

# Application Packet for Public Charter School Administrator Certificate New & Renewal

THIS APPLICATION IS FOR A PUBLIC CHARTER SCHOOL BOARD OF DIRECTORS TO HIRE A PUBLIC CHARTER SCHOOL ADMINISTRATOR TO SERVE AS CHARTER ADMINISTRATOR UNDER THE PROVISIONS OF IDAHO CODE §33-5206(4).



IDAHO STATE DEPARTMENT OF EDUCATION  
CERTIFICATION & PROFESSIONAL STANDARDS

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UPDATED 08/01/2021

## INFORMATION

- Allows a public charter school board of directors to request certification for a candidate that does not hold an Administrator Certificate to serve as a certificated Charter School Administrator.
- Candidate must be serving as a Charter Administrator and employed by the public charter school's Board of Directors, and be assigned the Charter Administrator Assignment (see [Assignment Credential Manual](#)):
  - Assignment Title = Charter Administrator
  - Assignment Code = 41050
  - Assignment/Content Description = Serves as the chief executive officer, or an assistant administrator, and primary/assistant advisor to the charter school and/or charter LEA. Responsibilities include overseeing the development of an educational program and all other activities that impact the charter.
- Only valid for requesting public charter school while serving and employed as a Charter Administrator.
- Valid for five (5) years and is renewable contingent upon continued employment and assignment as a Charter Administrator at requesting public charter school, completing of six (6) semester credits for renewal as set forth in IDAPA 08.02.02.060 of which three (3) semester credits must be a state board approved course in the statewide framework for teacher evaluations (Idaho Code §33-1204).
- Certificate becomes invalid upon separation of employment or no longer serving as a Charter Administrator at requesting public charter school.
- Certificate is not a valid nor recognized certificate for the National Association of State Directors of Teacher Education and Certification (NASDTEC) interstate agreement.

## PUBLIC CHARTER SCHOOL AND CANDIDATE CHECKLIST

### COMPLETE PACKET MUST INCLUDE THE FOLLOWING

- Completed and signed Public Charter School Administrator Certificate Application Form**
- Completed and signed Candidate Licensing and Legal History Form**
- Background Investigation Check (BIC)**
  - Include the necessary completed fingerprint card, the associated forms, and the applicable fee. Certificates will not be issued unless the applicant has cleared a BIC. See our [Background Investigation Check website](#) for current guidelines and information about obtaining a fingerprint card and associated forms.
  - Renewal or revision applicants do not need a new fingerprint card.
- Official Transcripts**
  - Transcripts must verify baccalaureate degree or higher from an accredited four (4) year institution
  - Transcripts must verify three (3) semester credit course in the statewide framework for teacher evaluations.
    - List of state board approved courses can be found at the [State Board of Education's Administrative Certificate Renewal Requirement website](#).

**Official letter from public charter school board of directors stating the board of directors has carefully considered the applicant’s candidacy and has chosen to hire the applicant.**

- Letter must include a commitment to oversee and evaluate the applicant’s performance.

**Official documentation verifying one of the following:**

Five (5) or more years of experience administering a public charter school

- Signed and completed [Certificated Professional Experience Report](#)

Graduate degree and a minimum of five (5) years of experience in one of the following:

- Signed and completed [Certificated Professional Experience Report](#) indicating one of the following:
  - School administration
  - Public administration
  - Business administration
  - Military administration

Successful completion of a nationally recognized charter school leader’s fellowship

- Certificate of Completion and documentation fellowship is nationally recognized.

Five (5) or more years of teaching experience and a mentor from an administrator from a public charter school in academic, operational, and financial good standing.

- Signed and completed [Certificated Professional Experience Report](#)
- Mentor must agree to mentor the candidate for a minimum of one (1) year

**Application or Revision Fee**

- Check or money order made payable to the State Department of Education or SDE. Credit cards are not accepted. Cash in exact amount will be accepted for walk-ins. Payment is non-refundable. One check or money order for both application and BIC fees is acceptable.
  - \$75.00 application fee
  - \$25.00 revision fee for individuals who currently hold a current Idaho Education Credential

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<b>THIS SECTION FOR OFFICIAL USE ONLY</b>	Fee	Date Paid	Check #	Date Entered	Date Issued	Date Expired	BIC Status
<b>5-yrs Experience</b>	Graduate degree and <input type="checkbox"/> School administration <input type="checkbox"/> Public administration <input type="checkbox"/> Business administration <input type="checkbox"/> Military administration			Charter Leadership Fellowship		5-yrs teach with mentorship	

## PUBLIC CHARTER SCHOOL ADMINISTRATOR CERTIFICATE APPLICATION FORM

*Must be completed by member of the public charter school board of directors and candidate.*

Please make sure **all** items are completed.

NEW APPLICATION     
 REVISION APPLICATION     
 RENEWAL APPLICATION

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

#### Section I: Public Charter School Information

Public Charter School Name		Charter #
Name of Charter School Board of Directors Member		
Email Address	Phone #	
Mailing Address	City, State, Zip Code	

#### Section II: Candidate Demographic Information

Full Legal Name		Birth Date
Maiden/Other Name	Hire Date (for this position)	
Email Address	Phone #	
Mailing Address	City, State, Zip Code	

#### Section III: Public School Charter Board of Directors Attestations

**We, the undersigned:**

- I attest and affirm that the applicant is serving as Charter Administrator and employed by the charter board of directors.
- I attest and affirm that the charter board of directors will oversee and evaluate the applicant's performance.
- I attest and affirm that the charter board of directors have verified all the required documents are contained in the application packet.
- I understand that the certificate becomes invalid upon the applicant's separation of employment or if the applicant is no longer serving as Charter Administrator.
- I understand that only a completed application packet will be reviewed and processed.

Charter Board of Directors Chairperson	Signature	Date
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**CANDIDATE SECTION** – *Must be completed by candidate in pen (form entry not available for candidate section)*

**Section I: Candidate Qualifications**

**Education – Please check the highest degree earned, include official transcripts.**

- |  |  |
|--|--|
| <input type="checkbox"/> Baccalaureate Degree          | <input type="checkbox"/> Master’s Degree   |
| <input type="checkbox"/> Educational Specialist Degree | <input type="checkbox"/> Doctorates Degree |
| <input type="checkbox"/> Other _____                   |  |

**Statewide framework for teacher evaluations course.**

Include official transcripts showing completion of state board approved three (3)-semester credit course in the statewide framework for teacher evaluations required for administrators.

**Professional Experience**

*or*

**Charter School Fellowship**

Signed and completed Professional Experience Report verifying five (5) years of experience in one of the following:

- Public School Charter Administrator
- School administration
- Public administration
- Business administration
- Military administration
- Teaching – must have mentor from an administrator from a public charter school in academic, operational, and financial good standing

- Certificate of Completion of nationally recognized charter school leader’s fellowship.

***Include documentation fellowship is nationally recognized.***

\_\_\_\_\_  
Name of Mentor

\_\_\_\_\_  
Public Charter School of Mentor

**Renewal Only - Include official transcripts and, if applicable, completed Verification of Inservice Form.**

- Completed state board approved three (3)-semester credit course in the statewide framework for teacher evaluations required for administrators.
- Completed additional three (3) credits or equivalent inservice hours related to school administration

**Section IV: Candidate Attestations**

- I understand that this certificate is valid for the requesting public charter school only.
- I understand that the certificate becomes invalid if I separate employment or if I am no longer serving as Charter Administrator.
- I understand that only a completed application packet will be reviewed and processed.

**Signature of Candidate:**

**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

- 1. Have you ever had an educator or teacher license/certificate denied by any professional licensing authority?  Yes  No
- 2. Have you ever had disciplinary action taken against a professional license/certificate?  Yes  No  
Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.
- 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 of each licensing issue. 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 State 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** - In order to expedite your application, please include a detailed written explanation of each felony criminal issue and a copy of the judgment of conviction for any felony conviction.
  - Please obtain court records from the court house.
  - A printout from the State Judiciary repository will NOT be accepted as relevant court documents.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 denial of educator or teacher license/certificate.

**Attestations and Signature** (please initial and sign)

- \_\_\_\_\_ 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.

*Do not sign until you have read and initialed the above statements.*

Signature of Candidate	Date
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