

APPLICATION CHECKLIST FOR INITIAL IDAHO CERTIFICATION

It is the responsibility of the applicant to have **all** required certification materials submitted together **in one packet**. Applicants who carefully prepare their application packets using the following guidelines **will** receive their certificate in the least amount of time. An application **will not** be evaluated until all materials have been received. A complete packet must include the following items:

NOTE: Out-of-state applicants may submit an application without verification of Praxis II assessment(s) or the Idaho Technology assessment, (see “Out-of-State” Application for Idaho Certification on [page 17](#)).

_____ **Completed and signed application** (see **Appendix B, form B1** for tear-out form)

NOTE: Applications must include a completed fingerprint card and a \$40 criminal history check fee. The Idaho credential will not be issued until results of a completed SDE criminal history check are received. A card verifying eligibility for certification will be issued if the applicant meets all academic requirements for certification. Possession of this card will allow a person who is academically eligible for certification to pursue employment as an Idaho educator pending results of the criminal history check.

_____ **Completed fingerprint card** (see enclosed fingerprint packet for this material, including one (1) fingerprint card and directions). Please include fingerprint card and fee with certification packet.

NOTE: Fingerprint cards are not available on the SDE website. When accessing this manual online, please contact the certification office at (208) 332-6880 for further information regarding fingerprint requirements and to obtain the card.

_____ **Payment - \$75** Cash, money order or check are acceptable forms of payment. Checks are to be made payable to **State Department of Education**. Credit cards are not accepted. Payment is **non-refundable**.

\$75 for the credential application
\$40 for the criminal history check (if first-time applicant for an Idaho teaching credential or applying for reinstatement)

NOTE: One check for both fees is acceptable. The \$75 certification fee is valid for only two (2) years. If a certificate is not issued within two (2) years from receipt of the application, a new \$75 fee will be required.

_____ **Official transcripts** from all colleges or universities attended. Transcripts that bear a colored “Issued to Student” stamp and/or raised official seal and notarized photocopies **will** be accepted. Grade reports, faxed material, copies not notarized, or other unofficial transcripts **are not** acceptable for certification

purposes. Transcripts **should not** be submitted separately. Placement files **are not** accepted.

_____ **Completed Institutional Recommendation** form for teachers **if** applicant has **less than** two years of experience as a certified professional, (see **Appendix B, form B2** for tear-out form).

A completed Institutional Recommendation is required for Exceptional Child Certificates, regardless of the length of experience.

_____ **Completed Professional Experience Report** form **if** applicant has **two or more** years of experience. If a minimum of two years of teaching experience is verified, an Institutional Recommendation is unnecessary. Professional experience gained while holding a teaching certificate is the **only** experience accepted. Experience gained while student teaching and/or substituting **is not** accepted, (see **Appendix B, form B6** for tear-out form).

_____ **Other Institutional Recommendations required** for Administrator (see **Appendix B, form B3** for Pre-K-12 School Principals, **B4** for School Superintendents, and **B5** for Directors of Special Education), Pupil Personnel (see **Appendix B, form B2**) and/or Exceptional Child Certificates (see **Appendix B, form B2**). Applicants for an Administrator Certificate are required to verify a minimum of four (4) years of certificated experience in a K-12 setting (see **Appendix B, form B6**).

_____ **Technology competency** requires an original certificate of completion, **or** a notarized photocopy of the certificate, **or** an official letter of completion from an Idaho State Board of Education-approved provider of the Educator Technology Assessment (see **pages 27-31**).

NOTE: Technology assessments other than those approved by the Idaho SBOE will not be accepted.

_____ **Official Praxis II assessment** score sheet or notarized photocopy.

_____ In the event deficiencies exist for regular Idaho certification (see Idaho Interim Certificate below), a holder of a valid certificate from another state **may** submit a **notarized** photocopy of that credential and a written request to endorse it for use in Idaho.

Completed application materials need to be mailed to:

**TEACHER CERTIFICATION
STATE DEPARTMENT OF EDUCATION
P O BOX 83720
BOISE, IDAHO 83720-0027**