

APPLICATION PACKET FOR

State Board of Education – Emergency Provisional Certificate



IDAHO DEPARTMENT OF EDUCATION
CERTIFICATION AND PROFESSIONAL STANDARDS

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
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CREATED 05/07/2024

EMERGENCY PROVISIONAL CERTIFICATE APPLICATION PROCESS

1. ELIGIBILITY

- a. Section 33-1203, Idaho Code only applies to teachers. Therefore, the Board may only consider authorizing the issuance of an Emergency Provisional Certificate if the requested endorsement is aligned to a Standard Instructional Certificate. The requirements for Standard Instructional Certificates and ~~Occupational Specialist Certificates~~ are set forth in IDAPA 08.02.02. The aligning endorsements for either certificate type are listed in Board Policies IV.D.
- b. Standard Pupil Service Staff Certificates, Administrator Certificates, and special education endorsements are not eligible for emergency provisional certificate authorization under Section 33-1202, Idaho Code. The requirements to obtain a Standard Pupil Service Staff Certificate or Administrator Certificate are set forth in IDAPA 08.02.02.015.
- c. Candidates who are eligible for certification via other available pathways, including, but not limited to, alternative authorizations or interim certification will not be considered for emergency provisional certification.

2. AUTHORITY

- a. All certificates are issued under the authority of the State Board of Education (Board). “Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education.” Idaho Code, Section 33-1201.
- b. The State Department of Education (SDE) administers the process for issuance of all certificates. “To obtain a new, renew, or reinstate an Idaho Educator Credential, the applicant must submit an application on a form supplied by the State Department of Education or the Division of Career Technical Education as applicable to the type of certificate.” IDAPA 08.02.02.060.
- c. Idaho Code, Section 33-1203 allows the Board to authorize the issuance of provisional certificates to teachers based on not less than two (2) years of college training and the declaration of an emergency.
 - i. Clarification: Forty-eight (48) credit hours earned from an accredited college or university is the equivalent of two (2) years of college training.
 - ii. Clarification: The emergency must be declared by the local school board, and the motion must be recorded in the meeting minutes.

All candidates must pass a background check pursuant to Section 33-130, Idaho Code prior to being issued a certificate. Certificates will not be issued unless the applicant has cleared a background check.

Emergency provisional certifications may be requested for a second year only in extenuating circumstances.

2024-2025 State Board of Education Emergency Provisional Submission Schedule

Below are the dates the State Board of Education meets along with dates applications are due to the Department of Education. Please be aware applications are due to the Department at least six weeks prior to the State Board of Education meeting.

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.

* Applications received requesting CTE endorsement(s)/certificate(s), will be returned to the school district/charter. For questions pertaining to CTE Emergency Provisionals, please contact:

- [Tracie Bent](#) – Chief Administrative Officer
(208)-429-5502

CHECKLIST OF COMPLETE APPLICATION - The Idaho Department of Education Certification Staff will ONLY review completed application packets. Incomplete packets may result in funding reductions for the district/charter. Verification of packet completion is the responsibility of the district/charter.

Transcripts

- Attach official transcripts verifying an associate’s degree or higher, or not less than two (2) years of college training (48 semester credits) as per [Idaho Code §33-1203](#).

Emergency Declared Date

- Date on which the local school board declared an emergency

Board Minutes

- Include approved meeting minutes evidencing the school board’s emergency declaration, listing the candidate(s) name(s)

Candidate's Hire Date

- Date candidate was hired to serve as teacher of record

Emergency explanation

- Provide a summary of the recruitment efforts which led to the emergency situation.

State Board of Education Emergency Provisional Application

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

Application fee - \$100

- Check or money order is to be made payable to the Idaho Department of Education 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

FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Status	Dist/Charter Signature
Candidate Signature	Date of Hire	Declaration Date	College Training <input type="checkbox"/> BA/BS <input type="checkbox"/> AA# credits _____	SBOE Meeting Date	

**STATE BOARD OF EDUCATION – EMERGENCY
PROVISIONAL APPLICATION**

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

DISTRICT/CHARTER SCHOOL SECTION – Must be completed by district/charter school.

Section I: District/Charter School Information

District/Charter Name	District/Charter #
Name of District Superintendent/Charter Administrator	Name of Contact Person
Email Address	Phone #
Mailing Address	City, State, Zip Code

Section II: Candidate Demographic Information

Last Name, First Name and Full Middle Name	Birth Date
Maiden/Another Name	EDUID
Email Address	Phone #
Mailing Address	City, State, Zip Code

Section III: Standard Instructional Certificate and Endorsement code(s) requested
(See endorsement tab 2024-2025 SDE Assignment Credential Manual)

Endorsement #	Endorsement Title
Endorsement #	Endorsement Title

Section IV: ISEE assignment code(s) and title(s) the candidate will be assigned
(See endorsement tab 2024-2025 SDE Assignment Credential Manual)

Assignment #	Assignment Title
Assignment #	Assignment Title

DISTRICT/CHARTER SCHOOL SECTION- Continued

Section V: Emergency Explanation Verification

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.

Declaration Date of Emergency	Date Hired	Applicants Received	Applicants Interviewed

Indicate Summary of Recruitment Efforts

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

We, the undersigned:

- The Board of Trustees declared an emergency exists in our district/charter for the position and recorded this declaration in the current school year official board minutes, which is included in this packet.
- Are aware the emergency provisional is a one (1) year non-renewable certificate.
- Confirmed the candidate holds an associate degree or higher or has at least two (2) years of college training from an accredited college or university (48 semester credits).
- Have ensured the candidate is not eligible for certification via other available pathways, including but not limited to alternative Authorizations or interim certification.
- Are aware this application may not be used for any special education, Administrators, Pupil Service Staff and/or CTE endorsement(s)/certificate(s).
- Agree that the endorsement(s) requested align to the assignment(s).
- Have ensured all the required documents are contained in this application packet and understand that only complete application packets will be reviewed by the State Board of Education for approval.
- Are aware if applying after January 1, it is due to losing a staff member after January 1 of the current school year.
- Are aware that an incomplete packet may result in a reduction of district/charter funding and is in violation of Idaho Code §33-1201.

Signature of School Board Chairperson

Print	Signature	Date

Signature of District Superintendent or Charter Administrator

Print	Signature	Date

CANDIDATE SECTION- *Must be completed and signed by candidate.*

Section I: College Training

Do you have an associate degree or higher?

- Yes – attach transcripts showing the degree.
- No – attach transcripts showing completion of a minimum of 48 semester credits.

Total number of college credits earned: _____

Section II: Candidate Affirmations (please initial and sign)

I, the undersigned understand:

This one (1) year emergency provisional is non-renewable and does not lead to a valid educator certificate in Idaho.

If I were to leave the Idaho district/charter while holding the Emergency Provisional, 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 for the duration of the one (1) year Emergency Provisional.

Signature of Candidate

Print	Signature	Date

! 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.

CANDIDATE SECTION CONTINUED - Continued

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/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.

FAILURE TO INITIAL AND SIGN WILL RESULT IN AN INCOMPLETE APPLICATION AND THE APPLICATION WILL NOT BE PROCESSED.

Signature of Candidate

Print

Signature

Date