

APPLICATION PACKET FOR

Idaho Educator Certification



IDAHO DEPARTMENT OF EDUCATION
CERTIFICATION AND PROFESSIONAL STANDARDS

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE / 711 TRS
WWW.SDE.IDAHO.GOV

CREATED 10/11/2024

IMPORTANT INFORMATION

- If official transcripts are required for your application type, please have them sent electronically from the colleges/universities to transcripts@sde.idaho.gov. If this is your first application for an Idaho credential, please wait two weeks after you send the application to have the transcripts submitted. Official hard copies may also be included with the application.
- If you are applying to receive or 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/>.
- Please initial and sign the application. Include appropriate fee.
 - Checks made payable to Idaho Department of Education
 - Exact cash or money order
 - No credit cards can be accepted

BACKGROUND INVESTIGATION CHECK (BIC)

- Completed and signed Idaho fingerprint card, if applicable
 - A new fingerprint packet is required if the candidate does not currently hold a valid Idaho credential and has not printed with the Idaho Department of Education within the past six months
 - Information is at <https://www.sde.idaho.gov/cert-psc/bic/>
- Associated fingerprint forms
- Background check fee - \$28.25

Certificates will not be issued unless the applicant has cleared a BIC.

RENEWAL APPLICANTS

- Renewal of a five-year credential may use printouts of transcripts. To expedite the renewal approval process, please include transcripts with the application. Courses must be completed within the validity period of the five-year credential and completed by August 31st of the expiring year. A renewal application may be submitted as early as January 1 of the expiring year. An application submitted before January 1 of the expiration year will be returned.
- Renewal applications will be accepted until August 31 of the year the certificate expires. You can check your certificate's validity period at <https://apps2.sde.idaho.gov/certificationlookup>.

EDUCATION

- List the college(s)/universities where degree and/or certification program(s) have been completed. Send electronic transcripts to transcripts@sde.idaho.gov, or include official transcripts with the application. Transcripts are preferred to be removed from the sealed envelope.

APPLICATION TYPES

Out of State/Country – Applicant has a current, valid out-of-state/country certificate or has completed a CAEP or AAQEP approved out-of-state educator preparation program within the last two years

- Valid out-of-state/country credential
- Institutional Recommendation (if CAEP/AAQEP program has been completed)
- Official transcripts
- Content assessment (not required if applying with out-of-state credential)

Idaho Educator Preparation Program Graduate

Applicant has completed an Idaho educator preparation program

- Institutional Recommendation
- Praxis II test(s)
- Official Transcripts

Interim Certificate Completer

Applicant has completed all conditions listed on the three-year interim certificate (refer to exact conditions listed for the documents to be included with the application). Unofficial transcripts will be accepted to show course completion.

Pupil Service Staff

Applicant is applying for School Nurse, School Counselor, School Social Worker, Speech Language Pathologist, School Psychologist, Audiology, Occupational Therapist, or Physical Therapist. For more information on Pupil Service Staff Application requirements, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/pupil-service.html>

Reinstatement

The applicant is applying to reinstate an expired five-year Idaho Educator Credential.
Transcripts are not required for reinstatement applications.

Non-Traditional

Completers of ABCTE assessments:

- Include ABCTE Professional Teaching Certificate
- Official Transcripts

CSI/LCSC enrolled:

- Include Education Plan
- Content Qualifier
- Official Transcripts

TFA:

- Include Program Letter
- Praxis II Test
- Official Transcripts

APPLICATION TYPES – CONTINUED

Revision

Applicant is adding another certificate/endorsement to an existing current and valid Idaho Educator Credential. For more information on Revision application requirements, please visit

<https://www.sde.idaho.gov/cert-psc/cert/apply/revision.html>

Postsecondary Specialist

- Recommendation letter from employing Idaho institution faculty's college dean

Junior Reserved Officer Training Corps Instructor

- Include Military letter

American Indian Tribal Language

- Recommendation letter from Tribal Leaders

Renewal

Currently holds a five-year credential. Six professional development credits required.

- Unofficial transcripts may be submitted.
- 45 clock-hours may be used for three of the six credits. Submit an [in-service](#) form
- Administrator requires a three-credit teacher evaluation course based on the statewide framework
- Dyslexia course may be required. Please check the [renewal page](#) for requirements.

MAILING ADDRESS:

Idaho Department of Education

Attn: Educator Certification

PO Box 83720

Boise, ID 83720-0027

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|--------------------------|-----|---------------|---------|------------|--------------|--------------|--------------|
| FOR OFFICIAL USE ONLY | Fee | Date Received | Check # | BIC Status | Date Entered | Date Printed | Date Expired |
|--------------------------|-----|---------------|---------|------------|--------------|--------------|--------------|

IDAHO EDUCATOR CERTIFICATION APPLICATION

Section I: Personal Information (Full legal name is required)

| | | |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
|-----------|------------|-------------|

| | | |
|-------------------|---------------|--------------|
| Maiden/Other Name | Date of Birth | Phone Number |
|-------------------|---------------|--------------|

| | | |
|-----------------|------------|----------|
| Mailing Address | City/State | Zip Code |
|-----------------|------------|----------|

| |
|---------------|
| Email Address |
|---------------|

Section II: Select Application

| Application Type | Applicable Fee |
|--|-----------------------|
| Out-of-State/Country Out-of-state CAEP/AAQEP accredited educator preparation program within the last two years, OR Valid/current out-of-state/country educator credential | \$75 |
| Idaho Educator Preparation Program Graduate | \$75 |
| Interim Certificate Completer | \$75 |
| Pupil Service Staff | \$75 |
| Reinstatement | \$75 |
| Non-Traditional Interim Certificate (ABCTE/TFA/CSI/LCSC) (Do not select if the two-year state board approved mentoring program has been completed. Select Interim Certificate Completer listed above.) | \$100 |
| Revision | \$25 |
| Postsecondary Specialist | \$75 |
| JROTC | No Fee |
| American Indian Language | No Fee |
| Renewal Application - only for five-year certificate holders | Applicable Fee |
| Renewal of a five-year Standard Instructional/Pupil Service Staff Certificate Renewal of an Administrator Certificate Has completed Administrator renewal requirements, OR Renew without the Administrator Certificate | \$75 |

Section III: Endorsements Being Requested

[List of Idaho endorsements](#)

| Endorsement Name(s) |
|---------------------|
| |

Section IV: Education

Please list the college(s)/universities where degree and/or certification program(s) have been completed. This section does not apply to all application types; please refer to the Application Types on page 3-4.

| College/University | Degree | Graduation Date |
|--------------------|--------|-----------------|
| | | |
| | | |
| | | |

Section V: Licensing History

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

IMPORTANT: Discrepancies in this section will result in a denial of an educator credential.

1. Have you ever had an educator or teacher license/certificate application 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 Idaho Department of Education may conduct a background investigation check, which involves a review of criminal history such as arrests and misdemeanor or felony convictions.

Note: If you have provided these documents with a previous application, you do not need to re-submit them.

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

- **Felonies** – To expedite your application, include a detailed written explanation and court records for each conviction.
- **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 VII: Attestations and Signature

Read and initial 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/shared/ethics/code-of-ethics-for-professional-educators.pdf>).

_____ 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 Idaho Department of Education at all times. Failure to do so may result in not receiving legal/licensing documents related to my credential.

Failure to initial and sign will result in an incomplete application and the application will not be processed.

| Signature of Applicant (Electronic signatures will not be accepted) | Date |
|---|------|
| | |