

IDAHO EDUCATOR CERTIFICATION APPLICATION

Application Packet Important Information

- If you are **renewing** a 5-year renewable certificate, do not use this application. Please use the *Idaho Educator Certification Renewal Application*.
- Please check that you have included the items below, as the application will be returned to you if they are missing.
 - Correct Application Fee – Check or money order payable to the State Department of Education or SDE
 - To determine appropriate application fee, please see Section I of the application.
 - Completed attestations and signed last page of the application
 - Out-of-State Certificated Applicants Only – copy of your valid and current out-of-state license/certificate
- Official Transcripts - To expedite processing, please include transcripts with your application.
 - Official transcripts are required and may be removed from the sealed envelope. We cannot accept faxes, photocopies, or printouts of electronic transcripts.
 - Official transcripts sent electronically/faxed directly from the university/college are acceptable. Please have them sent two weeks after you mail the application.
 - Check the box for the method you are using to submit official transcripts:
 - Included in this application packet – preferred method for expedited processing
 - Electronically sent directly from university/college to certification@sde.idaho.gov
 - Mailed separately
 - Delivered in person
- Background Investigation Check (BIC) – if required
 - To determine if you need to include a BIC packet and detailed information regarding the process, please visit our website at <https://www.sde.idaho.gov/cert-psc/bic/>
 - Include the necessary completed fingerprint card, the associated forms, and the fee of \$28.25
 - Fingerprint card, forms and instructions can be obtained by emailing fingerprintrequest@sde.idaho.gov

For more detailed information please see our website at <http://www.sde.idaho.gov/cert-psc/cert/apply/index.html>

List of Idaho State Endorsements

Standard Instructional Certificate

- Agriculture Science and Technology (6-12)
- All Subjects (K-8)
- American Government/Political Science (5-9 or 6-12)
- American Indian Language (K-12)
- Bilingual Education (K-12)
- Biological Science (5-9 or 6-12)
- Blended Early Childhood Education/Early Childhood Special Education (Birth-Grade 3)
- Blended Elementary Education/Elementary Special Education (Grade 4-Grade 6)
- Business Technology Education (6-12)
- Chemistry (5-9 or 6-12)
- Communication (5-9 or 6-12)
- Computer Science (5-9 or 6-12)
- Deaf/Hard of Hearing (K-12)
- Early Childhood Special Education (Pre-K-3)
- Earth and Space Science (5-9 or 6-12)
- Economics (5-9 or 6-12)
- Engineering (5-9 or 6-12)
- English (5-9 or 6-12)
- English as a Second Language (ESL) (K-12)
- Exceptional Child Generalist (K-8, 6-12, or K-12)
- Family and Consumer Sciences (6-12)
- Geography (5-9 or 6-12)
- Geology (5-9 or 6-12)
- Gifted and Talented (K-12)
- Health (5-9, 6-12, or K-12)
- History (5-9 or 6-12)
- Humanities (5-9 or 6-12)
- Journalism (5-9 or 6-12)
- Junior ROTC (6-12)
- Literacy (K-12)
- Marketing Technology Education (6-12)
- Mathematics – Basic (5-9 or 6-12)
- Mathematics (5-9 or 6-12)
- Mathematics Consulting Teacher
- Music (5-9, 6-12, or K-12)
- Natural Science (5-9 or 6-12)
- Online-Teacher (K-12)
- Physical Education (PE) (5-9, 6-12, or K-12)
- Physical Science (5-9 or 6-12)
- Physics (5-9 or 6-12)
- Psychology (5-9 or 6-12)
- Social Studies (5-9 or 6-12)
- Sociology (5-9 or 6-12)
- Sociology/Anthropology (5-9 or 6-12)
- Special Education Consulting Teacher
- Teacher Librarian (K-12)
- Technology Education (6-12)
- Theater Arts (5-9 or 6-12)
- Visual Arts (5-9, 6-12, or K-12)
- Visual Impairment (K-12)
- World Language (5-9, 6-12, or K-12) (*Arabic, Chinese, Czech, French, German, Greek, Hebrew, Italian, Japanese, Korean, Latin, Persian, Portuguese, Russian, Slovak, Spanish, etc.*)

Pupil Service Staff Certificate

- Audiology
- Occupational Therapist
- Physical Therapist
- School Counselor (K-12)
- School Counselor – Basic (K-12)
- School Nurse
- School Psychologist
- School Social Worker
- Speech-Language Pathologist

Administrator Certificate

- Director of Special Education (Pre-K-12)
- School Principal (Pre-K-12)
- Superintendent (Pre-K-12)

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THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	Date Entered	Date Issued	Date Expired	BIC Status
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Section I: Application Type Check the box that applies to your situation.	Application Fee		
<input type="checkbox"/> Out-of-State Please select one of the following: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Applicant has a current and valid license from another state or country. <ul style="list-style-type: none"> ○ State/Country: _____ ○ Validity Period: _____ </div> <div style="width: 45%;"> <input type="checkbox"/> Applicant has completed an out-of-state CAEP/NCATE/TEAC accredited educator preparation program within the last two years. <ul style="list-style-type: none"> ○ State: _____ ○ Date of program completion: _____ </div> </div>	\$75.00		
<input type="checkbox"/> Idaho Educator Preparation Program Graduate <ul style="list-style-type: none"> • Applicant has completed an Idaho educator preparation program 			
<input type="checkbox"/> Interim Certificate Completer <ul style="list-style-type: none"> • Applicant has completed the conditions on their interim certificate 			
<input type="checkbox"/> Pupil Service Staff <ul style="list-style-type: none"> • Applicant is applying for School Nurse, School Counselor, School Social Worker, Speech Language Pathologist, School Psychologist, Audiology, Occupational Therapist, or Physical Therapist 			
<input type="checkbox"/> Reinstatement <ul style="list-style-type: none"> • Applicant is applying to reinstate an expired five-year Idaho Educator Credential 			
<input type="checkbox"/> Interim ABCTE/TFA (Non-Traditional) <ul style="list-style-type: none"> • Applicant has completed preliminary requirements of the non-traditional route to certification (ABCTE/TFA) 	\$100.00		
<input type="checkbox"/> Revision <ul style="list-style-type: none"> • Applicant is adding another certificate/endorsement to an existing current and valid Idaho Educator Credential 	\$25.00		
<input type="checkbox"/> Other (uncommon) <ul style="list-style-type: none"> • Postsecondary Specialist (\$75.00) • American Indian Language Authorization/Certificate (No fee) • Military (JROTC) (No fee) 	See application type		
Section II: Personal Information			
Full Legal Name	Birth Date		
Maiden/Other Name	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Email Address			
Street or PO Box #			
City, State, Zip Code	Phone #		
Section III: Endorsements List the educational endorsement(s) for which you are applying (i.e. All Subjects (K-8), English (6-12), School Principal (Pre-K-12), etc). Please refer to the list of Idaho state endorsements on page 2.			
Endorsement #1		Endorsement #4	
Endorsement #2		Endorsement #5	
Endorsement #3		Endorsement #6	

Section IV: Education List the colleges/universities where you have earned a degree and/or completed an educator preparation program (start with the most recent). You will need to include official transcripts for each college/university listed, if not already on file with the State Department of Education.

	College/University Name	Years Attended	Degree Earned	Year Earned
a.				
b.				
c.				
d.				

Section V: Assessment(s) Attach photocopy of Praxis II score sheet or equivalent assessment OR a photocopy of the certificate of completion issued by ABCTE.

	Endorsement Area	Content/Pedagogy Assessment
a.		
b.		
c.		
d.		

Section VI: Licensing History You must answer “yes” to each question that applies to you, even if you have already answered “yes” on a previous application.

IMPORTANT: Discrepancies in this section will result in denial of educator license/certificate.

1. Have you ever had an educator or teacher license/certificate denied by any professional licensing authority?

Yes No

2. Have you ever had disciplinary action taken against a professional license/certificate? Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.

Yes No

3. Have you ever voluntarily surrendered a professional license/certificate to avoid disciplinary proceedings by a professional licensing authority?

Yes No

4. Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority?

Yes No

All applicants answering yes – Include a detailed written explanation for each question marked yes. You do not need to re-submit a written explanation if you have previously provided one.

Section VII: Legal History As part of the application process, the State Department of Education may conduct a background investigation check, which involves a review of criminal history such as arrests and misdemeanor or felony convictions.

By signing this application I acknowledge that I may be required to provide additional information, such as court records.

- **Felonies** - In order to expedite your application, please include a detailed written explanation of each felony criminal issue and a copy of the judgment of conviction for any felony conviction.
 - Please obtain court records from the court house.
 - A printout from the State Judiciary repository will NOT be accepted as relevant court documents.
- Note: If you have provided these documents with a previous application, you do not need to re-submit them.*
- **Misdemeanors** – There is no need to submit documentation with your application for misdemeanor arrest and/or convictions. We will contact you if we need any information.

IMPORTANT – Failure to respond to a request for information will result in your application not being approved.

Section VIII: Attestations and Signature

- I attest and affirm that I have read the *Code of Ethics for Idaho Professional Educators* (for a copy, go to <http://sde.idaho.gov/cert-psc/psc/ethics.html>).
- I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.
- I understand that it is a violation of the *Code of Ethics for Idaho Professional Educators* to make any false statement(s) on this application or required documents. Disciplinary action, which may include revocation, suspension, denial, letter of reprimand, or conditions, may be imposed under Section 33-1208, Idaho Code.

Signature of Applicant:

Date:

Return form, transcripts, and fee(s) in one packet to:

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

You will be mailed two copies of your certificate upon application approval.