

IDAHO CODE §33-5206(4)

Public Charter School Administrator Certificate Application



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 6/25/2024

THIS PAGE LEFT INTENTIONALLY BLANK

GENERAL INFORMATION

- The public charter school administrator certificate (certificate) allows a public charter school board of directors to request certification for an applicant who does not hold an Administrator Certificate to serve as a certificated Charter School Administrator.
- The applicant must be employed by the Charter Board of Directors as a Charter Administrator and must have a Charter Administrator Assignment (see [Assignment Credential Manual](#)):
 - Assignment Title - Charter Administrator
 - Assignment Code - 41050
 - Assignment/Content Description - Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Includes the administration of instructional programs, extracurricular programs, community relations, operation of the charter school, and the coordination of staff and student activities.
- The certificate is valid only for employment in a public charter school as a Charter Administrator.
- **The certificate cannot be used for employment as Director of Special Education.**
- The certificate becomes invalid upon the applicant's separation of employment or separation of service as a Charter Administrator at the public charter school.
- The certificate is not a valid nor recognized certificate for the National Association of State Directors of Teacher Education and Certification (NASDTEC) interstate agreement.
- The certificate is valid for five (5) years and is renewable contingent upon continued employment and assignment as a Charter Administrator at a public charter school and meeting all applicable renewal requirements.

Mail completed application packet to:

Idaho Department of Education
ATTN: Teacher Certification
P.O. Box 83720
Boise, ID 83720-0027

An incomplete application packet will not be considered for approval.

NEW APPLICATION PACKET CHECKLIST

A completed new application packet includes the following:

- Completed and signed Public Charter School Administrator Certificate Application**

- Background Investigation Check (BIC) Documents and Fee**
 - Include the necessary completed fingerprint card, the associated forms, and the applicable fee. A certificate cannot be processed until the applicant has cleared a BIC. See the Department's [Background Investigation Check web page](#) for current guidelines and information about obtaining a fingerprint card and associated forms.

- Official Transcripts**
 - Official transcripts must verify a baccalaureate degree or higher from an accredited four (4) year institution.
 - Transcripts must verify the successful completion of a three (3) semester credit course in the statewide framework for teacher evaluations. A list of state board-approved courses can be found at the [State Board of Education's Administrative Certificate Renewal Requirement website](#).

- Letter from the public charter school board of directors stating the board 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:**
 - Four (4) or more years of experience administering a public charter school
 - Requirement is met with a signed letter from the Board of Directors of the public charter school(s) where the experience was obtained. Dates of employment as the charter administrator are required.

 - OR
 - Graduate degree and a minimum of five (5) years of experience in one of the following:
 - School administration
Requirement is met with a signed letter from the Board of Trustees/Directors of each school where experience was obtained. Dates of employment as the administrator are required.
 - Public administration
Requirement is met with documentation of five (5) years or more of service in an elected public position, or a signed letter from the public agency administrator of each agency where experience was obtained. Verification of supervisory duties and planning, organizing, directing, coordinating, or controlling government operations is required. Dates of employment in public administration are required.

- Business administration
Requirement is met with signed letter from each previous employer where experience was obtained, documenting five (5) years or more of business administration experience. Verification of supervisory duties and planning, organizing, directing, coordinating, or controlling operations is required. Dates of employment in business administration are required. If business administration experience is gained through self-employment, contact the Department of Education.
- Military administration
Requirement is met with official military documentation confirming a rank of officer for five (5) years or more.

OR

- Four (4) or more years of teaching experience, and a commitment from an administrator of a charter school that is in academic, operational, and financial good standing to mentor the candidate.
 - Requirement is met with a signed and completed [Certificated Professional Experience Report](#) from each school where the experience was obtained, AND
 - The mentor's signature in the candidate section of the application.

Standards for Effective Administrators: <https://www.sde.idaho.gov/federal-programs/teacher/ed-effectiveness/files/effective-principals/Standards-for-Effective-Principals.pdf>

OR

- Successful completion of a nationally recognized charter school leader's fellowship.
 - Requirement is met with a Certificate of Completion.

Application Fee

- Check or money order for \$75 made payable to the Idaho Department of Education. Credit cards are not accepted. A cash payment in the exact amount will be accepted with a walk-in application. Payment is non-refundable. One check or money order for both the application and the BIC fee is acceptable.

RENEWAL APPLICATION PACKET CHECKLIST

A completed renewal application packet includes the following:

- Completed and signed Public Charter School Administrator Certificate Application**

- Documentation Confirming Completion of the 6-Credit Renewal Requirement.**

Transcripts must be included but do not need to be official. Photocopies or printouts of transcripts are acceptable. Unofficial transcripts must include the applicant name, name of the college or university, class titles, number of credits earned for each class, and the dates the credits were earned.

 - Successful completion of a state board approved three (3)-semester credit course in the statewide framework for teacher evaluations
 - Successful completion of three (3) semester credits or equivalent in-service hours related to school administration
 - First Renewal Only, for Administrators serving K-5 students at the time of renewal: Completed 1-credit Dyslexia professional development course for administrators

- Application Fee**
 - Check or money order for \$75 made payable to the Idaho Department of Education. A cash payment in the exact amount will be accepted with a walk-in application. Payment is non-refundable.

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Received	Check #	Date Entered	Date Issued	Date Expired	BIC Status
---	-----	---------------	---------	--------------	-------------	--------------	------------

PUBLIC CHARTER SCHOOL ADMINISTRATOR CERTIFICATE APPLICATION

NEW APPLICATION RENEWAL APPLICATION

CHARTER SCHOOL SECTION – *Must be completed by the charter school.*

Section I: Public Charter School Information

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

Section II: Administrator Applicant 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: Charter School Board of Directors Chairperson Attestations

- I attest and affirm that the applicant is employed by the charter school’s Board of Directors on written contract to serve in a Charter Administrator assignment.
- I attest and affirm that the charter Board of Directors has verified that all required documents as outlined in the application checklist are contained in this application packet.
- I understand that the certificate becomes invalid upon the applicant’s separation of employment or separation from the Charter Administrator assignment.

Charter School Board of Directors Chairperson Signature	Date
---	------

Applicant section starts on page 2

APPLICANT SECTION – *Must be completed by the applicant.*

Section IV: Applicant Qualifications – New Application Only

Education – 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"/> Doctorate Degree |
| <input type="checkbox"/> Other _____ | |

Statewide Framework for Teacher Evaluations

I have successfully completed the three (3)-semester credit course in the Statewide Framework for Teacher Evaluations. The official transcript is included.

NOTE: THIS APPLICATION CANNOT BE SUBMITTED IF THE COURSE IS NOT COMPLETED.

Professional Experience or Charter School Fellowship

Documentation verifying years of experience in one of the following:

- School administration – 5 years
- Public administration – 5 years
- Business administration – 5 years
- Military administration – 5 years
- Public Charter School Administration – 4 years
- Teaching – 4 years

Must have a commitment from an administrator of a charter school that is in academic, operational, and financial good standing to mentor the applicant.

Name of Mentor

Public Charter School of Mentor

Mentor Signature

OR

- Certificate of Completion from a nationally recognized charter school leader’s fellowship program

Applicant section continued on page 3

APPLICANT SECTION, continued – *Must be completed by the applicant.*

Section IV: Applicant Qualifications- Renewal Only

Renewal Only - Professional Development – Six (6) Semester Credits

Include transcripts with applicable courses highlighted and, if applicable, completed Verification of Inservice Form(s).

- 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.
- First Renewal Only, for Administrators serving K-5 students at the time of renewal: Completed 1-credit Dyslexia professional development course for administrators

Section V: Applicant Attestations

- I understand that this certificate is valid for the requesting public charter school only.
- I understand that the certificate becomes invalid upon separation of employment or separation from the Charter Administrator assignment.

Applicant Signature

Date

Section VI: 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 for each question marked yes. You do not need to re-submit a written explanation if you have previously provided one.*

Applicant section continued on page 4

APPLICANT SECTION, continued – Must be completed by the applicant.

Section VII: 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 for each 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.

Section VIII: Applicant 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.

Applicant Signature	Date
----------------------------	-------------

Mail completed application packet to:

Idaho Department of Education

ATTN: Teacher Certification

P.O. Box 83720

Boise, ID 83720-0027

An incomplete application packet will not be considered for approval.