

PROFESSIONAL STANDARDS COMMISSION PROCEDURES MANUAL

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HISTORY AND STATUTORY AUTHORITY OF THE PROFESSIONAL STANDARDS COMMISSION

The 1972 state legislature established the Professional Standards Commission. This legislative action combined the Professional Practices Commission, established by the state legislature in 1969, with the Professional Standards Board, an advisory board appointed by the State Board of Education. The Professional Standards Commission was thereby created in the Department of Education (**Appendix D**).

The Commission shall have authority to adopt recognized professional codes and standards of ethics, conduct and professional practices which shall be applicable to teachers in the public schools of the state, and submit the same to the state board of education for its consideration and approval. **Idaho Code §33-1254**

The professional standards commission may conduct investigations on any signed allegation of unethical conduct of any teacher brought by:

- An individual with a substantial interest in the matter, except a student in an Idaho public school; or
- A local board of trustees. **Idaho Code §33-1209**

The commission may make recommendations to the state board of education in such areas as teacher education, teacher certification and teaching standards, and such recommendations to the state board of education or to boards of trustees of school districts as, in its judgment, will promote improvement of professional practices and competence of the teaching profession of this state, it being the intent of this act to continually improve the quality of education in the public schools of this state. **Idaho Code §33-1258**

COMMISSION MEMBERSHIP

Pursuant to **Section 33-1252, Idaho Code**, the Professional Standards Commission (PSC) is created in the Idaho State Department of Education (SDE), consisting of 18 members with representation as follows:

- One (1) member of the staff of the Idaho State Department of Education
- One (1) member of the staff of the Idaho Division of Career Technical Education
- Seven (7) certificated classroom teachers in the public school systems of the State of Idaho
 - one (1) of which is a teacher of exceptional children and
 - one (1) of which is pupil service staff
- One (1) representative of the Idaho School Superintendents Association
- One (1) representative of the Idaho Association of Secondary School Principals
- One (1) representative of the Idaho Association of Elementary School Principals
- One (1) representative of the Idaho School Boards Association
- One (1) representative of the Idaho Association of Special Education Administrators
- One (1) representative of the education department of an Idaho private college/ university of higher education
- Two (2) representatives of the community colleges and the education departments of the public institutions of higher education
- One (1) representative of the letters and sciences department of an Idaho state institution of higher education

PSC Nominations. Nominations for appointment to the PSC are requested in accordance with **Section 33-1252, Idaho Code**. To ensure appropriate representation of educators across Idaho, nominations for appointment may be requested in consideration of regional location and LEA size. Nominations may also be requested to encourage representation of both elementary and secondary classroom teachers.

PSC Appointments. The State Board of Education appoints members of the PSC for a three (3)-year term.

- A Commission member may serve up to two (2) full three (3)-year terms in a representative position.

- Members representing the State Department of Education and Career Technical Education may serve more than two (2) three (3)-year terms.

Meeting Attendance and Participation. Commission members are expected to attend all scheduled meetings and participate in both full Commission and Committee work. If a Commission member cannot attend any portion of a PSC meeting, they shall inform the PSC administrator, PSC chair, and nominating organization in advance of their absence.

Communication of PSC Actions. Commission members are responsible for sharing the actions of the PSC with their nominating organizations and shall follow the communication protocol of their nominating organization. If no communication protocol is established, the Commission member shall establish a protocol with the nominating organization. A brief meeting summary is distributed to Commission members following each regular meeting of the PSC to help Commission members meet this expectation.

Travel Reimbursement. Reasonable travel expenses to attend PSC meetings will be reimbursed within State of Idaho guidelines (**Appendix A**).

PSC Member Retirement or Misalignment. If a Commission member retires from the field of education or no longer represents the position they hold on the PSC (e.g., a classroom teacher representative takes a position as a school principal) the nominating organization may choose one (1) of the following:

- Retain the Commission member in their position for the remainder of their three (3)-year term of appointment, or
- Open the position to nominations to fill the remainder of the three (3)-year term of appointment.
 - A Commission member appointed to fill the remainder of a three (3)-year term may be appointed to serve two (2) full three (3)-year terms.

PSC Member Vacation of Position. If a Commission member moves out of state or leaves the field of education, the position will be open to nominations to fill the remainder of the three (3)-year term of appointment.

- A Commission member appointed to fill the remainder of a three (3)-year term may be appointed to serve two (2) full three (3)-year terms.

COMMISSION MEETINGS

The PSC normally meets five (5) times annually, over two (2) days. Meetings are normally held on Thursdays and Fridays.

- Meetings may be cancelled due to unforeseen circumstances or to comply with open meetings law.
- Additional meetings may be called at the discretion of the PSC Chair or by the written request of five (5) or more Commission members.
- Meetings may be held virtually or in person, subject to the decision of the PSC Chair in consultation with the PSC Administrator.

Open Meetings Law. Commission meetings are subject to the provisions of Idaho Open Meetings Law, **Sections 74-201 through 74-208, Idaho Code**. Any member of the public may attend any open session of the full PSC or any open session of PSC committees. Executive sessions, which are closed to the public, are normally used only by the Executive Committee.

Notice Requirements for Regularly Scheduled Meetings.

- No less than five (5) calendar days before the meeting, an open meeting notice must be posted on the PSC web page and in a prominent place at the building(s) where the meeting is to be held.
- No less than 48 hours before the meeting, the agenda must be posted on the PSC web page and in a prominent place at the building(s) where the meeting is to be held.

Presentations to the PSC. To make a presentation to the PSC, an individual or organization must seek written approval from the PSC Chair and the PSC Administrator. If approved, the presentation will be placed on the agenda of the next regular meeting that is more than three (3) weeks in the future. An individual or organization requested by the PSC to make a presentation is not required to seek prior written approval.

Meeting Materials. Commission members access a secure server which includes the meeting agenda, minutes from the prior meeting, and additional meeting materials. Meeting materials are normally available 72 hours in advance of the meeting.

Quorum. A majority of Commission or Committee members will constitute a quorum, which is required to transact official business. Substitutes cannot serve in place of appointed Commission members.

REGULAR MEETING AGENDA

DAY ONE – full day

- Operations Committee Meeting
- Full Commission Meeting
- Committee Meetings

DAY TWO – half day

- Full Commission Meeting

REGULAR ANNUAL MEETING CALENDAR

September

- Orientation
- Introductions
- Final Budget Report, Prior FY
- PSC Annual Report
- Regular Business

November

- Regular Business

January/February

- Regular Business

April

- Set next FY meeting schedule
- Review/Amend New FY Working Plan
- Review/Amend Procedures Manual
- Regular Business

June

- Officer Elections
- Procedures Manual Approval
- Working Plan Approval
- Next FY Budget Approval
- Regular Business
- Departing Member Recognition
- New Members Announcement

Every Other Year, Meeting TBD

- Hearing Panel Training

COMMISSION OFFICERS

Commission members elect a chair and vice chair at the last meeting of the fiscal year, to serve in the upcoming fiscal year.

Officer Elections. Commission staff take nominations for chair and vice chair positions prior to the last meeting of the fiscal year. Commission members may self-nominate. All nominated parties with confirmed interest in serving as chair or vice chair may be considered in an election during the last PSC meeting of the fiscal year. The election cannot be held by secret ballot.

Duties - PSC Chair

- Presides over all PSC meetings.
- Works with the PSC administrator to develop future agendas.
- Consults with the PSC administrator for appointments of committee chairs/members of committees established by the PSC and monitors progress of committees.
- Calls regular and special meetings of PSC.
- Serves as chair or designates a chair of the Operations Committee.
- Appoints a chair and members to hearing panels.
- Represents the PSC or appoints a designee to represent the PSC at State Board of Education meetings as deemed necessary for PSC business.
- Serves as chair of Executive Committee.
- Establishes ad-hoc committees as needed to address short-term needs or special projects.
- Makes decisions on procedural motions to set aside a default order and/or final order based upon default, unless the Chair determines a full commission meeting is necessary to rule on the motion.

Duties - PSC Vice Chair

- Assumes all duties of the chair in absence of chair.
- Serves as a member of the Operations Committee.
- Provides budget updates or appoints a designee to provide budget updates to the PSC.
- Assures PSC business is conducted in accordance with parliamentary procedure (**Appendix B**).
- Provides advice and renders opinions as needed to the presiding officer at PSC meetings regarding parliamentary procedure.
- Drafts motions as needed and provides advice regarding proper format and procedure.

STANDING COMMITTEES

Standing committees normally meet on the Thursday of each PSC meeting. Standing committees of the PSC include:

- Authorizations Committee – 5 members
- Executive Committee – 7 members
- Operations Committee – 5 members
- Standards Committee – 6 members

Committee Appointment

The incoming PSC chair, in consultation with the PSC administrator, appoints chairs and members of standing committees prior to the first meeting of the fiscal year.

- The PSC chair also serves as the Executive Committee chair.
- The PSC chair or vice chair serves as the Operations Committee chair. The Operations Committee is comprised of the PSC chair, PSC vice chair, Authorizations Committee chair, Standards Committee chair, and an at large Commission member.

Duties - Committee Chair

- Works with staff as needed to develop assigned committee work agenda.
- Works with staff as needed to identify and prioritize assigned committee work.
- Monitors and maintains assigned committee working plan.
- Serves as member of the Operations Committee.
- Provides new members with an orientation of committee operations during the first regularly scheduled committee meeting of each fiscal year.
- Provides committee reports to full Commission.
- Becomes familiar with parliamentary procedure.

Duties – Authorizations Committee

- Reviews and makes recommendations to the full PSC regarding alternative authorizations to teach, administrate, or provide pupil personnel services.
- Reviews and amends processes, procedures, and applications for alternative authorizations.
- Recommends relevant rule changes to the full PSC for consideration by the State Board of Education.

Duties - Executive Committee

- Determines if there is probable cause to pursue discipline against a certificated educator for alleged unethical conduct.
 - If the Executive Committee finds probable cause, it may offer recommended discipline for the educator and the PSC to consider.
- Reviews and makes recommendations to revise the Code of Ethics for Idaho Professional Educators as needed.
- Examines cases where an educator has voluntarily surrendered their certificate and considers whether to recommend that the PSC find probable cause that the alleged inappropriate conduct occurred.
- Reviews courses related to disciplinary action remediation.

Duties - Operations Committee

- Develops, maintains, and monitors the PSC Working Plan.
- Assigns PSC work/tasks to committees as appropriate.
- Identifies and addresses short-term needs or special projects.
- Monitors and recommends revisions to the Commission budget at each PSC meeting.
- Develops an annual Commission budget for approval by the PSC no later than the last meeting of each fiscal year.

Duties - Standards Committee

- Recommends relevant rule changes for preservice educator standards to the full Commission for consideration by the State Board of Education.
- Recommends relevant rule changes for educator certificate and endorsement requirements to the full Commission for consideration by the State Board of Education.
- Recommends content, pedagogy, and performance assessments and passing scores to the full Commission for consideration by the State Board of Education.
- Develops, maintains, and updates standards and review processes for educator preparation programs.
 - Periodic review of state educator preparation standards and endorsements.
 - Coordination of educator preparation program reviews to assure program completers meet state preparation standards.

- Review team training and review.
- Reviews Educator Preparation Program State Review Team Reports for recommendation to the full Commission for consideration by the State Board of Education.
- Develops educator certificate and endorsement requirements for recommendation to the full Commission for consideration by the State Board of Education.
- Reviews New and Revised Educator Preparation Program Proposals for recommendation to the full Commission for consideration by the State Board of Education.
- Recommends other relevant rule changes to the full Commission for consideration by the State Board of Education.

PSC ADMINISTRATOR

The PSC administrator is the Director of Certification and Professional Standards at the State Department of Education. The PSC administrator may assign designees to assist with administration of duties.

Duties – PSC Administrator

- Oversees the preparation and distribution of the agenda and other supporting materials to members of the PSC prior to each meeting.
- Oversees arrangements needed for all PSC meetings and committee meetings.
- Prepares information requested by the PSC.
- Confers with the State Superintendent of Public Instruction on actions taken or pending regarding the PSC.
- Oversees arrangement with State Superintendent of Public Instruction for placement of PSC business on the State Board of Education meeting agenda.
- Assigns and supervises staff of the PSC to facilitate and support PSC committee work and operations.
- Oversees development and proposal of the annual PSC budget for recommendation to the Operations Committee of the PSC.
- Oversees administration of the annual PSC budget.
- Approves PSC expenditures for processing.
- Oversees the scheduling and coordination of educator preparation program reviews.
- Works with the chair of the PSC to assign committee chairs/members to committees.
- Oversees the hearing process.
- Appoints team members to Idaho educator preparation program visits.
- Informs the PSC of matters pertaining to national accrediting bodies for educator certification and any partnership agreements with Idaho.
- Informs the PSC of matters pertaining to the National Association of State Directors of Teacher Education and Certification (NASDTEC).
- Informs the PSC of relevant developments in the SDE, the legislature, and the State Board of Education.
- Oversees the training of hearing panel chairs.

- Oversees the training of potential state team members for educator preparation program reviews.
- Serves as the recordkeeper of the Working Plan.

BUDGET

1. PSC Funding Source: Certification application fees (**Appendix C**).
2. Fiscal Year: The state fiscal year runs from July 1 - June 30.
3. The PSC budget is developed annually by the Operations Committee. The Operations Committee submits the budget for the next fiscal year to the full PSC for approval by the last meeting of the current fiscal year.
4. The PSC Administrator oversees the development and management of the budget.
5. Budget reports are provided by PSC staff to the Operations Committee.

WORKING PLAN

1. The Operations Committee oversees the Working Plan.
2. Informed by committee revisions, the Operations Committee revises and/or recommends approval of the PSC Working Plan to the full PSC at the last meeting of each fiscal year for the next fiscal year.
3. Revisions to the Working Plan require a two-thirds vote of the PSC members present.
4. The PSC administrator serves as the recordkeeper of the Working Plan.

AUTHORIZATIONS COMMITTEE PROCEDURES

Statutory Requirements to Obtain an Alternative Authorization Certification and/or Endorsement

The application process for an alternative authorization is initiated when a complete application packet is received (see **Appendix C** for certification fee rule). A background check is required as outlined in **IDAPA 08.02.02.075** and **Section 33-130, Idaho Code**. There are four (4) types of Alternative Authorization applications:

1. Alternative Authorization - Teacher to New Certification (IDAPA 08.02.02.042.01) is valid for one (1) year and may be renewed annually for two (2) additional years with evidence of satisfactory progress. A candidate for this alternative authorization must:
 - Hold a baccalaureate degree and a current and valid Idaho Instructional Certificate; AND
 - Participate in a state board-approved educator preparation program.
 - The candidate must complete nine (9) semester credit hours annually to maintain eligibility for renewal.
2. Alternative Authorization - Teacher to New Endorsement (IDAPA 08.02.02.021.02) is valid for one (1) year and may be renewed annually for two (2) additional years with evidence of satisfactory progress. A candidate for this alternative authorization must follow one (1) of four (4) routes:
 - Option I – Receive an institutional recommendation form an accredited educator preparation program. A candidate enrolled in a program must complete nine (9) semester credit hours annually to maintain eligibility for renewal.
 - Option II – Receive National Board Certification in the content area.
 - Option III – Receive a Master’s degree or higher in the content area. The candidate may hold the degree or be enrolled in a Master’s program in the content area. A candidate enrolled in a program must complete nine (9) semester credit hours annually to maintain eligibility for renewal.
 - Option IV – Successfully complete both of the following within the first year of authorization:
 - State board-approved content area assessment
 - One (1) year state board-approved mentoring program
3. Alternative Authorization – Content Specialist (IDAPA 08.02.02.042.02) is valid for one (1) year and may be renewed annually for two (2) additional years with evidence of satisfactory progress. A candidate for this alternative authorization must:
 - Hold a baccalaureate degree or have completed all requirements of a baccalaureate except the student teaching or clinical practice portion, AND

- Meet or exceed the state qualifying score on an appropriate state board-approved content or pedagogy assessment, OR
- Demonstrate content knowledge through a combination of employment experience and education using the Uniform Standard for Evaluating Content Competency rubric.

The Content Specialist candidate must be enrolled in an educator preparation program and have a consortium agreement in place with the employing LEA and the preparation program. The consortium plan must include the number of credits, required coursework, and required assessments. The candidate must complete a minimum of nine (9) semester credit hours or its equivalent of accelerated study in education pedagogy within the first year of authorization.

4. Alternative Authorization – Pupil Service Staff (IDAPA 08.02.02.042.03) is valid for one (1) year and may be renewed annually for two (2) additional years with evidence of satisfactory progress. A candidate for this alternative authorization must:
 - Hold a baccalaureate degree of higher,
 - Have a recommendation from the LEA attesting to the ability of the candidate to fill the position, AND
 - Be enrolled in and working toward the completion of a state board-approved educator preparation program.

Alternative Authorization Application Process

PSC Staff

Completed applications that fall within the identified guidelines and statutory requirements are approved by PSC staff. PSC staff will provide aggregate data to the Authorizations Committee.

Authorizations Committee

The Authorizations Committee reviews completed Alternative Authorization applications for extenuating circumstances, including but not limited to inability to meet renewal requirements or change of route to certification.

Extenuating Circumstances that fall outside of normal review procedures will be evaluated by the Authorizations Committee in consultation with PSC staff and/or the PSC Administrator.

- Inability to Meet Renewal Requirements - When a candidate is unable to meet renewal requirements, the following must be included for the application to be considered:
 - A letter explaining what prevented the candidate from meeting the minimum requirements, AND
 - A copy of the candidate's most recent summative evaluation.
- Change of Route to Certification - When a candidate wants to change their route to certification, the change in route cannot result in additional renewals of the alternative authorization. The following must be included for the renewal application to be considered:
 - Letter of explanation, AND
 - Verification of the individual's planned traditional route college/university program leading to certification, signed by the appropriate college/university official, OR
 - Proof of enrollment in a non-traditional route (ABCTE or TFA) leading to certification.
- Other Extenuating Circumstances will require documentation explaining the circumstance.

Approved/Not Approved Applications

PSC staff will issue certificates to both the applicant and the hiring LEA for all approved applications. The alternative authorization is not transferrable between LEAs.

Applications that are not approved will be designated as "Not Approved," and PSC staff will send a letter of notification to the applicant and the LEA.

Incomplete Applications

Incomplete applications that remain incomplete after the end of the specified school year will be designated as "Not Approved."

EXECUTIVE COMMITTEE PROCEDURES

Processing a Code of Ethics Written Complaint

1. According to **Idaho Code §33-1209**, other than a student of an Idaho public school, a signed allegation of ethical misconduct may be initiated by an Idaho local board of trustees or by an individual who has a substantial interest in the matter.
2. The chief certification officer may also initiate an allegation if public records indicate a person holding an Idaho credential may have been involved in ethical misconduct.
3. Upon receipt of a written and signed allegation of ethical misconduct, the chief certification officer, in conjunction with the deputy attorney general (DAG) and PSC investigative staff, conducts a review of the allegation using established guidelines to determine the appropriate response:
 - a. No investigation - The complainant will receive a letter advising them that a case will not be opened.
 - b. Open an investigation - The complainant and respondent will be notified in writing and in a timely manner that an investigation will be conducted.
4. The chief certification officer, in conjunction with the DAG, may determine if a formal investigation is necessary based on an assessment of the following:
 - a. The allegation is against a certificated person and there is a signed written complaint;
 - b. The complainant has exhausted all local district/charter remedies, including appeal to the building principal, superintendent, and board of trustees;
 - c. The district/charter has reported the allegations according to the requirements of Idaho Code §33-1208A;
 - d. The educator has been arrested (NOTE: An investigation may be opened, but not pursued, until such time as law enforcement/county prosecutor determines not to file formal charges or the courts make a final judgment or sentence.);
 - e. The allegation is purported abuse of a student (i.e., physical, sexual, verbal, etc.);
 - f. A fingerprint/background check reveals crimes in violation of 33-1208; and/or
 - g. The NASDTEC Clearinghouse reports that an educator's credential has been revoked, suspended, or denied in another state.

5. The chief certification officer, in conjunction with the DAG and PSC staff, may determine a formal investigation is unnecessary if:
 - a. District/charter remedies, including provisions of a district/charter grievance procedure, have not been exhausted;
 - b. The complaint is a personnel matter, which should be handled by the local district/charter, superintendent and board of trustees;
 - c. The complaint involves management style rather than unethical conduct;
 - d. There is no written allegation or the complainant wishes to remain anonymous; or,
 - e. The allegation is against a non-certificated employee.
6. Upon completion of the investigation, the allegation, plus any additional information that has been gathered, will be presented to the Executive Committee of the PSC. It is the responsibility of the Executive Committee to determine if probable cause exists to pursue discipline.
7. The Executive Committee will consider the allegation(s) and all additional relevant information and determine a course of action in one of the following ways:
 - a. Postpone making a decision pending the receipt of additional information, including a response from the respondent to the allegation(s).
 - b. Determine that there is no probable cause, in which case the DAG or PSC staff will advise the complainant and respondent in writing of such action.
 - c. Determine that probable cause exists to support the allegation(s), at which time the PSC will assume jurisdiction and the DAG will advise the respondent in writing of such action. A written administrative complaint detailing the charge(s) will be sent to the respondent by the Chief Certification Officer within 30 days. The written complaint shall be sent by certified mail to the last known address of the respondent.
 - d. The respondent has 30 days to respond to the charge(s) in writing and to request a hearing. No response from the respondent in the time stipulated constitutes a basis to proceed on default. According to statute, any request for a hearing shall be submitted to the State Superintendent of Public Instruction, who forwards the request to the PSC administrator for action. The hearing will be held within 90 days, unless both parties agree to extend the timeline to hold the hearing. A written notice of hearing will be provided once the parties agree to a hearing date and a hearing panel has been appointed.

- e. No PSC member who participated in the determination of probable cause in a given case will serve on the hearing panel.
 - f. Every effort will be made to ensure due process.
8. The Executive Committee, if it finds probable cause, may propose stipulated discipline for the respondent and the full Commission to consider, as an informal disposition to the case. See generally Idaho Code § 67-5241.
- a. If the Executive Committee proposes stipulated discipline, the DAG will develop a stipulation with proposed findings of fact, conclusions of law, and the stipulated discipline, as well as a proposed order. The DAG will then transmit the stipulation and proposed order to the respondent for the respondent's review and consideration.
 - b. If the respondent agrees to the stipulation, the respondent will sign the stipulation and return it to the PSC.
 - c. If the respondent does not agree to the stipulation, the respondent may request a hearing, or the respondent may contact the DAG with proposed revisions to the stipulation for consideration by the Executive Committee. The Executive Committee may consider any proposed revisions, and the DAG will inform the respondent of the Executive Committee's decision and transmit any revised stipulation prepared by the DAG.
 - d. Once the respondent agrees to a stipulation, the stipulation will be presented to the PSC for consideration at the next regularly scheduled business meeting, or a special meeting at the chair's discretion.
 - e. The PSC will consider the stipulation only as it is presented by the DAG.
 - f. The PSC may accept, reject, or modify the stipulation. Should the PSC choose to modify the stipulation, the DAG will prepare and transmit a modified stipulation for the respondent's acceptance or rejection.
9. Pursuant to Idaho **Code §33-1209**, a hearing will be conducted according to the following guidelines:
- a. The chair of the PSC will appoint a panel. The panel will consist of a chair, who is a former member of the PSC and has been trained as a hearing panel chair, two additional educators, as well as an alternate panel member. The alternate panel member can be dismissed prior to the hearing if all other panel members are able to attend. The panel will hear the charges brought in the administrative complaint.

- b. Members of the panel shall not be from the same school district/charter as the respondent to the complaint.
 - c. A majority of the panel will hold a similar position of employment or certification as the respondent.
 - d. The hearing will be held within the school district/charter in which the respondent teaches, or at such other place deemed most convenient for all parties.
 - e. All hearings shall be held to ascertain the truth.
 - f. The respondent may appear in person and may be represented by counsel and may procure, examine, and cross-examine witnesses. If he/she chooses to do so, the respondent may submit, for the consideration of the hearing panel, a statement in writing in lieu of oral testimony. Any such statement will be under oath, and the affiant will be subject to cross-examination.
- 10.** The hearing panel may determine to suspend or revoke the certificate, or the panel may order that reasonable conditions be placed on the certificate or a letter of reprimand be sent to the certificate holder, or if there are not sufficient grounds, the allegation against the certificate holder is dismissed and is so recorded.
- 11.** The final decision of the hearing panel shall be subject to judicial review in district court.
- 12.** The administrative assistant for the PSC administrator will notify the NASDTEC Clearinghouse in a timely manner that a credential has been disciplined.
- 13.** At the conclusion of a case, PSC staff will issue a letter to the complainant to advise that the case has been closed and either:
- a. Action was taken and public records are available; or
 - b. Action was not taken.

If a case ends with a disposition document, PSC staff will make available through the PSC or SDE website the disposition document and any attachments to the disposition document. A disposition document is a final order, a consent order, or some form of an informal disposition (as used in the Idaho Administrative Procedure Act), such as a settlement agreement, stipulation, voluntary surrender, or consent to permanent revocation. If a case is decided upon judicial review, the court's opinion will accompany the last PSC disposition document. PSC staff will not make available a disposition document that finds in favor of the respondent for all claims or counts, nor will staff make available any Executive Committee decision. For any disposition document, PSC staff should redact the educator's

address, phone number, and email address, along with information that would readily identify a victim.

STANDARDS COMMITTEE PROCEDURES

PROCEDURES WILL BE REVISED UPON ADOPTION OF REVISED EDUCATOR PREPARATION STANDARDS AND EDUCATOR PREPARATION PROGRAM REVIEW PROCESSES AND PROCEDURES IN 2022.

Educator Preparation Standards and Certification/Endorsement Review

1. A committee of content professionals will be appointed to review and recommend changes to the endorsements and educator certification standards and submit the proposed revisions to the Standards Committee of the PSC.
2. All proposed changes in state certification standards and endorsements will be submitted to the Standards Committee of the PSC. All reviews should be conducted prior to December 31 of each calendar year. All proposed changes should be submitted to the Standards Committee by the first PSC meeting of each calendar year. Exceptions will be considered by PSC staff.
3. Preliminary recommendations for changes in standards are to be submitted to the Standards Committee for initial review by the first PSC meeting of each calendar year. After initial review, a negotiated rule-making meeting will occur prior to the next PSC meeting in order for feedback to be considered by the Standards Committee. Upon approval by the committee, the recommendation will be forwarded to the full PSC for consideration.
4. In accordance with the Idaho Administrative Procedures Act, the proposed changes approved by the PSC will be forwarded to the State Board of Education for review.
5. Negotiated rulemaking process will be followed for any recommended changes which may include a formal public hearing as provided by the Administrative Procedures Act (APA) process.

Educator Preparation Program Review

Each educator preparation program in Idaho will undergo a state program approval process that is designed to assure that graduates of that program meet the Idaho standards for beginning teachers and other professional educators, the requirements defined in State Board Rule (08.02.02.100: Rules Governing Uniformity), and the CAEP Standards. In most instances, the approval process will coincide with the CAEP process for educator preparation programs seeking national accreditation.

1. Purpose of State Review

Each educator preparation program that prepares teachers and other educators for certification in Idaho must be reviewed by the PSC. The PSC will make a recommendation concerning approval of programs to the State Board of Education for final approval.

2. State Review Team

The PSC administrator will select the chair of the state review team. The chair of the state review team and the PSC administrator, will assign members of the state review team.

3. Team Training

The importance of the state review process necessitates that all team members be trained to evaluate Idaho teacher preparation programs. The PSC administrator will develop and conduct a training session for team members.

4. Document Room

Each educator preparation program undergoing a state review visit will designate a secured space in a convenient location as a document/evidence room that will be available to both state and CAEP on-site teams. During the on-site visit, arrangements are to be made for the document room to be accessible to team members only.

5. Role of State Review Team

Team members are responsible for assessing evidence to validate the institutional report provided by the educator preparation program.

6. Team Report

The team report will recommend educator preparation programs as Approved, Not Approved, or Conditionally Approved.

7. Institutional Rejoinder

The education preparation program may write a rejoinder to the state review team report. The rejoinder will be sent to the PSC administrator, who will distribute it to the appropriate parties.

8. PSC Action

The PSC will review the state review team report and any education preparation program rejoinder in determining its recommendation to the State Board of Education.

Final approval of the educator preparation program(s) rests with the State Board of Education. Approved educator preparation programs allow institutions to submit an institutional recommendation for certification/endorsements.

A detailed process for Idaho educator preparation program review is specifically defined in the *Educator Preparation Program Review Manual*.

The standards for evaluating Idaho educator preparation programs are found in the current [***Idaho Standards for Initial Certification of Professional School Personnel***](#) as updated and approved by the State Board of Education. For review purposes, pertinent rubrics accompanying these standards are on file in the office of the SDE, Certification/ Professional Standards.

Additional documents are also available for review on the [SDE website](#):

Current CAEP standards can be reviewed on the following [CAEP website](#):

APPENDIX A: PSC MEMBER REIMBURSEMENT GUIDELINES

The PSC reimburses reasonable travel costs associated with participation. The following general guidelines help to ensure that PSC funds are directed to their ultimate goal. Participants are encouraged to use the most cost-effective mode of transportation available given the timeframe, safety of the traveler, baggage being transported, etc. Any variation in excess of the guidelines listed below requires previous approval from the PSC administrator at the SDE.

Mileage. The current state rate is reimbursed for travel in personal vehicles for activities associated with participation (round-trip from your Idaho residence). Mileage to/from a function from a home outside Idaho or from a vacation location is only reimbursable up to the normal cost of mileage from your Idaho residence. To use your vehicle, you must have current, valid automobile insurance. A map verifying mileage from your Idaho residence to the meeting location is required for reimbursement.

Airfare. Reasonable coach rates will be reimbursed; first class and business class arrangements will be reimbursed at the coach rate. Airfare to/from the meeting from a residence outside Idaho or from a vacation location is only reimbursable up to the normal cost of coach airfare from the most reasonably priced airport close to your Idaho residence. Travel should be scheduled in advance to obtain reasonably priced airfare.

Lodging. PSC staff will secure direct-billed, standard business-class rooms for PSC members who require lodging for meetings. Incidental hotel expenses are not reimbursable.

Meals. Meals will be provided during meetings scheduled for at least six hours in duration. Additional meal expenses necessary for PSC business travel will be reimbursed at the Idaho per diem allowance rate listed below.

- Breakfast: \$12.25 (Depart 7:00 a.m. or before)
- Lunch: \$17.15 (Depart 11:00 a.m. or before; return 2:00 p.m. or after)
- Dinner: \$26.95 (Depart 5:00 p.m. or before; return 7:00 p.m. or after)
- In-state travel daily maximum: \$49.00

Taxi/Rental Car/Other Ground Transportation. Reasonable charges for taxis or other ground transportation are allowable. Taxi service to and from airports or between lodging and meeting areas is reimbursable if no hotel shuttle service is available. Participants are encouraged to use the most cost-effective mode of ground transportation available to facilitate participation.

Receipts. Receipts are necessary for all reimbursement items except mileage and meals.

Substitute Reimbursement. Costs for substitute teachers will be reimbursed beginning the sixth (6) day of meeting attendance in accordance with Idaho Code and Idaho Administrative Rule.

Questions. Contact the PSC office for assistance: (208) 332-6884.

APPENDIX B: PARLIAMENTARY PROCEDURE GUIDANCE

To conduct meetings in a fair and orderly manner, the PSC follows modified parliamentary procedure (conducted while members are seated; the chair can participate in debates and voting). This is a general guide for members in the process for motions and amendments, which are the most often-used applications of parliamentary procedure in conducting PSC work.

HANDLING MAIN MOTIONS

Step 1: A member addresses the chair.

Step 2: The chair recognizes the member.

Step 3: The member proposes a main motion.

- Member states, “I move that...”

Step 4: Another member seconds the main motion.

Step 5: The chair states the main motion to the Commission.

- This step is called “stating the question.”
- The chair may also state, “Is there any debate?”
- The main motion is now the “pending question.”

Step 6: The Commission discusses/debates the main motion.

- The chair can close discussion/debate when there is no further discussion/debate;
or
- A member can move to close the discussion/debate by calling for the question. The member’s motion to close the discussion/debate needs to be seconded and approved by two-thirds vote.

Step 7: The chair takes a voice vote on the main motion.

Step 8: The chair announces the result of the vote on the main motion.

- A main motion requires a majority affirmative vote to be adopted.

HANDLING AMENDMENTS

Step 1: A member addresses the chair.

Step 2: The chair recognizes the member.

Step 3: The member proposes an amendment.

- Member states “I move to amend by adding (or changing) the words to...”

Step 4: Another member seconds the amendment.

Step 5: The chair states the main motion with the amendment to the assembly.

- The chair states, “It is moved and seconded to....”
- The chair may also state, “Is there any discussion/debate?”

Step 6: The assembly discusses/debates the amendment.

Step 7: The chair takes a voice vote on the amendment.

- “The question is on amending the main motion by..., so that, if the amendment is adopted, the motion will read...”

Step 8: The chair announces the result of the vote on the amendment.

- The motion to amend requires a majority affirmative vote to be adopted.
- If an amendment is NOT adopted, proceed using the original main motion (without the amendment). See Steps 6, 7, and 8 on “Handling Main Motions.”

Step 9: The assembly discusses/debates the main motion as amended.

- “The question is on the adoption of the main motion as amended that...”

Step 10: The chair takes a voice vote on the main motion as amended.

- “The question is on the adoption of the main motion as amended that...”

Step 11: The chair announces the result of the vote on the main motion as amended.

- “The motion as amended is adopted (or lost).”

APPENDIX C: CERTIFICATION FEES LAW

TITLE 33 EDUCATION CHAPTER 12 TEACHERS

33-1205. CERTIFICATE RECORDS AND FEES. (1) The state board of education shall cause to be maintained a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefor. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement.

(2) Certificate and related fees shall be as specified by rule of the state board of education.

(3) The fees shall be used by the state department of education for payment of the expenses of the professional standards commission in performing its duties to sustain certification, program approvals, ethics reviews and standards reviews.

RULES OF THE BOARD AND DEPARTMENT OF EDUCATION IDAPA 08.02.02 - RULES GOVERNING UNIFORMITY

066.Fees. The state Department of Education shall maintain a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefor. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement as follows: (3-16-04)

01. Initial Certificate. All types, issued for five (5) years -- seventy-five dollars (\$75). (3-16-04)

02. Renewal Certificate. All types, issued for five (5) years -- seventy-five dollars (\$75). (3-16-04)

03. Alternate Route Authorization. All types, issued for one (1) year -- one hundred dollars (\$100). (3-16-04)

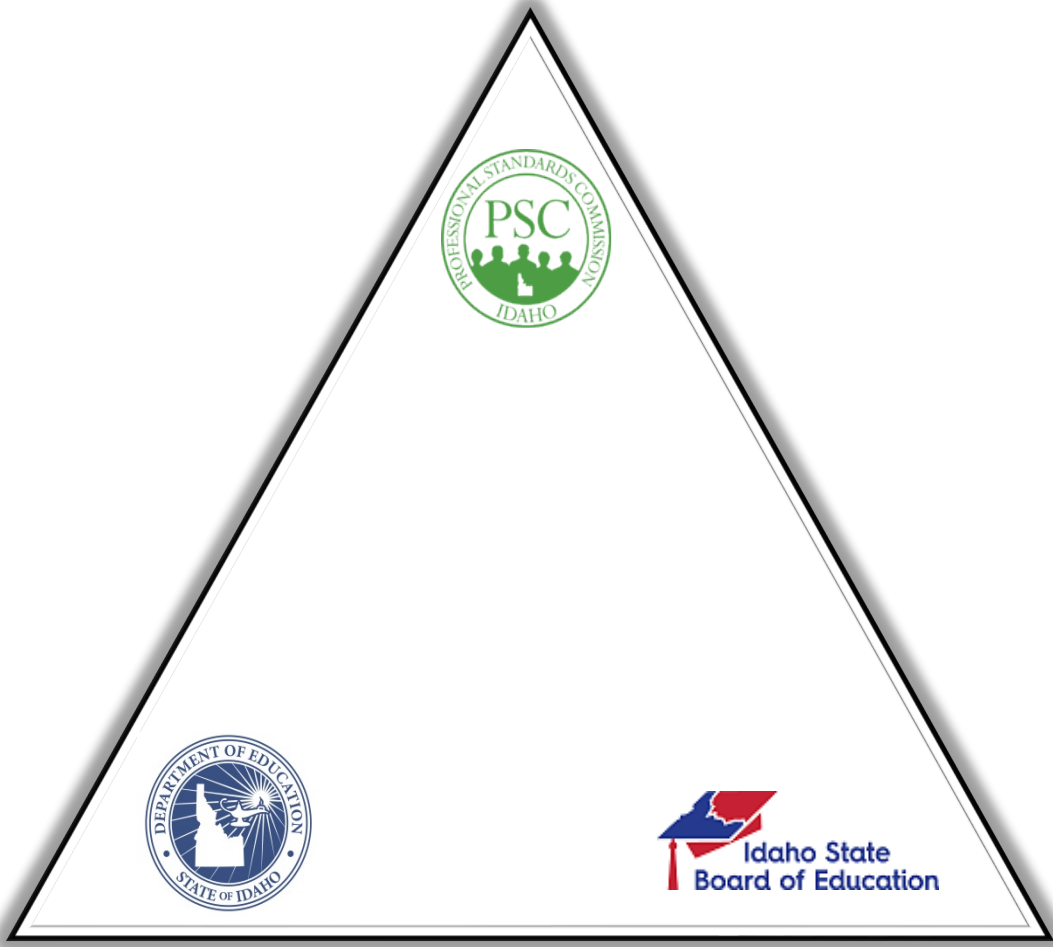
04. Additions or Changes During the Life of an Existing Certificate. Twenty-five dollars (\$25). (3-16-04)

05. To Replace an Existing Certificate. Ten dollars (\$10). (3-16-04)

APPENDIX D: TRIANGLE OF RELATIONSHIP

Professional Standards Commission

The PSC is housed in the Department of Education and makes recommendations to the Idaho State Board of Education in the areas of teacher standards, ethical educators, certification, professional development, and educator preparation programs. The PSC serves as the sole adjudicator of educator ethics complaints.



Idaho State Department of Education

The Idaho State Department of Education is dedicated to providing the highest quality of support and collaboration to Idaho public schools, teachers, students, and parents.

Idaho State Board of Education

The Idaho State Board of Education drives improvement of the K-20 education system for the citizens of Idaho, focusing on quality, results, and accountability.