

APPLICATION PACKET FOR

# Alternative Authorization – Content Specialist



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](http://WWW.SDE.IDAHO.GOV)

CREATED 05/09/2024

**CHECKLIST OF COMPLETE PACKET** - The hiring district/charter must confirm the candidate has a baccalaureate degree or will be student teaching in the authorized school year in which the school applies. The hiring district/charter must also confirm the candidate meets the qualification by following the checklist provided. Please include applicable documentation for the selected route towards obtaining the requested certificate/endorsement. ONLY complete application packets will be processed. ***If the candidate holds a valid Idaho credential, please use the Alternative Authorization – Teacher to New application.***

## **ROUTE TO CERTIFICATION AND ENDORSEMENT -**

The candidate will receive a three (3) year non-renewable certificate. The candidate must be enrolled in either a traditional college or university or the American Board (ABCTE) non-traditional route towards certification.

### **College/University Route**

- Attach official transcripts verifying at least a baccalaureate degree or all coursework completed except student teaching
- Attach the signed formal plan signed by the dean or designee of the College of Education of the college/university
  - *The plan must outline all the required coursework, applicable testing, and/or student teaching to qualify for an Institutional Recommendation for certification/endorsement*
- If the college/university is not CAEP or AAQEP accredited, the candidate will need to complete all the out-of-state program requirements, and any Idaho applicable coursework during the three (3) year interim certificate validity period. The candidate will need to obtain an out-of-state certificate and then apply for reciprocity to receive an Idaho five (5) year certificate.
  - Must complete all Idaho state specific requirement(s) i.e. ICLC/ICLA, TMT during the three (3) year interim to qualify for the five (5) year Standard Instructional Certificate.

### **American Board for Certification of Teacher Excellence (ABCTE) Route**

- Attach official transcripts verifying at least a baccalaureate degree
- Attach enrollment verification specifying exact endorsement area aligning to assignment(s) on the application. The enrollment verification must align to the area of endorsement for which the authorization is being requested.
- Must complete all ABCTE assessments, Idaho applicable coursework i.e. ICLC/ICLA, TMT and a two (2)-year state board approved mentoring program during the three (3) year interim to qualify for the five (5) year Standard Instructional Certificate.

## ADDITIONAL DOCUMENTS –

### Completed Alternative Authorization - Content Specialist District/Charter and Candidate Application

- Signed by Board Chairperson
- Signed by Superintendent/Charter Administrator
- Signed by candidate

**Content/Pedagogy Qualifier** - The candidate demonstrates distinct content knowledge and skill through **ONE** (1) of the following approved qualifiers:

- Content Specific Praxis II Score Report
  - attach a copy of the official score report
- ABCTE Content or Professional Teaching and Knowledge (PTK) Score Report
  - attach a copy of the official score report
- Baccalaureate Degree in the Content Area of Endorsement
  - attach the transcripts which show the degree in the specific content area
- [Qualifying Score on the Uniform Standard for Evaluating Content Competency \(Rubric\)](#)
  - attach the rubric and official transcripts with applicable coursework highlighted

### Application fee - \$100

- Check or money order is to be made payable to the Idaho Department of Education or SDE and is included with the application.  
*(Credit cards are not accepted. Payment is non-refundable. One (1) check or money order for both application and BIC fees is acceptable.)*

### Background Investigation Check (BIC)

- Completed and signed Idaho fingerprint card
  - Information is available on the following [Background Investigation Check website](#)
- Associated fingerprint forms
- Background check fee - \$28.25
  - A new fingerprint packet is required if the candidate is new to the district/charter.
  - Certificates will not be issued unless the applicant has cleared a BIC.

Mailing Address:  
Teacher Certification  
PO Box 83720  
Boise, ID 83720-0027

## 2024-2025 Alternative Authorizations Submission Schedule

Below are the ISEE Submission dates to have applications submitted to ensure funding is not reduced. For complete applications and documents needed, please refer to the packet checklist on the previous page. You may also reference the [Application Crosswalk](#).

Date applications due to the Idaho Department of Education:
November 15, 2024
*December 20, 2024
*March 15, 2025
*May 17, 2025
*June 21, 2025

*\* Assignments that are deficient on these designated ISEE upload dates will result in a reduction of funding. Deficiencies can be determined by running the Assignment Credential Report, located in the ISEE portal. To clear deficiencies, refer to the Assignment Credential Guidance Document.*

## EMERGENCY PROVISIONALS

Date applications due to the Idaho Department of Education:	State Board of Education Meetings:
July 3, 2024	August 21, 2024
August 28, 2024	October 16-17, 2024
October 30, 2024	December 18, 2024
December 31, 2024	February 19-20, 2025
February 26, 2025	April 16-17, 2025
April 23, 2025	June 11-12, 2025

### **Important Information:**

- Emergency Provisionals cannot be used for Special Education, Administrator, Pupil Service Staff or Career Technical Education (CTE) endorsement(s)/certificate(s).
- Applications received after January 1 of the school year must be due to the school district/charter school losing a staff member after January 1 of the school year.

FOR OFFICIAL USE ONLY		Fee	Date Paid	Check #	BIC Status	District Signed	<input type="checkbox"/> BA <input type="checkbox"/> Student Teaching
Candidate Signature	<input type="checkbox"/> College/ University	<input type="checkbox"/> ABCTE	Content Qualifier				Complete Application <input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> Praxis #	<input type="checkbox"/> ABCTE	<input type="checkbox"/> Rubric	<input type="checkbox"/> BA in Content	

## **ALTERNATIVE AUTHORIZATION – CONTENT SPECIALIST**

### **DISTRICT/CHARTER AND CANDIDATE APPLICATION FORM 2024-2025 SCHOOL YEAR**

<b><i>DISTRICT/CHARTER SCHOOL SECTION – Must be completed by district/charter school.</i></b>		
<b>Section I: District/Charter School Information</b>		
District/Charter Name		District/Charter #
Name of District Superintendent/Charter Administrator		Name of Contact Person
Email Address		Phone #
Mailing Address		City, State, Zip Code
<b>Section II: Candidate Demographic Information</b>		
Last Name, First Name and Full Middle Name		Birth Date
Maiden/Another Name	EDUID	Hire Date (for this position)
Email Address		Phone #
Mailing Address		City, State, Zip Code
<b>Section III: Standard Instructional Certificate Endorsement code(s) requested</b> <a href="#">(See endorsement tab 2024-2025 SDE Assignment Credential Manual)</a>		
Endorsement #	Endorsement Title	
Endorsement #	Endorsement Title	
<b>Section IV: ISEE assignment code(s) and title(s) the candidate will be assigned</b> <a href="#">(See assignment tab 2024-2025 SDE Assignment Credential Manual)</a>		
Assignment #	Assignment Title	
Assignment #	Assignment Title	
Assignment #	Assignment Title	

**DISTRICT/CHARTER SCHOOL SECTION – Continued**

**Section V: Candidate Qualifications and Attach Appropriate Documentation (ONLY select one)**

- Content Specific Praxis II Score Report**
    - Attach a copy of the official score report
  - ABCTE Content or Professional Teaching and Knowledge (PTK) Score Report**
    - Attach a copy of the official score report
  - Baccalaureate Degree in Content Area of Endorsement**
    - Attach an official transcript.
  - Qualifying Score on the [Uniform Standard for Evaluating Content Competency](#) (Rubric)**
    - Attach the rubric and official transcripts with applicable coursework highlighted
      - 200 points for Elementary or Special Education Endorsements (educationally related coursework can count toward point compilation for elementary or special education areas)
      - 100 points for Middle/Secondary Content Endorsements. The rubric is not necessary if the candidate holds a baccalaureate degree or higher in the specific middle/secondary content area of endorsement.
- Total Points:** \_\_\_\_\_.

**Section VI: District/Charter Designated Mentor**

- We understand a mentor is required and will need to provide a minimum of one (1) classroom observation per month, which will include feedback and reflection.**  
 Mentor Name: \_\_\_\_\_  
 Mentor Title: \_\_\_\_\_.

**Section VII: District/Charter and School Board Attestations – PLEASE READ AND SIGN**

- We, the undersigned:**
- Have ensured the candidate has met the distinct knowledge qualifications pursuant to [IDAPA 08.02.02.042.02](#)
  - Have ensured all the required documents are contained in this application packet and understand that only complete application packets will be processed.
  - Are aware that an incomplete packet may result in a reduction of district/charter funding and is in violation of [Idaho Code §33-1201](#).
  - Agree that the endorsement(s) requested align to the assignment(s) the candidate will instruct.
  - Agree to monitor candidate progress through their program and assure that the candidate maintains a pace to complete the preparation program within the allowable timeframe (three (3) years).
  - Understand the district/charter will provide a state board-approved mentor program using the [Idaho Mentor Program Standards](#) and qualified mentor. Please access the State Board of Education website for more information about the State Board-approved mentor program.

**Signature of School Board Chairperson**

<b>Print</b>	<b>Signature</b>	<b>Date</b>
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**Signature of District Superintendent or Charter Administrator**

<b>Print</b>	<b>Signature</b>	<b>Date</b>
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**CANDIDATE SECTION –**

*Read each section carefully. Must be completed and signed by candidate.*

**Section I: Candidate Degree Status**

- Currently hold a baccalaureate degree or higher - attach transcripts **OR**
- Degree completion pending student teaching. Date student teaching to be complete: \_\_\_\_\_  
*(Student teaching must be completed during this authorized school year – attach signed plan)*

**Section II: Route and Attestation (select route and check/initial applicable attestations)**

**College/University (non-renewable):**

Name of College/University:

\_\_\_\_\_

**I, the undersigned understand:**

- I have enrolled in a college/university certification program and have registered for the courses to be completed during the three (3) year interim validity period. A copy of the signed teacher preparation program plan is included with this application.
- I understand this certificate is non-renewable. I must complete the university/college program and any Idaho state specific requirement(s) listed on my credential during the three (3) year validity period before I am eligible to apply for my Idaho Standard Instructional Credential.
- If I am using an out-of-state program which is not accredited by [CAEP/AAQEP](#), I am aware I will need to obtain certification in the state which recognizes the preparation program and then apply for reciprocity for an Idaho certificate.
- If I am using an out-of-state program, I understand I will be required to complete the Idaho Comprehensive Literacy Course or Assessment. I may also be required to complete the Teaching Mathematical Teaching course during the three (3) year validity period.
- Upon completion of the preparation program, and any state specific requirement(s), it is my responsibility to apply to receive my Idaho Standard Instructional Credential.
- If I were to leave the Idaho district/charter while holding the Content Specialist Interim Certificate, I must notify the new hiring Idaho school to request a letter be sent to the Certification and Professional Standards Department attesting to monitoring my progress to ensure completion of my program.

**ABCTE (non-renewable):**

**I, the undersigned understand:**

- I have enrolled in the ABCTE assessment program and have attached enrollment verification specifying the exact endorsement area for which the authorization is being requested.
- I understand this certificate is non-renewable. I must complete all applicable ABCTE assessment(s) and state specific requirement(s) listed on my credential during the three (3) year validity period before I am eligible to apply for my Idaho Standard Instructional Credential.
- I understand I must complete the two (2) year state-board approved mentoring program during the three (3) year validity period.
- I understand I will be required to complete the Idaho Comprehensive Literacy Course or Assessment. I may also be required to complete the Teaching Mathematical Teaching course during the three (3) year validity period.
- Upon completion of the ABCTE assessment program, and any state specific requirement(s), it is my responsibility to apply to receive my Idaho Standard Instructional Credential.
- If I were to leave the Idaho district/charter while holding the Content Specialist Interim Certificate, I must notify the new hiring Idaho school to request a letter to be sent to the Certification and Professional Standards Department attesting to monitoring my progress to ensure completion of my program.

**Signature of Candidate**

**Print**

**Signature**

**Date**

**CANDIDATE SECTION – Continued**

**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.**

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

**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.

**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.

**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 of each felony conviction.

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

**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 State 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 Candidate**

<p>Print</p>	<p>Signature</p>	<p>Date</p>
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