINGS

Here is the general agenda for PSC meetings. It is subject to change.

DAY ONE

1. The first day of a PSC meeting is generally scheduled for committee and ad-hoc committee work, as needed.
2. Procedures and schedule for the committee workday of the PSC meeting may change to accommodate the workflow of the PSC. Committee workday sessions will be timed with an attempt to avoid scheduling conflicts for members assigned to multiple committees.
3. The full PSC meets for a brief period for introductions, announcements, and communications to do the following:
 - a. Determine if those in attendance (including PSC members) request the addition of business items that should be assigned to the current or subsequent agendas
 - b. Determine if anyone in attendance wishes to speak concerning any agenda item
 - c. Review, revise, and approve agenda
 - d. PSC administrator report
 - e. Deputy attorney general presents any orders to the full PSC

DAY TWO

1. Order of Business
 - a. Call to order
 - b. Review of action items identified/tracked from preceding meeting
 - c. Introductions, announcements, and communications. Determine if those in attendance (including PSC members) request the addition of business items that should be assigned to the current or subsequent agendas. Also determine if anyone in attendance wishes to speak concerning any agenda item.
 - d. Approval of minutes from preceding PSC meeting
 - e. Committee reports
 - f. Old business
 - g. New business

h. Adjournment

2. The agenda, including committee and ad-hoc committee workday responsibilities, will be:
 - a. Posted at least five (5) calendar days prior to the meeting.
 - b. Sent to the PSC members at least one week prior to the meeting. Individuals and/or organizations wishing to appear before the PSC will make arrangements with the PSC chair or the PSC administrator prior to the distributing of the agenda.
3. The PSC administrator will send clarification of agenda items as deemed appropriate.

Refer to **Appendix B: Parliamentary Procedure in PSC Meetings.**

THE PROFESSIONAL STANDARDS COMMISSION BUDGET

1. Funding Source: Certification fees support the PSC. Refer to **Appendix D:** Idaho Statute and State Board Rule Regarding Certification Fees.
2. Fiscal Year: The state fiscal year is from July 1 - June 30.
3. The PSC budget will be developed annually by the Budget Committee. The budget committee will submit the budget to the full PSC for approval by the last meeting of the current fiscal year.
4. The PSC administrator oversees the development and management of the budget.
5. Budget reports will be provided by PSC staff to the PSC Budget Committee chair and the Leadership Team.

THE PROFESSIONAL STANDARDS COMMISSION WORKING PLAN

1. The Leadership Team will oversee the Working Plan.
2. The Working Plan year is from July 1 - June 30 of each year. Informed by committee work, the Leadership Team will review, revise, and recommend approval of the PSC Working Plan to the full PSC at the first meeting of each fiscal year.
3. Any revisions to the Working Plan or development of the Working Plan will be recommended by the Leadership Team and will require a two-thirds vote by the PSC members present.
4. The PSC administrator oversees the development and management of the Working Plan.

PROCEDURE FOR REVISING AND ADOPTING INITIAL CERTIFICATION STANDARDS AND ENDORSEMENTS

1. All proposed changes in state certification standards and endorsements will be submitted to the Standards Committee of the PSC. All reviews should be conducted prior to December 31st of each calendar year. All proposed changes should be submitted to the Standards Committee by the first PSC meeting of each calendar year. Exceptions will be considered by PSC staff.
2. A committee of content professionals will be appointed to review and recommend changes to the endorsements and educator certification standards and submit the proposed revisions to the Standards Committee of the PSC.
3. Preliminary recommendations for changes in standards are to be submitted to the Standards Committee for review. Upon approval by the committee, the recommendation will be forwarded to the full PSC for consideration.
4. In accordance with the Idaho Administrative Procedures Act, the proposed changes approved by the PSC will be forwarded to the State Board of Education for review.
5. Negotiated rulemaking process will be followed for any recommended changes which may include a formal public hearing as provided by the Administrative Procedures Act (APA) process.

PROCEDURE FOR PROCESSING A WRITTEN COMPLAINT REGARDING THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

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, 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 remedies, including appeal to the building principal, superintendent, and board of trustees;
 - c. The district 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 staff, may determine a formal investigation is unnecessary if:

- a. District remedies, including provisions of a district grievance procedure, have not been exhausted;
 - b. The complaint is a personnel matter, which should be handled by the local district, 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. The DAG will oversee the investigation. Upon completion of the investigation, the DAG will submit the allegation, plus any additional necessary information, 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 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. 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 respondent will be advised in writing regarding the request for hearing.
 - 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. 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 consisting of a chair, who is a former member of the PSC and has been trained as a hearing panel chair, and two additional educators to hear the charges brought in the administrative complaint, as well as an alternate panel member.
 - b. Members of the panel shall not be from the same school district 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 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.
- 9.** 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.
- 10.** The final decision of the hearing panel shall be subject to judicial review in district court.
- 11.** The administrative assistant for the PSC administrator will notify the NASDTEC Clearinghouse in a timely manner that a credential has been disciplined.
- 12.** 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.
- 13.** 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.

APPROVAL PROCESS FOR ALTERNATIVE AUTHORIZATIONS

Local school districts, including charter schools or other educational agencies, **may** request approval of an alternative authorization for an individual to fill a professional position when he/she does not presently hold an appropriate Idaho educator certificate/endorsement.

1. The alternative authorization request shall be made only after a reasonable effort has been made by the district to find a competent, certificated individual to fill the position.
2. The PSC and the State Board of Education stress that the alternative authorization should be considered as a means to assist districts with filling professional vacancies, but the provisional authorization is for an emergency situation only and shall not be relied on as a standard hiring practice.
3. To apply for an alternative authorization, the district, including charter schools or other educational agencies, must submit a completed application packet.
4. Only the district, including charter school or other educational agency, to which the authorization was granted may use the authorization. It is non-transferable.

PROCEDURAL STEPS FOR OBTAINING AN ALTERNATIVE AUTHORIZATION

1. The application process for receiving an alternative authorization is initiated when a completed application packet is submitted.
2. The individual for whom the application is being requested must have at least a bachelor's degree or, for a Content Specialist authorization, have completed all of the requirements of a bachelor's degree except the student teaching or practicum portion. He/she **must** verify enrollment in either individual courses required for the certificate/endorsement or a formal program that leads to certification in the assigned area.
3. The request for the authorization must be declared by the local school board and such action included in the school board minutes. A copy of the minutes must be included in the application packet or submitted immediately following the next school board meeting.
4. A completed application packet includes (all forms listed below are included in the packet or on the website):
 - a. A **District Request Form for Approval of Alternative Authorization**. It must include the name and qualifications of the person who will be the designated supervisor/mentor/ evaluator of the individual for whom the request is being made. The form **must** be signed by the superintendent and board chair.
 - b. An **Application for Alternative Authorization** (**Form B1-A**, which **must** be completed by the individual).
 - c. A non-refundable check for the required **fee** amount made payable to the State Department of Education;
 - d. A **Route to Certification Form for Approval of Alternative Authorization**, if applicable, completed by the individual for whom the request is being made. It must include verification of the individual's planned college/university program (traditional route) or non-traditional route (ABCTE or TFA) leading to certification. The traditional plan must be signed by the appropriate college/university official.
 - e. The individual's official college/university transcripts verifying Bachelor's degree;
 - f. Verification of the individual having completed an Idaho background investigation check, as required by Idaho Statute, Section 33-130. If this requirement has not been met at the time of application, a completed fingerprint card and a fee **must** be submitted, and the background check must be in process prior to the application being reviewed. **The application will receive final approval only after the background check has been successfully completed.**

- g. The applicant's résumé, supporting information, letters of recommendation and/or any other information attesting to the applicant's ability to serve in the position **may** be included.
- 5. The Authorizations Committee may reject incomplete packets or place conditional approval on such packets until all material is received.
- 6. The Authorizations Committee will review the alternative authorization requests and vote on the recommendations. The full Commission will review the committee's final recommendations. The districts and individuals for whom the requests were made will be issued letters attesting to the PSC decision.

PROCEDURAL STEPS FOR RENEWING AN ALTERNATIVE AUTHORIZATION

1. A request to renew an alternative authorization must include the following:
2. A completed Application for **Renewal of an Alternative Authorization (Form B1-AR)**
3. A District Request Form from the district requesting renewal of the authorization;
4. A non-refundable check for the required **fee** amount made payable to the State Department of Education;
5. Official **college/university transcripts** to verify that at least nine (9) semester credits of course work applied toward the desired certificate/ endorsement have been successfully completed during the past year. If less than nine hours have been completed, the Authorizations Committee will consider the circumstances based on explanations from the candidate, the local education agency, and/or the college/university;
6. If applicable, a new fingerprint card shall be included with the application.

TEACHER PREPARATION PROGRAM APPROVAL

Each teacher preparation program in Idaho will undergo a state program approval process that is designed to assure that graduates of that program meet the Idaho standards for beginning teachers and other professional educators, the requirements defined in State Board Rule (08.02.02.100: Rules Governing Uniformity), and the CAEP Standards. In most instances, the approval process will coincide with the CAEP process for institutions seeking national accreditation.

1. Purpose of State Approval

Each institution of higher education that prepares teachers and other educators for certification in Idaho must be reviewed by the PSC. The PSC will make a recommendation concerning approval of programs to the State Board of Education for final approval.

2. State Approval Team

The PSC administrator will select the chair of the state approval team. The chair of the state approval team and the PSC administrator, will assign members of the state approval team.

3. Team Training

The importance of the state approval process necessitates that all team members be trained to evaluate Idaho teacher preparation programs. The PSC administrator will develop and conduct a training session for team members.

4. Document Room

Each institution undergoing a state approval visit will designate a secured space in a convenient location as a document/evidence room or digital site that will be available to both state and CAEP on-site teams. During the on-site visit, arrangements are to be made for the document room to be accessible to team members only.

5. Role of State Approval Team

Team members are responsible for assessing evidence to validate the institutional report provided by the institution.

6. Team Report

The team report will recommend educator preparation programs as Approved, Not Approved, or Conditionally Approved.

7. Institutional Rejoinder

The institution may write a rejoinder to the state approval team report. The rejoinder will be sent to the PSC administrator, who will distribute it to the appropriate parties.

8. PSC Action

The PSC will review the state approval team report and any institution rejoinder in determining its recommendation to the State Board of Education.

Final approval of the educator preparation program(s) rests with the State Board of Education. Approved educator preparation programs allow institutions to submit an institutional recommendation for certification/endorsements.

A detailed process for Idaho teacher preparation program approval is specifically defined in the [Manual of Instruction for State Approval of Idaho Teacher Preparation Programs](#) .

The standards for evaluating Idaho teacher preparation programs are found in the current [Idaho Standards for Initial Certification of Professional School Personnel](#) as updated and approved by the State Board of Education. For review purposes, pertinent rubrics accompanying these standards are on file in the office of the SDE, Certification/ Professional Standards.

Additional documents are also available for review on the SDE website:

<http://www.sde.idaho.gov/cert-psc/psc/standards.html>

Current CAEP standards can be reviewed on the following CAEP website:

www.CAEPnet.org

See **Appendix C** for additional information regarding PSC Reports and Resources.

APPENDIX A: PSC MEMBER REIMBURSEMENT GUIDELINES

The PSC reimburses reasonable travel costs associated with participation. The following general guidelines help to ensure that PSC funds are directed to their ultimate goal. Participants are encouraged to use the most cost-effective mode of transportation available given the timeframe, safety of the traveler, baggage being transported, etc. Any variation in excess of the guidelines listed below requires previous approval from the PSC administrator at the SDE.

Mileage: The current state rate is reimbursed for travel in personal vehicles for activities associated with participation (round-trip from your home in Idaho). Mileage to/from a function from a home outside Idaho or from a vacation location is only reimbursable up to the normal cost of mileage from your Idaho home. To use your vehicle, you must have current insurance.

Airfare: Reasonable coach rates will be reimbursed; first class arrangements are reimbursed at the coach rate. Airfare is reimbursed round-trip from the Idaho town in which your home is located. Airfare to/from the meeting from a home outside Idaho or from a vacation location is only reimbursable up to the normal cost of airfare from your Idaho home. Travel should be scheduled in advance to obtain reasonably priced airfares.

Entertainment: Entertainment expenses (e.g., in-room movies, event tickets) are not reimbursable.

Lodging: Reasonable standard business-class rooms are allowed. When lodging in Boise on PSC business, please contact PSC staff at the SDE so we can make lodging arrangements for you, in order to direct-bill at government-contract rates.

Meals: Meetings with a schedule lasting at least six hours will have a meal provided. Additional meal expenses that are necessary due to travel for the PSC will be reimbursed at the Idaho meal per diem allowance rate listed below. In-state travel per-day meal maximum allowance is \$45.00 for a full day (three meals).

Individual meals are reimbursed as follows:

- Breakfast: \$11.25 (Depart 7:00 a.m. or before)
- Lunch: \$15.75 (Depart 11:00 a.m. or before; return 2:00 p.m. or after)
- Dinner: \$24.75 (Depart 5:00 p.m. or before; return 7:00 p.m. or after)

Costs associated with snacks, meals, and beverages in-room, in restaurants, or elsewhere are considered part of the daily meal allowance. Costs for alcohol are not reimbursable.

Receipts: Receipts are necessary for all reimbursement items except mileage and meals within the daily allowances.

Taxi/Rental Car/Other Ground Transportation: Reasonable charges for taxis or other ground transportation are allowable. Taxi service to and from airports or between lodging and meeting areas

is reimbursable if no hotel shuttle service is available. Participants are encouraged to use the most cost-effective mode of ground transportation available to facilitate participation.

Telephone/Internet: Telephone, internet accessibility, and related expenses will not be reimbursed.

Substitute Teacher Costs: Costs for substitute teachers will be reimbursed beginning the sixth (6) day of meeting attendance in accordance with Idaho Code and Idaho Administrative Rule: **Idaho Code §33-1279 Released time for service on state committees and commission.**

- (1) Each certificated employee of any school district, including specially chartered districts, shall be entitled to and be allowed released time for service on committees and commissions established by the state of Idaho, or established by the legislature, or established by any of the departments or agencies of the state of Idaho.

Each certificated employee shall be entitled to five (5) such days of released time, and time beyond five (5) days shall be allowed at the discretion of the board of trustees.

- (2) No such certificated employee shall lose any salary or other benefits because of such released time for service on any such committee or commission and shall not be required to make up any released time spent in serving on any such committee or commission; except that the amount of any honorarium or compensation received for service on committees or commissions, except actual and necessary expenses, shall be deducted from salary otherwise due such certificated employee.

IDAPA 08.02.01.450 REIMBURSEMENT TO DISTRICTS FOR SUBSTITUTE TEACHER COSTS. The Professional Standards Commission (PSC) is authorized to reimburse the employing district for a classroom teacher member of the PSC for the costs incurred in the employment of a substitute teacher for a member while the member is engaged in PSC business. Such reimbursement may be made for each instance in which a substitute is employed as a replacement for a member beyond six (6) days during a given school year. Reimbursement may be made upon request by the employing district submitted in a manner determined by the PSC. Reimbursement will be based upon the prevailing rate for substitutes in that district. (Section 33-1279, Idaho Code)

Questions/Reimbursement Forms: If you need assistance regarding reimbursement procedures or guidelines, contact the PSC office: (208) 332-6884.

APPENDIX B: PARLIAMENTARY PROCEDURE IN PSC MEETINGS

In order 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). A parliamentarian may be appointed to provide advice and guidance during meetings as needed. 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...”
- Member prepares and writes the motion on a “General Meeting Motion Sheet”.

Step 4: Another member seconds the main motion.

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

- 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 assembly debates the main motion.

- The chair can close debate when there is no further debate; or
- A member can move to close the debate by calling for the question. The member’s motion to close the 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 the words/changing the words to)...”
- Member writes the amended motion on a “General Meeting Motion Sheet”.

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 debate?”

Step 6: The assembly 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 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 C: PSC REPORTS AND RESOURCES

Current PSC materials, reports, and resources are also available on the SDE website at:

<http://sde.idaho.gov/cert-psc/psc/>

Posted material includes:

- [PSC meeting schedule and agendas](#)
- [Approved PSC meeting minutes](#)
- [Standards for Initial Certification of Professional School Personnel \(approved standards\)](#)
- [Draft standards and endorsements open for public comment Code of Ethics for Idaho Professional Educators](#)
- [Educator Discipline](#)
- [Links to Idaho statute related to the PSC](#)
- [PSC Procedures Manual](#)
- [PSC Working Plan](#)
- [PSC Annual Reports](#)

APPENDIX D: IDAHO STATUTE AND RULE REGARDING CERTIFICATION FEES

Idaho Statute
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 of Governing Education
Chapter 02
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 therefore. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement as follows: (3-16-04)

01. **Initial Certificate.** All types, issued for five (5) years – seventy-five dollars (\$75) (3-16-04)
02. **Renewal Certificate.** All types, issued for five (5) years – seventy-five dollars (\$75) (3-16-04)
03. **Alternate Route Authorization.** All types, issued for one (1) year – one hundred dollars (\$100) (3-16-04)
04. **Additions or Changes During the Life of an Existing Certificate.** Twenty-five dollars (\$25) (3-16-04)
05. **To Replace An Existing Certificate.** Ten dollars (\$10) (3-16-04)

Triangle of Relationship

Idaho State Board of Education

Eight board members that envision an accessible, affordable, seamless public education system that results in a highly educated citizenry by providing leadership, setting policy, and advocating for transforming Idaho's educational system to improve each Idaho citizen's quality of life and enhancing the state's global competitiveness.

Idaho State Department of Education

The Idaho State Department of Education is dedicated to serving and providing common-sense leadership, support, and resources to educators across the state, to help reinforce higher standards for academic excellence for Idaho students in the 21st century.



Professional Standards Commission

Established in 1972 as an advisory group to the Idaho State Board of Education, the 18 member PSC makes recommendations to the Idaho State Board of Education in the areas of teacher standards, ethical educators, certification, professional development, and educator preparation programs.