

IDAHO CODE §33-5206(6)

# Public Charter School-Specific Teacher 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](http://WWW.SDE.IDAHO.GOV)

CREATED 6/25/2024

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## GENERAL INFORMATION

- The public charter school-specific teacher certificate allows a public charter school board of directors to request certification for an applicant who does not hold a Standard Instructional Certificate to serve as a certificated charter school teacher.
- **The public charter school-specific teacher certificate cannot be used for teaching in any special education assignment.**
- A charter school-specific teaching certificate shall be valid only at a public charter school.
- An applicant 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)
- A teacher 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-specific teaching certificate is not 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.
- The charter school-specific teacher certificate is 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.
- This certificate is not a valid nor recognized certificate for the National Association of State Directors of Teacher Education and Certification (NASDTEC) interstate agreement.

## NEW APPLICATION PACKET CHECKLIST

A completed new application packet includes the following:

**Completed and signed Public Charter School-Specific Teacher Certificate Application**

**Background Investigation Check (BIC)**

- Include the necessary completed fingerprint card, the associated forms, and the applicable fee. A certificate will not be issued unless 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. Renewal applicants do not need a new fingerprint card.

**Official Transcripts**

- Official transcripts must verify a baccalaureate degree or higher from an accredited four (4) year institution.

**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-Specific Teacher 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.

- At least three (3) transcribed credits.
- Up to three (3) semester credit hours may be earned by charter-approved in-service, signed off on [District/Charter School/Private School Approved In-Service Verification of Completion form](#).

**OR**

- Up to 6 semester credit hours of ongoing education and professional development as determined by the charter school, signed off on the [District/Charter School/Private School Approved In-Service Verification of Completion form](#).

**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.

***An incomplete application packet will not be considered for approval.***

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

NEW APPLICATION       RENEWAL APPLICATION

<b>CHARTER SCHOOL SECTION</b> – <i>Must be completed by the charter school.</i>	
<b>Section I: Public Charter School Information</b>	
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
<b>Section II: Teacher Applicant 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: Charter School Board of Directors Chairperson Attestations</b>	
<input type="checkbox"/> I attest and affirm that the applicant is employed by the charter school’s Board of Directors on written contract in an instructional assignment, excluding any special education assignment.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> I attest and affirm that the charter board of directors will oversee and evaluate the applicant’s performance.	
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 _____                   |   |

**Applicant Qualifications – New Application Only**

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

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

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 of charter-approved in-service may be documented on a [District/Charter School/Private School Approved In-Service Verification of Completion form](#).

**OR**

A charter school may substitute its own ongoing education and professional development requirements in place of those set forth in rule by the Idaho State Board of Education if the same number of credit hours is required as that of teachers holding a standard instructional certificate. These ongoing education and professional development requirements may be documented on a [District/Charter School/Private School Approved In-Service Verification of Completion form](#).

**Section V: Applicant Attestations**

- I understand that this certificate is valid for teaching in an Idaho public charter school only.
- I understand that the certificate becomes invalid upon separation of employment or separation from an instructional assignment.
- I understand that only a completed application packet will be processed.

**Applicant Signature**

**Date**

**Applicant section continued on page 3**

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

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

**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.

Applicant section continued on page 4

### 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 Idaho 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.***