

# Application Packet for Public Charter School-Specific Teacher Certificate New & Renewal

THIS APPLICATION IS FOR A PUBLIC CHARTER SCHOOL BOARD OF DIRECTORS TO HIRE A PUBLIC CHARTER SCHOOL-SPECIFIC TEACHER TO SERVE AS CHARTER SCHOOL TEACHER UNDER THE PROVISIONS OF IDAHO CODE §33-5206(6).



IDAHO STATE DEPARTMENT OF EDUCATION  
CERTIFICATION & PROFESSIONAL STANDARDS

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UPDATED 08/23/2022

## INFORMATION

- Allows a public charter school board of directors to request certification for a candidate that does not hold a Standard Instructional Certificate to serve as a certificated charter school teacher.
- The credential issued will list the Public Charter Teacher Certificate.
- This certificate allows teaching in instructional assignments.
- **This certificate cannot be used for teaching in any special education assignments.**
- A charter school-specific teaching certificate shall be valid only for teachers teaching at a public charter school.
- A candidate must meet the following minimum educational or professional qualifications:
  - Hold a Bachelor's degree from an accredited institution; or if instructing students in the fields of career technical education, hold a bachelors' degree or satisfy the provisions of section 33-2205 (6) (a), Idaho code. Requests for a **Career and Technical Education (CTE)** Public Charter School-Specific teaching certificate must be submitted using the CTE application:  
<https://cte.idaho.gov/educators-5/>
  - Pass a Criminal History Background Check (BIC)
- Teachers with a charter school-specific teaching certificate shall receive mentoring and professional development as approved by the charter school board of directors. The charter school board of directors may impose additional requirements.
- The charter school must submit a recommendation.
- Charter school-specific teaching certificates shall not be transferable to a traditional public-school district, but may be transferable to another public charter school at the election of the subsequent public charter school.
- Valid for five (5) years and is renewable upon completion of 6 professional development credits.
- A charter school may substitute its own ongoing education and professional development requirements in place of those set forth in rule by the state board of education if the same number of credit hours is required as that of teachers holding a standard instructional certificate.
- 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-Specific Teacher 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 BIC website at <https://www.sde.idaho.gov/cert-psc/bic/> 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** be included verifying a baccalaureate degree or higher from an accredited four (4) year institution

**Official letter/recommendation 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.

**Application or Renewal 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

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THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Received	Check #	Date Entered	Date Printed	Date Expired	BIC Status
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## PUBLIC CHARTER SCHOOL-SPECIFIC TEACHER 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       RENEWAL APPLICATION

<b>CHARTER SCHOOL SECTION</b> – <i>Must be completed by district/charter school.</i>	
<b>Section I: Public Charter School Information</b>	
Public Charter School Name	Charter #
Name of Charter School Board of Directors Member	
Email Address	Phone #
Mailing Address	City, State, Zip Code
<b>Section II: Candidate Demographic Information</b>	
Full Legal Name	Birth Date
Maiden/Other Name	Hire Date (for this position)
Email Address	Phone #
Mailing Address	City, State, Zip Code
<b>Section III: Public School Charter Board of Directors Attestations</b>	
<b>We, the undersigned:</b>  <input type="checkbox"/> I attest and affirm that the applicant is serving as charter school-specific teacher and employed by the charter board of directors. <input type="checkbox"/> I attest and affirm that the charter board of directors will oversee and evaluate the applicant's performance. <input type="checkbox"/> I attest and affirm that the charter board of directors have verified all the required documents are contained in the application packet. <input type="checkbox"/> I understand the Public Charter School Teacher Certificate is only valid for teaching in an Idaho Public Charter School. <input type="checkbox"/> I understand that only a completed application packet will be reviewed and processed.	
Charter Board of Directors Chairperson	Signature
Date	

**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**

- |  |  |
|--|--|
| <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 _____                   |  |

**IMPORTANT** – Official Transcripts **MUST** be included with the application packet showing a minimum of a baccalaureate degree. **The application may be returned if transcripts are not attached.**

**Renewal Section** – Renewal applicants must have earned at least six (6) semester credits during the validity period of the credential. At least three (3) of these credits must be transcribed. Up to three (3) semester credits may be earned by charter-approved in-service signed off on [District/Charter School/Private School Approved In-Service Verification of Completion form](#).

**IMPORTANT** – Include transcripts and in-service forms. Highlight the applicable courses on the transcript.

**Section IV: Candidate Attestations**

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

Signature of Candidate:

Date:

**Continue to next page**

**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