

## IDAHO EDUCATOR CERTIFICATION APPLICATION

### Important Information

- Do **not** use this application if:
  - You are **renewing** a 5-year renewable certificate. Please use the [Idaho Educator Certification Renewal Application](#).
  - You are applying for Career Technical Education (Occupational Specialist) certification. Please see information and applications at <https://cte.idaho.gov/educators-5/become-a-cte-educator/>
- If official transcripts are required for your application type (see page 2), please include them with your application to expedite processing.
  - Please remove transcripts from the sealed envelope.
  - Official transcripts sent electronically or faxed directly from the university/college are acceptable. Please have them sent **two weeks after** your application to [transcripts@sde.idaho.gov](mailto:transcripts@sde.idaho.gov) or (208) 334-2228.
  - We cannot accept faxes, photocopies, or printouts of electronic transcripts.
- Please use the following link to determine if a Background Investigation Check (BIC)/Fingerprint Packet is required <https://www.sde.idaho.gov/cert-psc/bic/>. If a BIC/Fingerprint Packet is required, please include the necessary completed fingerprint card, the associated forms, and an additional check or money order in the amount of \$28.25 paid to SDE for the BIC/Fingerprint Packet fee with your application.
- Please remember to initial and sign your application and include the appropriate fee (see page 3).

# Application Type

## **Out-of-State/Country**

Applicant has a current, valid out-of-state/country certificate or has completed an out-of-state educator preparation program within the last two years. For more information on out-of-state application requirements, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/out-of-state.html>. For more information on out of country application requirements, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/foreign.html>.

## **Idaho Educator Preparation Program Graduate**

Applicant has completed an Idaho educator preparation program. For more information on application requirements for Initial Certificates for Idaho graduates, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/graduates.html>

## **Interim Certificate Completer – No BIC/Fingerprint Packet Required**

Applicant has completed the conditions on their interim certificate. Only transcripts showing completion of specific conditions listed on Interim certificate are required. For more information on application requirements for Interim Certificate Completers, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/completers.html>

## **Pupil Service Staff**

Applicant is applying for School Nurse, School Counselor, School Social Worker, Speech Language Pathologist, School Psychologist, Audiology, Occupational Therapist, or Physical Therapist. For more information on Pupil Service Staff Application requirements, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/pupil-service.html>

## **Reinstatement**

Applicant is applying to reinstate an expired Idaho Educator Credential. Transcripts are not required for Reinstatements. For more information on Reinstatement application requirements, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/reinstatement.html>

## **Non-Traditional Interim Certificate (ABCTE / TFA / CSI / LCSC)**

Applicant has completed preliminary requirements of the non-traditional route to certification (ABCTE/TFA/CSI/LCSC). If Applicant has completed the mentor requirements for their Interim certificate, please refer to the Interim Certificate Completer Application Type. For more information on Interim Certificates for Non-Traditional Candidates, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/non-trad.html>

## **Revision – No BIC/Fingerprint Packet Required**

Applicant is adding another certificate/endorsement to an existing current and valid Idaho Educator Credential. For more information on Revision application requirements, please visit <https://www.sde.idaho.gov/cert-psc/cert/apply/revision.html>

## **Other**

- Postsecondary Specialist (\$75.00)
- American Indian Language /Certificate (No fee)
- Junior Reserved Officer Training Corps (Junior ROTC) Instructors (No fee)

# IDAHO EDUCATOR CERTIFICATION APPLICATION

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Received	Check #	Date Entered	Date Printed	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"/> <b>Out-of-State/Country</b> Please select one of the following:		\$75.00
<input type="checkbox"/> <i>Applicant has a current and valid license from another state or country.</i> <ul style="list-style-type: none"> <li>○ State/Country: _____</li> <li>○ Validity Period: _____</li> </ul>	<input type="checkbox"/> <i>Applicant has completed an out-of-state CAEP/NCATE/TEAC accredited educator preparation program within the last two years.</i> <ul style="list-style-type: none"> <li>○ State: _____</li> <li>○ Date of program completion: _____</li> </ul>	
<input type="checkbox"/> <b>Idaho Educator Preparation Program Graduate</b>		
<input type="checkbox"/> <b>Interim Certificate Completer</b>		
<input type="checkbox"/> <b>Pupil Service Staff</b>		
<input type="checkbox"/> <b>Reinstatement</b>		
<input type="checkbox"/> <b>Non-traditional Interim Certificate (ABCTE / TFA / CSI / LCSC)</b>		\$100.00
<input type="checkbox"/> <b>Revision</b>		\$25.00
<input type="checkbox"/> <b>Other (uncommon)</b>		See application types on page 2
Section II: Personal Information		
Full Legal Name (Include: First Name, Middle Name, Last Name)		Birth Date
Maiden/Other Name		<input type="checkbox"/> Male <input type="checkbox"/> Female
Email Address		
Mailing Address		
City, State, Zip Code		Phone #
Section III: Endorsements		
List the endorsement(s) for which you are applying [e.g. All Subjects (K-8), English (6-12), School Principal (Pre-K-12)]. For a list of Idaho Endorsements, please see the following website: <a href="https://www.sde.idaho.gov/cert-psc/cert/files/general/Endorsement-List.pdf">https://www.sde.idaho.gov/cert-psc/cert/files/general/Endorsement-List.pdf</a>		
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, starting with the most recent. Include official transcripts for each college/university listed if you have not already submitted the transcript in a previous application. This section does not apply to all application types; please refer to the Application Type on page 2.

☐ Check box if you are submitting transcripts separately. Submitting separately may extend processing time.

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

#### Section V: Assessment(s)

The State Department of Education is not able to receive Praxis II score reports directly from ETS. Attach photocopy of Praxis II score sheet or equivalent assessment OR a photocopy of the ABCTE Professional Certificate. Assessments are not required for Administrator or Pupil Service Staff Certificates or Reinstatements. You do not need to resubmit photocopies if you have included them in a previous application.

☐ Check box if you are submitting assessment copies separately. Submitting separately may extend processing time.

#### 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

In order for us to be able to process your application, **please review and initial each of the statements below.**

\_\_\_\_\_ I attest and affirm that I have read the Code of Ethics for Idaho Professional Educators (for a copy, go to <https://www.sde.idaho.gov/cert-psc/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.

\_\_\_\_\_ I understand that it is my responsibility to keep my mailing address updated with the State Department of Education at all times. Failure to do so may result in not receiving legal/licensing documents related to my credential.

**Do not sign until you have read and initialed the above statements**

**Signature of Applicant:**

**Date:**

**Mail initialed and signed application 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.***