

GUIDANCE REGARDING SECTION 33-1201A, IDAHO CODE

Professional Endorsements and Advanced Professional Endorsements



IDAHO DEPARTMENT OF EDUCATION

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE / 711 TRS
WWW.SDE.IDAHO.GOV

CREATED 07/31/2024

TABLE OF CONTENTS

Introduction 3

Confirming an Educator’s PE or APE Status 4

Recommending an Educator for PE or APE 4

PE/APE and ISEE Form 10..... 6

Professional Endorsement – In State..... 8

Advanced Professional Endorsement – In State..... 9

In State PE/APE Recommendation Notes 10

Professional Endorsement – Out of State 11

Advanced Professional Endorsement – Out of State..... 12

Out of State PE/APE Recommendation Notes..... 13

Professional Endorsement – In State/Out of State 15

Advanced Professional Endorsement – In State/Out of State..... 16

In State/Out of State PE/APE Recommendation Notes..... 18

Private School Criteria..... 19

Administrator Criteria 20

Data Entry Corrections..... 21

PE and APE Requirements at a Glance 22

Common Questions from Educators and Administrators 25

Contacts 30

INTRODUCTION

Professional and Advanced Professional Endorsements – What Are They?

Professional Endorsements (PE) and Advanced Professional Endorsements (APE) are Career Ladder funding mechanisms for public school districts and charter schools. Districts and charters receive funding from the Department of Education (Department) for instructional and pupil service staff salaries, and this funding is based on multiple data defined in Idaho Code, including *averages* of staff Career Ladder placements, education allocations, and career technical education allocations.

The PE and APE place qualified instructional and pupil service staff onto the Professional (P) and Advanced Professional (AP) rungs of the Career Ladder. For placement on the ‘P’ rung of the Career Ladder, an educator must meet certain time and performance criteria, be recommended by their employing district or charter, and receive a PE. For placement on the ‘AP’ rung of the Career Ladder, an educator must meet certain time, performance, and leadership criteria; be recommended by their employing district or charter; and receive an APE.

An educator must have PE or APE in conjunction with a bachelor’s degree + 24 credits or a master’s degree to generate a district’s or charter’s education allocation funding.

An educator must have a PE before they can receive a renewable contract.

Professional and Advanced Professional Endorsement Data

The data used to determine an Idaho educator’s eligibility for PE or APE is reported by each public school district (district) and charter school (charter) to the Department. Eligibility criteria for a PE or APE are derived from an educator’s employment and evaluation data. If the data reported by the district or charter to the Department meet the criteria for PE or APE, the applicable endorsement is issued. If the data do not meet the criteria for PE or APE, the applicable endorsement is not issued.

Professional and Advanced Professional Endorsements – What Are They Not?

The PE and APE are not listed on an educator’s certificate and do not confer upon an educator the ability to teach certain subject matter or to receive additional instructional or pupil service staff endorsements.

The PE and APE do not result in flow-through funding from the state directly to an educator.

The PE and APE do not place an educator on a state-wide salary schedule. An educator’s salary is determined by their placement on their employer’s locally-established salary schedule. While certain salary minimums are established in law, each district and charter has developed their own salary schedule and their own criteria to progress along their salary schedule. Many districts and charters have chosen to require that an educator have a PE or an APE to progress along their salary schedule. The ultimate decision about an educator’s salary resides with the educator’s employer.

CONFIRMING AN EDUCATOR’S PE OR APE STATUS

The Certification Lookup Tool (<https://apps2.sde.idaho.gov/certificationlookup>) “Details” screen displays whether an educator holds PE or APE. District and charter staff with SDE Apps access can view additional information in the Certification Lookup Tool, such as PE and APE issuance dates and career ladder placement.

The following ISEE reports also display the PE or APE issuance dates of staff members:

- All Personnel Employment Info Report (V6 Report)
- Instructional FTE and Salary Including Summer School
- Pupil Service FTE and Salary Including Summer School
- Education and Experience History

These reports are found in the district’s or charter’s ISEE portal, under “Reports-Staffing,” and can be generated by anyone with a “business manager” or “reports staffing” role. The columns titled “Date Professional Endorsement” or “Date Advanced Professional Endorsement” display the PE and APE issuance dates.

Do you need access to ISEE reports? Ask your District or Charter ISEE Coordinator or Technology Coordinator to request access.

RECOMMENDING AN EDUCATOR FOR PE OR APE

The educator’s employing district or charter submits a PE recommendation for an educator when the educator’s evaluation data meet the appropriate time and performance criteria to receive a PE. The PE is issued effective July 1 of the recommended year.

The educator's employing district or charter submits an APE recommendation for an educator when the educator's evaluation data meet the appropriate time, performance, and leadership criteria to receive APE. The APE is issued effective July 1 of the recommended year.

An educator can be recommended for PE or APE through the Career Ladder Data System (CLDS) Recommendations Tab or by a hard copy recommendation form.

Recommendations for PE or APE in CLDS

Districts and charters use the CLDS to submit and certify evaluation data for principals, administrators, and instructional and pupil service staff. Districts and charters can also submit recommendations for PE and APE through the CLDS Recommendations tab. Using the CLDS Recommendations tab is the easiest way for a district or charter to recommend an educator for PE or APE.

Do you need access to CLDS? Ask your District or Charter Admin Tool user or your Technology Coordinator to request access.

Instructional staff and pupil service staff who have worked in Idaho for 3 years or more can be recommended for PE in the CLDS Recommendations tab at the end of the school year, during the regular CLDS submission window that is open from May through June (see <https://apps2.sde.idaho.gov/CLDS/> for precise dates of the regular submission window).

Instructional staff and Pupil Service staff who have worked in Idaho for 8 years or more can be recommended for APE in the CLDS Recommendations tab during the regular CLDS evaluation submission window that is open May through June.

If an educator who has met time criteria in Idaho is not listed in the CLDS Recommendations tab, it is likely that the educator has not yet met performance and/or leadership criteria to be eligible for a PE or APE recommendation. Review prior evaluations to determine the criteria that are not yet met.

An educator's out of state experience is not tracked in CLDS.

More information about CLDS and the Recommendations tab is available in the CLDS User Manual <https://apps2.sde.idaho.gov/CLDS/>.

Recommendations for PE or APE on Paper

If a recommendation is not made in the CLDS Recommendations tab during the regular CLDS submission window, the district or charter can recommend an educator for PE or APE by hard copy recommendation form. Recommendation forms are available at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>. Many recommendations that can't be made in the CLDS require supporting documentation. Email completed recommendation forms and any required, additional documentation to professionale endorsements@sde.idaho.gov.

The following educators require a hard copy recommendation form to be recommended for PE or APE:

- Educators who are eligible for an Out of State PE or APE
- Educators who are eligible for an In State/Out of State PE or APE
- Educators with qualifying Idaho private school experience who are eligible for PE or APE
- Educators with qualifying Idaho public school administrator experience who are eligible for APE
- Educators whose CLDS data has been corrected, resulting in PE or APE eligibility
- Educators who should have been recommended for PE or APE on the CLDS Recommendations tab in the May-June timeframe but were not recommended.

PE/APE AND ISEE FORM 10

What is the ISEE Form 10?

The ISEE Form 10 is an Excel worksheet that records an educator's past administrative, instructional, and pupil service staff assignments, which may result in additional career ladder funding to the district or charter. The Public School Finance division is responsible for the receipt and processing of the ISEE Form 10. The ISEE Form 10 is updated each year to capture an educator's most recent five (5) years of employment and evaluations, and the form for the current school year is found on the Public School Finance website at <https://sde.idaho.gov/finance/>.

The ISEE Form 10 is updated each year. Please do not use a current year ISEE Form 10 for prior school years. If you require a prior year's ISEE Form 10, contact Alexandra McCann in Public School Finance (amccann@sde.idaho.gov).

What Does the ISEE Form 10 Have to Do With PE/APE?

Educators who have never been placed on the career ladder before and are successfully recommended for PE or APE may be eligible for initial career ladder placement higher than P1 or AP1 if they have qualifying evaluation data. To determine whether an educator is eligible for higher career ladder placement than P1 or AP1, the hiring district or charter:

- Receives the educator's five (5) prior years of out of state evaluations,
- Crosswalks the evaluations to determine equivalency to Idaho's professional compensation rung performance criteria:
 - Overall rating of proficient or higher, and no components rated as unsatisfactory on the state framework for teaching evaluation or equivalent for pupil service staff or principal or other school level administrator
 - Majority of students have met measurable student achievement targets or student success indicator targets
- Completes and submits an ISEE Form 10 to the Department's Public School Finance division.

Use an educator's prior out of state evaluations to complete the ISEE Form 10.

Educators Who May Need to Have Past Administrative, Instructional, or Pupil Service Assignments Recorded

An educator who meets the following criteria will need an ISEE Form 10 completed by the hiring district or charter and signed by the hiring superintendent or charter administrator:

- Anyone new to Idaho public K-12 with prior certificated experience
- Anyone with prior Idaho public K-12 experience who has not been placed on the Career Ladder before
- Anyone with prior Idaho public K-12 experience on the Career Ladder, but who has not been active in Idaho public K-12 in at least the past year
- Idaho Administrators returning to the classroom (even if only one assignment)

Evaluations outside Idaho public K-12 may be used where applicable, provided the hiring district or charter certifies they believe the evaluations to be equivalent to Idaho standards. A year without an evaluation is reported as not meeting performance requirements. Please contact Alexandra McCann (amccann@sde.idaho.gov) with any questions about the ISEE Form 10.

Please obtain PE/APE for an educator prior to ISEE Form 10 submission.

PROFESSIONAL ENDORSEMENT – IN STATE

Instructional and Pupil Service staff who have taught in Idaho for three (3) years or more are qualified for the Professional Endorsement if they meet all of the criteria in the table below.

What are the criteria?	How are they verified?
District or Charter Recommendation	CLDS Recommendations tab or signed hard copy recommendation
Experience The applicant has held an Idaho instructional or Pupil Service staff certificate and has been employed in a public or accredited private school for at least three (3) years.	Teacher Certification Application Data
Professional Compensation Rung Performance Criteria The applicant has met the following professional compensation rung performance criteria for two (2) of the three (3) previous years OR the third year: <ul style="list-style-type: none"> • An overall rating of proficient or higher, with no components rated as unsatisfactory on the state framework for teaching evaluation; and • Majority of applicant’s students (50% +1) have met measurable student achievement targets or student success indicator targets. 	CLDS Evaluation Data
Annual Individualized Professional Learning Plan The applicant has an individualized professional learning plan developed with their district/charter supervisor.	CLDS Evaluation Data

ADVANCED PROFESSIONAL ENDORSEMENT – IN STATE

Instructional and Pupil Service staff who have taught in Idaho for eight (8) years or more are qualified for the Advanced Professional Endorsement if they meet all of the criteria in the table below.:

What are the criteria?	How are they verified?
District or Charter Recommendation	CLDS Recommendations tab or signed hard copy recommendation
Professional Endorsement The applicant has held a Professional Endorsement for five (5) years or more.	CLDS Application Data
Experience The applicant has held a certificate and has been employed in a public or accredited private school for at least eight (8) years or more.	Teacher Certification Application Data
Professional Compensation Rung Performance Criteria The applicant has met the professional compensation rung performance criteria for four (4) of the five (5) previous years OR the third, fourth, and fifth year. <ul style="list-style-type: none"> • An overall rating of proficient or higher, with no components rated as unsatisfactory on the state framework for teaching evaluation; and • Majority of applicant’s students (50% + 1) have met measurable student achievement targets or student success indicator targets. 	CLDS Evaluation Data
Advanced Professional Compensation Rung Performance Criteria The applicant has met the advanced professional compensation rung performance criteria for three (3) of the five (5) previous years. <ul style="list-style-type: none"> • An overall rating of proficient or higher, no components rated as unsatisfactory or basic, and rated as distinguished in Domain II – Classroom Environment or Domain III – Instruction and Use of Assessment on the state framework for teaching evaluation or equivalent for Pupil Service staff; and • Seventy-five percent (75%) or more of applicant’s students have met their measurable student achievement targets or student success indicator targets. 	CLDS Evaluation Data
District Leadership Role During three (3) of the previous five (5) years, the applicant has served in an additional building or district leadership role in an Idaho public school.	CLDS Evaluation Data
Annual Individualized Professional Learning Plan The applicant has an individualized professional learning plan developed with their district/charter supervisor.	CLDS Evaluation Data

IN STATE PE/APE RECOMMENDATION NOTES

An educator must meet specific time and performance criteria to be recommended for PE.

An educator must meet specific time, performance, and leadership criteria to be recommended for APE.

An educator can be recommended for PE or APE if they are qualified, regardless of whether they will be employed by the district or charter during the next school year.

If an educator is recommended for PE or APE in CLDS and the educator has met the specific eligibility criteria for the endorsement, the endorsement will be issued. It is not necessary to follow up with a hard copy recommendation form.

A hard copy recommendation form is required when the educator's PE or APE eligibility results from one of the following:

- One or more CLDS corrections
- An evaluation is entered after the school year of evaluation
- The educator has Idaho Private School experience; see "Private School Criteria" section for more information
- The educator has Idaho public school administrator experience; see "Administrator Criteria" section for more information

PROFESSIONAL ENDORSEMENT – OUT OF STATE

Instructional and Pupil Service staff who have three (3) or more years of out of state certificated experience in a public or accredited private school are qualified for the Professional Endorsement if they meet all of the criteria in the table below.

What are the criteria?	How are they verified?
District or Charter Recommendation	Signed recommendation from the employing Idaho district or charter
Experience The applicant has worked in a certificated position in a compact-member state for three (3) to eight (8) years *See page 13 for information on compact-member states	Certificated Professional Experience Report completed and signed by each prior, out of state employer, totaling three (3) years or more
Out of State Certificate(s) The applicant would have been eligible to work in a certificated position in an Idaho public school based on that certificate for three (3) to eight (8) years *See page 13 for information on compact-member states	Out of state certificate copy(ies) or educator certificate search screen print results from out of state certifying body/bodies, showing the applicant held certification for three (3) years or more during the period of employment confirmed by certificated professional experience report(s)

ADVANCED PROFESSIONAL ENDORSEMENT – OUT OF STATE

Instructional and Pupil Service staff who have nine (9) or more years of out of state certificated experience in a public or accredited private school are qualified for the Advanced Professional Endorsement if they meet all of the criteria in the table below.

What are the criteria?	How are they verified?
District or Charter Recommendation	Signed recommendation from the employing Idaho district or charter
Experience The applicant has worked in a certificated position in a compact-member state for nine (9) years or more *See page 13 for information on compact-member states	Certificated Professional Experience Reports completed and signed by each prior, out of state employer, totaling nine (9) years or more
Out of State Certificate(s) The applicant would have been eligible to work in a certificated position in an Idaho public school based on that certificate for nine (9) years or more	Out of state certificate copy(ies) or educator certificate search screen print results from out of state certifying body/bodies, showing the applicant held certification for nine (9) years or more during the period of employment confirmed by certificated professional experience report(s)

OUT OF STATE PE/APE RECOMMENDATION NOTES

Out of state PE and APE recommendations are not made in CLDS. These recommendations are made by the submission of a hard copy recommendation form, located at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>.

The following supporting documentation must accompany the recommendation:

- Certificated Professional Experience Report completed and signed by each prior, out of state employer, totaling three (3) years or more for PE / nine (9) years or more for APE.
- Copy of educator's out of state certificate(s), or educator certificate search screen print results from out of state certifying body/bodies, showing the educator held reciprocal certification totaling three (3) years or more for PE / nine (9) years or more for APE, during the period of employment confirmed by certificated professional experience report(s)

An educator must meet specific out of state time criteria to be recommended for PE or APE.

An out of state recommendation can be made for an educator with certificated professional experience in a compact member jurisdiction, in a K-12 public or an accredited private school.

If an educator meets the out of state criteria, an Out of State PE/APE can be recommended for an educator, regardless of how long the educator has worked in Idaho.

NASDTEC Compact Member State/Jurisdiction

An educator's out of state, certificated professional experience must have occurred in a NASDTEC compact member state or jurisdiction for the time to count toward meeting out of state time criteria. The National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement signatories list can be found at <https://www.nasdtc.net/page/Interstate>. As of October 17, 2022, the NASDTEC member jurisdictions are:

- Every U.S. state but South Dakota
- Guam
- The Department of Defense Education Activity (DoDEA)
- Washington, DC

If an educator's out of state experience occurred outside of these jurisdictions, the experience is not counted toward meeting time criteria for PE or APE.

Out of State Certificates

For an educator to have 'been eligible to work in a certificated position in an Idaho public school based on that certificate for three (3) to eight (8) / nine (9) years or more,' the educator's out of state certificate must be one that allows the educator to apply for Idaho certification without need of an employer-requested alternative authorization or emergency provisional certificate. Non-reciprocal certificates include but are not limited to:

- Intern certificates
- Substitute certificates
- LEA-specific certificates
- Emergency certificates
- Certificates of clearance

If there is any question about reciprocity, Department staff will contact the issuing state of the certificate to receive confirmation of reciprocity.

Certificated Professional Experience Reports

Three (3) or more years of certificated professional experience are required to meet the experience criteria. Partial school years of experience are counted as partial years. Student teaching experience is not counted toward meeting experience criteria. Classified staff experience does not count toward meeting experience criteria.

Out of State Private School Experience

See "Private School Criteria" section for more information.

An ISEE Form 10 may be necessary to place an incoming educator appropriately on the Career Ladder. See the "PE/APE and ISEE Form 10" section for more information.

PROFESSIONAL ENDORSEMENT – IN STATE/OUT OF STATE

Instructional and Pupil Service staff who have three (3) years or more of combined, certificated experience in Idaho and out of state, with no more than two (2) years of certificated experience in Idaho, are eligible for the Professional Endorsement if they meet all of the criteria in the table below.:

What are the criteria?	How are they verified?
District or Charter Recommendation	Signed recommendation from the employing Idaho district or charter
Experience The applicant has held a certificate and been employed in a public or accredited private school for at three (3) years or more, of which no more than two (2) years occurred in an Idaho public/accredited private school. Out of state certificated employment must have occurred in a compact member state.	Idaho certification and experience: TCA Data AND Out of state certification and experience: Certificated Professional Experience Report(s) completed and signed by out of state employer(s) <u>AND</u> out of state certificate copy/copies, or educator certificate search screen print results from out of state certifying body/bodies.
Professional Compensation Rung Performance Criteria <ul style="list-style-type: none"> An overall rating of proficient or higher, with no components rated as unsatisfactory on the state framework for teaching evaluation; and The majority of the applicant’s students (50% + 1) have met measurable student achievement targets or student success indicator targets. <u>If the applicant has one (1) year of Idaho evaluations on file in CLDS:</u> The applicant met professional compensation rung performance criteria in this year. <u>If the applicant has two (2) years of Idaho evaluations on file in CLDS:</u> The applicant met professional compensation rung performance criteria in both of these two years, or the second year.	CLDS Evaluation Data
Annual Individualized Professional Learning Plan The applicant has an individualized professional learning plan developed with their district/charter supervisor.	CLDS Evaluation Data

ADVANCED PROFESSIONAL ENDORSEMENT – IN STATE/OUT OF STATE

Instructional and Pupil Service staff who have nine (9) years or more of combined, certificated experience in Idaho and out of state, with no more than seven (7) years of certificated experience in Idaho, are eligible for the Advanced Professional Endorsement if they meet all of the criteria in the table below.

What are the criteria?	How are they verified
District or Charter Recommendation	Signed recommendation from the employing Idaho district or charter
<p>Experience The applicant has held a certificate and been employed in a public or accredited private school for nine (9) years or more, of which no more than seven (7) years has occurred in an Idaho public school. Out of state employment must have occurred in a compact member state.</p>	<p>Idaho certification and experience: TCA Data</p> <p style="text-align: center;">AND</p> <p>Out of state certification and experience: <u>Certificated Professional Experience Report(s) completed and signed by out of state employer(s)</u></p> <p style="text-align: center;">AND</p> <p>out of state certificate copy/copies, or educator certificate search screen print results from out of state certifying body/bodies.</p>
<p>Professional Compensation Rung Performance Criteria</p> <ul style="list-style-type: none"> • An overall rating of proficient or higher, with no components rated as unsatisfactory on the state framework for teaching evaluation; and • The majority of applicant’s students (50% + 1) have met measurable student achievement targets or student success indicator targets. <p><u>If the applicant has one (1) to three (3) years of Idaho evaluations on file in CLDS:</u> the applicant met the professional compensation rung performance criteria in each of these years.</p> <p><u>If the applicant has four (4) years of Idaho evaluations on file in CLDS:</u> The applicant met the professional compensation rung performance criteria in three (3) of the four (4) previous years, including the fourth year.</p> <p><u>If the applicant has five (5) years or more of Idaho evaluations on file in CLDS:</u> The applicant met the professional compensation rung performance criteria in four (4) of the five (5) previous years, or the third, fourth and fifth year.</p>	CLDS Evaluation Data

What are the criteria? (continued)	How are they verified? (continued)
<p>Advanced Professional Compensation Rung Performance Criteria</p> <ul style="list-style-type: none"> An overall rating of proficient or higher, no components rated as unsatisfactory or basic, and rated as distinguished in Domain II – Classroom Environment or Domain III – Instruction and Use of Assessment on the state framework for teaching evaluation or equivalent for Pupil Service staff; and Seventy-five percent (75%) or more of the applicant’s students have met measurable student achievement targets or student success indicator targets. <p><u>If the applicant has one (1) to three (3) years of Idaho evaluations on file in CLDS:</u> The applicant met the advanced professional compensation rung performance criteria each of these years.</p> <p><u>If the applicant has four (4) years of Idaho evaluations on file in CLDS:</u> The applicant met the advanced professional compensation rung performance criteria in three (3) of four (4) years, including the 4th year.</p> <p><u>If the applicant has five (5) or more years of Idaho evaluations on file in CLDS:</u> The applicant met the advanced professional rung performance criteria in three (3) of the five (5) previous years.</p>	<p>CLDS Evaluation Data</p>
<p>District Leadership Role</p> <p>During three (3) of the previous five (5) years, the applicant has served in an additional building or district leadership role.</p> <p><u>If the applicant has one (1) to three (3) years of Idaho evaluations on file in CLDS:</u> The applicant served in an additional building or district leadership role in their school in each of these years.</p> <p><u>If the applicant has four (4) years of Idaho evaluations on file in CLDS:</u> The applicant served in an additional building or district leadership role in their school in three (3) of the four (4) previous years.</p> <p><u>If the applicant has five (5) years or more of Idaho evaluations on file in CLDS:</u> The applicant served in an additional building or district leadership role in their school in three (3) of the five (5) previous years.</p>	<p>CLDS Evaluation Data</p>
<p>Annual Individualized Professional Learning Plan</p> <p>The applicant has an individualized professional learning plan developed with their district/charter supervisor.</p>	<p>CLDS Evaluation Data</p>

IN STATE/OUT OF STATE PE/APE RECOMMENDATION NOTES

In state/out of state PE and APE recommendations are not made in CLDS. These recommendations are made by hard copy recommendation, located at <https://www.sde.idaho.gov/cert-psc/cert/pe-ape/>.

The following supporting documentation must accompany the recommendation:

- Certificated Professional Experience Report(s) completed and signed by each prior, out of state employer
- Copy of the educator's out of state certificate(s), or educator certificate search screen print results from out of state certifying body/bodies, showing the educator held reciprocal certification during the period of employment confirmed by certificated professional experience report(s)

To be recommended for an in state/out of state PE, an educator must meet

- specific out of state time criteria, and
- specific in-state time and performance criteria.

To be recommended for an in state/out of state APE, an educator must meet

- specific out of state time criteria, and
- specific in-state time, performance, and leadership criteria.

Qualifying Idaho Evaluation Required

For an educator to be recommended for in state/out of state PE or APE, the educator must have at least one (1) year of evaluation data in CLDS.

Example: An educator who left Idaho in 2019 after 6 years of teaching has returned in 2024 with 5 years of certificated public school teaching experience in Utah. The educator is not yet eligible for APE because the educator has not yet had an evaluation that results in APE eligibility. The first APE-eligible evaluation occurred in 2020.

An ISEE Form 10 may be necessary to place an incoming educator appropriately on the Career Ladder. See the "PE/APE and ISEE Form 10" section for more information.

PRIVATE SCHOOL CRITERIA

Cognia Accreditation

Certificated professional experience in a private school, either in Idaho or out of state, may count toward meeting criteria for PE or APE if the private school is accredited by Cognia. Cognia is the K-12 accreditor approved by the Idaho State Board of Education. Certificated professional experience at private schools without Cognia accreditation will not be counted toward meeting criteria for PE or APE.

Use the Cognia accreditation registry at <https://home.cognia.org/registry> to determine if a private school is Cognia accredited.

Idaho Private School Documentation

If private school employment is requested to be counted toward meeting time, performance, and/or leadership criteria for PE or APE, the following supporting documentation is required to accompany the recommendation form:

- Confirmation of Cognia accreditation
- Certificated Professional Experience Reports or completed and signed by the applicant's prior, Idaho private school employer(s)
- A letter from the hiring administrator attesting that they have reviewed the educator's private school evaluations and confirm all criteria are met for the requested endorsement. A letter template is available by request; contact hhenderson@sde.idaho.gov.

Out of State Private School Documentation

If out of state private school employment is requested to be counted toward meeting time criteria for PE or APE, the following supporting documentation is required to accompany the recommendation form:

- Confirmation of Cognia accreditation for each out of state private school
- Certificated Professional Experience Report(s) completed and signed by the applicant's prior, Idaho private school employer(s)
- Copy of educator's out of state certificate(s), or educator certificate search screen print results from out of state certifying body/bodies, showing the educator held reciprocal certification in each state during the time of employment

ADMINISTRATOR CRITERIA

An Idaho building-level administrator who moves back to a certificated instructional or pupil service staff position may be eligible for PE or APE based on prior evaluation data.

In 2023, APE criteria were first compiled for administrators in CLDS. To determine whether an educator's pre-2022-2023 building-level administrator evaluations warrant a recommendation for APE, the administrator of the hiring district or charter crosswalks the educator's pre-2022-2023 evaluations to determine whether APE criteria have been met.

Administrator Documentation

If building-level administrative-level employment is requested to be counted toward meeting time, performance, and/or leadership criteria for APE, the following supporting documentation is required to accompany the recommendation form:

- A letter from the hiring administrator attesting that they have reviewed the educator's pre-2022-2023 building-level administrator evaluations and CLDS evaluation data and confirm all criteria are met for the requested endorsement. A letter template is available by request; contact hhenderson@sde.idaho.gov.

DATA ENTRY CORRECTIONS

Any CLDS data entry error that results in an incorrect evaluation is corrected by the district or charter who entered the data.

An administrator can correct only their district's or charter's evaluation data.

The Department of Education does not correct evaluation data.

CLDS does NOT automatically calculate or issue PE or APE when a data entry error is corrected. To recommend an educator for PE or APE with corrected evaluation data, use a hard copy recommendation form.

Corrections to the Three (3) Prior School Years of Evaluation

A CLDS data entry error within the three (3) prior school years can be corrected and recertified in CLDS. Evidence to support the correction must be maintained in the educator's file.

If a CLDS data entry error corrected within the three (3) prior school years results in an educator's eligibility for a backdated PE or APE within the three (3) prior school years, the district or charter administrator must submit a hard copy PE or APE recommendation for the recommendation to be processed. Any PE or APE issuance that results in a change to funding in the prior three (3) years or the current year will be reviewed and applicable adjustments will be made by the Department's Public School Finance group.

CLDS data entry errors can be corrected during CLDS submission windows. Submission windows generally occur during eight (8) weeks in May – June, two (2) weeks in December, and two (2) weeks in March.

See <https://apps2.sde.idaho.gov/CLDS/> for current year submission windows.

PE AND APE REQUIREMENTS AT A GLANCE

PROFESSIONAL ENDORSEMENT REQUIREMENTS – IN STATE

District or Charter Recommendation	Yes
Years of Certificated Teaching in Idaho	3 years or more
Meet PE Performance Criteria: <ul style="list-style-type: none"> • Overall rating of Proficient • No components rated Unsatisfactory • Majority of students have met student achievement/success targets 	2 of the 3 previous years, or the 3 rd year
Individualized Professional Learning Plan	Yes

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – IN STATE

District or Charter Recommendation	Yes
Years of Certificated Teaching in Idaho	8 years or more
Hold Professional Endorsement	5 years or more
Meet PE Performance Criteria: <ul style="list-style-type: none"> • Overall rating of Proficient • No components rated Unsatisfactory • Majority of students have met student achievement/success targets 	4 of the 5 previous years, or the 3 rd , 4 th and 5 th years.
Meet APE Performance Criteria: <ul style="list-style-type: none"> • Overall rating of Proficient • No components rated Unsatisfactory or Basic • Overall rating of Distinguished in Domain II or Domain III, or equivalent for Pupil Service staff • 75% + of students have met student achievement/success targets 	3 of the 5 previous years
Served in an additional building or district leadership role	3 of the 5 previous years
Individualized Professional Learning Plan	Yes

PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

District or Charter Recommendation	Yes
Held a certificate in a compact member jurisdiction	Requirement met through proof of out of state certification for 3 years or more
Years of certificated teaching in a compact member jurisdiction	Requirement met by proof of out of state employment for 3 years or more

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

District or Charter Recommendation	Yes
Held a certificate in a compact member state	Requirement met through proof of out of state certification for 9 years or more
Years of certificated teaching in a compact member state	Requirement met by proof of out of state employment for 9 years or more

PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE/OUT OF STATE

Years of Certificated Teaching	IPLP	Meet PE Criteria	District/Charter Recommendation	Out of State Certification & Employment Docs
0 years in state, 3-8 years out of state	USE OUT OF STATE PE FORM			
1 year in state, 2-7 years out of state	Yes	1 of 1 year	Yes	Yes
2 years in state, 1-6 years out of state	Yes	2 of 2 years or the second year	Yes	Yes
3+ years in state 0-5 years out of state	USE IN STATE PE FORM			

**ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS -
IN STATE/OUT OF STATE**

Years of Certificated Teaching	IPLP	Meet PE Criteria	Meet APE Criteria	Leadership Position	District/Charter Recommendation	Out of State Certification & Employment Docs
0+ years in state, 9+ years out of state	USE OUT OF STATE APE FORM					
1 year in state, 8 years out of state	Yes	1 of 1 year	1 of 1 year	1 of 1 year	Yes	Yes
2 years in state, and 7-8 years out of state	Yes	2 of 2 years	2 of 2 years	2 of 2 years	Yes	Yes
3 years in state, and 6-8 years out of state	Yes	3 of 3 years	3 of 3 years	3 of 3 years	Yes	Yes
4 years in state, and 5-8 years out of state	Yes	3 of 4 years, including 4 th year	3 of 4 years	3 of 4 years	Yes	Yes
5 years in state, and 4-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
6 years in state, and 3-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
7 years in state, and 2-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
8+ years in state, 1-8 years out of state	USE IN STATE APE FORM					

COMMON QUESTIONS FROM EDUCATORS AND ADMINISTRATORS

Recommendations

Q: An educator is leaving my district or charter at the end of the year, but they qualify for PE or APE. Should I recommend them for PE or APE in CLDS? Should I recommend them even if they are retiring?

A: Yes, and yes. If the CLDS Recommendations tab is used to recommend all educators who qualify for PE or APE, the result is less manual work for everyone. If a qualified educator is not recommended in the CLDS Recommendations tab by the district or charter who performed the evaluation, the new employer must determine whether the educator met evaluation data at the prior employer and then submit a paper recommendation form. If a district or charter recommends a retiring educator for PE or APE, the educator will be appropriately placed if the educator comes out of retirement and back into the classroom.

Q: If someone qualifies this year for PE or APE, can I wait to recommend them until a year or two later?

A: Please don't wait to recommend an educator for PE or APE if they qualify. Recommend the educator when they are qualified to receive the endorsement.

Q: An educator doesn't meet criteria for PE or APE, but I'd like them to have it. Can I recommend them?

A: Please don't send in a recommendation for an educator you know does not qualify for PE or APE. An educator cannot receive PE or APE if they have not met the criteria.

Q: My employer tells me that the Department decides whether I can have PE or APE. Is that true?

A: The evaluation and employment data reported by the employer to the Department are what determine an educator's PE or APE eligibility. The PE or APE is issued if the data meet PE or APE criteria. The PE or APE is not issued if the data do not meet PE or APE criteria.

Q: An educator has been employed in our district or charter for more than three (3) years/eight (8) years. Are they eligible for PE or APE?

A: Maybe; eligibility for PE or APE depends on more than meeting time criteria. Time criteria and performance criteria must be met for an educator to qualify for a PE. Time criteria,

performance criteria, and leadership criteria must all be met for an educator to qualify for an APE. An educator can meet the time criteria for an endorsement without meeting the performance criteria and/or leadership criteria to qualify for the endorsement.

Q: An educator would like to provide additional evidence to support a reconsideration of their evaluation, which could affect their PE or APE eligibility. Can I consider additional evidence?

A: Yes, the district or charter has the option to consider additional evidence in accordance with Section 33-1201(A)(2) and (3). Instructional staff employees may provide additional evidence demonstrating effective teaching that may be considered in exceptional cases for purposes of determining proficiency and student achievement. Pupil Service staff employees may provide additional evidence demonstrating effective student achievement or success that may be considered in exceptional cases for purposes of determining proficiency and student achievement or success. The district or charter determines what constitutes an “exceptional case.” If the additional evidence is sufficient to correct the evaluation data, a correction can be made during the next CLDS submission window. Upon confirmation the data is corrected, the district or charter can submit a paper recommendation form for the applicable endorsement to professionalendorsements@sde.idaho.gov. Maintain the evidence supporting the recommendation in the educator’s file.

CLDS Questions

Q: An educator that I think should be eligible for PE or APE is not included in the CLDS Recommendations tab. Why isn’t the educator listed in the Recommendations tab?

A: It is likely the educator has not met the Idaho criteria necessary in prior years to be listed in the Recommendations tab. Review the educator’s years of service in Idaho and prior evaluation data or call the Department for assistance.

Q: An educator with nine (9)+ years of combined in state and out of state experience is not on the CLDS Recommendations tab. Why?

A: Educators who may qualify based on only Idaho experience are placed on the CLDS Recommendations tab. An in state/out of state recommendation is made by a hard copy recommendation form and supporting documentation.

APE Criteria

Q: What are the student achievement measures/student success indicators?

A: Sections 33-1001(18) and (31), Idaho Code, list the student achievement measures and student success indicators that may be chosen in collaboration with the staff member impacted by the measures/targets.

Q: How many components must be rated Distinguished for an educator to receive overall rating of Distinguished in Domain II or III?

A: The district or charter determines the number of components within a domain that must be rated as Distinguished for the overall domain to be rated as Distinguished.

Q: If an educator doesn't receive a Distinguished overall rating in Domain II or III, but they receive a general evaluation rating of Distinguished, can that count as Distinguished overall rating in Domain II or III?

A: An overall evaluation rating of Distinguished does not count as a Distinguished overall rating in Domain II or III.

Q: What counts as a leadership position?

A: In accordance with Section 33-1201A(3)(c), Idaho Code, the following positions include but are not limited to:

- Instructional specialist or instructional coach
- Mentor
- Curriculum or assessment committee member
- Team or committee leadership position
- Data Coach
- Other leadership positions identified by the school district

Q: I'm an athletic coach/education association representative/other leadership position not listed in Section 33-1201A, Idaho Code. Does that count as a building or district leadership role?

A: Contact the district or charter office for their policy defining "other leadership positions identified by the school district."

Idaho Educators Moving Districts/Charters

Q: I am hiring a person from another Idaho district/charter. Where can I see their evaluation data from the prior employer?

A: The prior Idaho employer's evaluation data is not viewable to you through any Department systems. In accordance with Section 33-1201, Idaho Code, the prior employer provides past job performance and conduct records with a signed release from the educator. The prior employer may be willing to provide the new employer with CLDS evaluation screen shots for five (5) prior years or the educator's term of employment, whichever is less.

Q: An educator's prior employer entered some evaluation data in error, and it affects my ability to issue PE or APE for the educator. What can I do to fix it?

A: The district or charter who entered the data incorrectly is responsible for its correction. The educator's prior employer corrects the data during the next available CLDS submission window. Upon confirmation that the data is corrected by the prior employer, the current employer can submit a hard copy recommendation form for the appropriate endorsement.

Out of State and In State/Out of State Recommendations

Q: An educator has taught for several years in a public school outside of the United States. Can that time be counted toward PE or APE?

A: The NASDTEC Interstate Compact (<https://www.nasdtec.net/page/Interstate>) applies to both Guam and the DoDEA. If your educator taught in either of these jurisdictions, that experience may be counted toward meeting time criteria for PE or APE.

Movement Beyond P1

Q: How does an educator advance from P1 to P2 on the professional rung?

A: The educator must have the following:

- Held a contract in the prior year
- Have 4 years of reported certificated professional experience
- Met professional compensation rung performance criteria in at least 2 of the previous 4 years
 - Overall rating of Proficient or higher
 - No components rated as Unsatisfactory
 - Majority of students have met measurable student achievement/success targets

Q: Why hasn't an educator moved when they have met the professional compensation rung performance criteria in the prior year?

A: The educator likely doesn't have four (4) years of certificated professional experience reported in CLDS.

An out of state educator with no ISEE Form 10 data submitted on their behalf will hold at P1 until the educator has 4 years of reported certificated professional experience.

Movement Beyond AP1

Q: How does an educator advance from AP1 to AP2 on the advanced professional rung?

A: An educator must meet the advanced professional compensation rung performance criteria in the next year to move from AP1 to AP2:

- Overall rating of Proficient or higher
- No components rated as Unsatisfactory or Basic
- Rated as overall Distinguished in either Domain 2 – Classroom Environment or Domain 3 – Instruction and Use of Assessment
- Seventy-five percent (75%) or more of students have met measurable student achievement/success targets

Q: Once an educator is at AP1, do they need to keep holding a leadership position in 3 out of 5 years to move forward to AP2, AP3, and so on?

A: No, an educator is not required to hold a leadership position to move forward to AP2, AP3, and so on. Holding a leadership position in 3 of the 5 previous years is a requirement for an educator to be placed at AP1. Holding a leadership position is not required for movement to AP2, AP3, and so on. The educator must meet the advanced professional compensation rung performance criteria in the next year to move from AP1 to AP2.

CONTACTS

Helen Henderson, Certification & Professional Standards

208-332-6879

hhenderson@sde.idaho.gov

Professional and Advanced Professional Endorsement eligibility, evaluation data

Alexandra McCann, Public School Finance

208-332-6845

amccann@sde.idaho.gov

ISEE Form 10 data, Career Ladder movement beyond P1 or AP1

Carol Roessler, Federal Programs

208-332-6889

croessler@sde.idaho.gov

Evaluation process, how to make recommendations or corrections in CLDS

Amy Sigler, Regions 1, 2 & 3 ISEE Technical Coordinator

208-332-6981

asigler@edu.idaho.gov

Data structures, how to upload career ladder data

Roger Evans, Regions 4, 5 & 6 ISEE Technical Coordinator

208-332-6982

revans@edu.idaho.gov

Data structures, how to upload career ladder data

Todd King, Education Data Systems Reporting Manager

208-332-6937

tking@edu.idaho.gov

Data structures, how to upload career ladder data