

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
<b>1</b>	<b>SUPERINTENDENT'S UPDATE</b>	Information Item
<b>2</b>	<b>EMERGENCY PROVISIONAL CERTIFICATES</b>	Motion to Approve

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**STATE DEPARTMENT OF EDUCATION**  
**FEBRUARY 15, 2017**

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**SUBJECT**

Superintendent of Public Instruction update to the State Board of Education

**BACKGROUND/DISCUSSION**

Superintendent of Public Instruction, Sherri Ybarra, will provide updates on the State Department of Education.

**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

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**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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**SUBJECT**

Emergency Provisional Certificates

**REFERENCE**

December 15, 2016      Board approved six (6) provisional certificates  
(Jerome SD – 3, Madison SC – 1, Mountain Home SD  
– 1, West Jefferson SD – 1)

**APPLICABLE STATUTE, RULE, OR POLICY**

Sections 33-1201 and 33-1203, Idaho Code

**BACKGROUND/DISCUSSION**

Eighteen (18) emergency provisional applications were received by the State Department of Education from the school districts listed below. Emergency provisional applications allow a school district or charter school to request one-year emergency provisional certification for a candidate who does not hold a current Idaho certificate, but who has the strong content background and some educational pedagogy, to fill an area of need that requires certification/endorsement. While the candidate is under emergency provisional certification, no financial penalties will be assessed to the hiring district.

**Bear Lake School District #033**

**Applicant Name:** Biesinger, Loralyn

**Content & Grade Range:** English 6/12 and Drama 6/12

**Declared Emergency:** September 2016, Bear Lake School District Board of Trustees declared an area of need exists for the 2016-2017 school year.

**Summary of Recruitment Efforts:** Position was advertised using various methods beginning February 2016. Nine applications were received: Six (6) people were interviewed – none certified in English/Drama. The district hired the best candidate, but she opted out of her contract the second week of August. Ms. Biesinger was hired the next week, the week prior to the start of school. She was formerly certified in Utah (English) and is in the process of reinstatement in Utah and will apply for reciprocity in Idaho. She will also work on a plan to add Drama.

**Years of Education or Degrees Attained:** Bachelor of Arts

**Applicant Name:** Olson, Trecia

**Content & Grade Range:** All Subjects K/8

**Declared Emergency:** November 15, 2016, Bear Lake School District Board of Trustees declared an area of need exists for the 2016-2017 school year

**Summary of Recruitment Efforts:** Position was advertised using various methods beginning February 2016. Twelve applications were received: all twelve (12) interviewed. Two (2) hired to work at the Middle School. Seven (7) were hired to work in the Elementary. One (1) declined employment. Ms. Olson was hired a couple of weeks prior to the start of school to teach part time to help student/teacher ratio. She was formerly certified in Utah (Elementary) and is in the process of reinstatement in Utah and will apply for reciprocity in Idaho.

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

---

**Years of Education or Degrees Attained:** Bachelor of Science

**Blaine County School District #061**

**Applicant Name:** Sanders, Ellen

**Content & Grade Range:** Music 6/12

**Declared Emergency:** December 13, 2016, Blaine County School District Board of Trustees declared hiring emergency for the 2016-2017 school year.

**Summary of Recruitment Efforts:** Position was advertised beginning July 18, 2016. Three candidates applied, all three (3) were interviewed. Ms. Sanders was chosen as she was the most qualified candidate with prior youth Orchestra instruction experience. She is seeking a program to gain certification. She holds Bachelor's and Master's degrees in Music.

**Years of Education or Degrees Attained:** Masters of Music

**Cambridge School District #432**

**Applicant Name:** Cooper, Cole

**Content & Grade Range:** All Subjects K/8, Am/Gov Political Sci 6/12

**Declared Emergency:** August 15, 2016, Cambridge School District Board of Trustees declared a hiring emergency for the 2016-2017 school year.

**Summary of Recruitment Efforts:** Position was advertised using various methods beginning May 2016. Mr. Cooper was the only applicant. He was hired based on his education (Bachelor's Science), willingness to be flexible and become certified. He is currently seeking a plan towards certification.

**Years of Education or Degrees Attained:** Bachelor of Science

**Applicant Name:** Moura, Cody

**Content & Grade Range:** Physical Science 6/12

**Declared Emergency:** August 15, 2016, Cambridge School District Board of Trustees declared a hiring emergency for the 2016-2017 school year.

**Summary of Recruitment Efforts:** Science teacher resigned July 18, 2016, with less than a month left until the start of school. The staff was aware of a certified elementary teacher residing in the area that was willing to work part time. She was interviewed and hired. She has seven years prior teaching experience. She will not be teaching Science next year.

**Years of Education or Degrees Attained:** Bachelor of Science

**Challis Joint School District #181**

**Applicant Name:** Madsen, Tessa

**Content & Grade Range:** Technology Education 6/12

**Declared Emergency:** August 9, 2016, Challis Joint School District Board of Trustees declared the need for an Alternative Authorization for Ms. Madsen. Later Superintendent McPherson learned that this applicant does not hold a Bachelor's degree. Mr. McPherson will take this back to the next board meeting to change from Alternative Authorization to Provisional application status.

**Summary of Recruitment Efforts:** Position was advertised using various methods. Ms. Madsen was selected due to her prior experience as a para in the

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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district and willingness to gain certification. She is currently enrolled in Champlain College to obtain her Bachelor's degree in Computer Science.

**Years of Education or Degrees Attained:** Bachelor of Science

**Applicant Name:** Peterson, Joel

**Content & Grade Range:** P.E. 6/12, Health 6/12

**Declared Emergency:** August 9, 2016, Challis Joint School District Board of Trustees declared the need for an Alternative Authorization for Mr. Peterson. Later Superintendent McPherson learned that this applicant does not hold a Bachelor's degree. Mr. McPherson will take this back to the next board meeting to change from Alternative Authorization to Provisional application status.

**Summary of Recruitment Efforts:** He was hired during the 2015-16 school year to fulfill Athletic Director and P.E. when the previous staff member retired. Several candidates were interviewed, none accepted the offer of employment. Mr. Peterson was a candidate for School Resource Officer that expressed interest in the position. He is currently working on his Bachelor's degree in Criminal Justice through Fort Hays State University.

**Years of Education or Degrees Attained:** 2 years' postsecondary education

**Council School District #013**

**Applicant Name:** Stoker, Jeffrey

**Content & Grade Range:** P.E. 6/12, Health 6/12, Basic Math 6/12, Social Studies 6/12

**Declared Emergency:** August 25, 2016, Council School District Board of Trustees declared a hiring emergency for the 2016-2017 school year

**Summary of Recruitment Efforts:** Verbal hire in July, candidate backed out prior to signing a contract 10 days prior to the start of school. This applicant the only applicant, interviewed and hired two days prior to school start. BA in History with the desire to become a teacher, looking into plans.

**Years of Education or Degrees Attained:** Master of Arts

**Grace Joint School District #148**

**Applicant Name:** Knutson, Trenton James

**Content & Grade Range:** School Counselor K/12

**Declared Emergency:** September 24, 2016, Grace Joint School District Board of Trustees declared an area of need existed.

**Summary of Recruitment Efforts:** Position was advertised using various methods. Three applications were received, none of which were certified. Trenton has a Bachelor's degree from Utah State University and has contacted them regarding enrolling in their School Counselor program (USU only enrolls students in this program every other year). Trenton has a list of recommended pre-requisite courses from the Director and will begin to take those courses, but is not currently in a program.

**Years of Education or Degrees Attained:** Bachelor of Science

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

---

**Independent School District of Boise City #001**

**Applicant Name:** Tovey, Gregory

**Content & Grade Range:** Math 6/9

**Declared Emergency:** December 12, 2016, Independent School District of Boise City Board of Trustees declared a hiring emergency.

**Summary of Recruitment Efforts:** Position was advertised beginning April through May of 2016. Only four candidates applied for the positions and two were hired. The district asked Mr. Tovey to fill one class of Algebra II for the 2016-17 school year. He currently holds a BA in Elementary Ed from BSU and has added the Basic Math 6/9 to his current endorsement. Unfortunately, this will not cover this course. He does have a desire to add the endorsement in the future.

**Years of Education or Degrees Attained:** Bachelor of Arts

**Applicant Name:** King, Todd

**Content & Grade Range:** Communication 6/12

**Declared Emergency:** December 12, 2016, Independent School District of Boise City Board of Trustees declared a hiring emergency.

**Summary of Recruitment Efforts:** The district was unaware that one additional class was filled for Public Speaking than would fit into the properly endorsed teacher schedules. Mr. King is currently endorsed in Drama and was asked to add one class to his schedule. This is a one year only request.

**Years of Education or Degrees Attained:** Bachelor of Arts

**Jerome Joint School District #261**

**Applicant Name:** Sheen, Jonathan

**Content & Grade Range:** Health 6/12 and P.E. 6/12

**Declared Emergency:** September 27, 2016, Jerome School District Board of Trustees declared an area of need exists for the 2016-2017 school year

**Summary of Recruitment Efforts:** Position was advertised using various methods beginning August 2016 as that is when the position became open due to the teacher choosing to leave the district after three days on contract. Three applications were received (including Jonathan Sheen). One (1) of applications had a total of 12 credits earned. One (1) application had no education listed. Mr. Sheen has a Bachelor's degree and has enrolled in ABCTE for Biology, but the original university plan for Health was not desirable. Mr. Sheen will have to have a definitive plan towards certification for the 2017-18 school year.

**Years of Education or Degrees Attained:** Bachelor of Science

**Joint School District #002**

**Applicant Name:** Deem, Charles

**Content & Grade Range:** Principles of Engineering 6/12

**Declared Emergency:** November 2016, Joint School District Board of Trustees declared emergency area of need.

**Summary of Recruitment Efforts:** The position was posted for seven calendar days and was closed with zero applicants. Staci Low, Director of Career-Technical Education, informed the district that there was a paraprofessional

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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within the district that contacted her regarding possibly teaching Engineering. His credentials were reviewed, it was determined that his experience as an Adjunct Instructor and Drafting and Design School of Technology at ITT Technical Institute for six years made him a viable candidate. He currently holds an Associate's degree in Drafting and Design, background in AutoCAD and Mathematics.

**Years of Education or Degrees Attained:** Associates Degree

**Marsh Valley School District #021**

**Applicant Name:** Gunter, Victor

**Content & Grade Range:** All Subjects K/8

**Declared Emergency:** January 10, 2017, Marsh Valley School District Board of Trustees declared a need to apply for an emergency hire.

**Summary of Recruitment Efforts:** Mr. Gunter was hired 2014-15 school year while on a three-year interim certificate. His certificate expired August 31, 2016. In order to apply for his five-year certificate, he was required to complete the MTI, ICLC, Mentor Checklist and Evaluator Checklist. He failed to complete the ICLC and a renewal of his interim is not an option. Mr. Gunter has plans to complete the ICLC asap.

**Years of Education or Degrees Attained:** Bachelor's degree

**Minidoka School District #331**

**Applicant Name:** Peterson, Jennifer

**Content & Grade Range:** All Subjects K/8

**Declared Emergency:** August 10 2016, Joint School District Board of Trustees declared an area of need exist.

**Summary of Recruitment Efforts:** Position was advertised using various methods beginning August 5, 2016. Ms. Peterson had been a substitute teacher in the district for two years and a full-time paraprofessional (Kindergarten) in 2015-16 school year. Ms. Peterson currently has 14 credits in Child Development from NIC and has enrolled in WGU's online teacher preparation program. She was determined to be the best candidate over three certified teachers that were already in the district and had been interviewed due to her extensive Kindergarten experience.

**Years of Education or Degrees Attained:**

**Sage International School of Boise #475**

**Applicant Name:** Godar, Zachary

**Content & Grade Range:** Mathematics 6/12

**Declared Emergency:** September 19, 2016, Sage International School of Boise Board of Trustees declared a hiring emergency for the 2016-2017 school year.

**Summary of Recruitment Efforts:** Position was advertised using various methods beginning August 18, 2016. The district received the resignation on August 17<sup>th</sup>, 2016. The position was filled initially with a substitute beginning August 22<sup>nd</sup>, 2016. Two applicants, neither certified. Both candidates were interviewed, Mr. Godar was hired based on his background in Physics and

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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interest in pursuing an education career. He was unable to enroll in the Boise State STEM education program in the fall, but anticipates enrollment Spring of 2017.

**Years of Education or Degrees Attained:**

**St. Maries School District #041**

**Applicant Name:** Asbury, Christopher

**Content & Grade Range:** P.E. K/12

**Declared Emergency:** November 7, 2016, St. Maries School District Board of Trustees declared a hiring emergency

**Summary of Recruitment Efforts:** Position was advertised extensively from 06/10/2016 through 08/16. Two applicants, one interviewed, none viable. District shifted existing qualified/certified staff to cover the vacancy. Mr. Asbury is certified in Social Studies and as Principal, only teaching one hour of Advanced Fitness.

**Years of Education or Degrees Attained:** Master's degree

**Twin Falls School District #411**

**Applicant Name:** Casella, Tona

**Content & Grade Range:** Economics 6/12

**Declared Emergency:** October 26, 2016, Twin Falls School District Board of Trustees declared an area of need.

**Summary of Recruitment Efforts:** District had hired a candidate in July, met with CTE and was assured that they could obtain certification via an Adv Occ Specialist. Unfortunately, that candidate had a discrepancy on her application and it was denied. She resigned August 30th. School had already started, they posted the position 9/6 and had two applicants on 9/7. They interviewed both and Tona was the best candidate. Ms. Casella has MA Psychology, MBA - Marketing and BA Biological Anthropology.

**Years of Education or Degrees Attained:** Master's degree

**IMPACT**

If emergency provisional certificates are not approved, the school districts will have no certificated staff to serve in these classrooms.

**ATTACHMENTS**

Attachment 1 – Application Packet for Emergency Provisional Certificate Page 11

**STAFF COMMENTS AND RECOMMENDATIONS**

Section 33-1203, Idaho Code, except in occupational fields, prohibits the Board from authorizing standard certificates to individuals who have less than four (4) years of accredited college training except in emergency situations. When an emergency is declared Section 33-1203, Idaho Code authorizes the Board to grant one year provisional certificates based on not less than two (2) years of college training.

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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The Department receives applications from the school districts for requests for provisional certifications, Department staff work with the school districts to assure the applications are complete. Those that are complete and meet the minimum requirements are then brought forward by the Department for consideration by the Board. The Department received 20 additional applications and is forwarding, at this time, 18 applications for the consideration by the Board.

**BOARD ACTION**

I move to approve one-year emergency provisional certificates for Loralyn Biesinger, Trecia Olson, Ellen Sanders, Cole Cooper, Cody Moura, Tessa Madsen, Joel Peterson, Jeffry Stoker, Trenton James Knutson, Gregory Tovey, Todd King, Johnathan Sheen, Charles Deem, Victor Gunter, Jennifer Peterson, Zachary Godar, Christopher Asbury, and Tona Casella to teach the content area and grade ranges at the specified school districts as provided herein.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**OR**

I move to approve one year emergency provisional certificate for Loralyn Biesinger, to teach English grades six (6) through twelve (12) and Drama grades six (6) through twelve (12) in the Bear Lake School District #033.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Trecia Olson, to teach all subjects kindergarten through grade eight (8) in the Bear Lake School District #033.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Ellen Sanders, to teach Music grades six (6) through twelve (12) in the Blaine County School District #061.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Cole Cooper, to teach all subjects kindergarten through grade eight (8) and American

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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Government/Political Science grades six (6) through twelve (12) in the Cambridge School District #432.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Cody Moura, to teach Physical Science grades six (6) through twelve (12) in the Cambridge School District #432.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Tessa Madsen, to teach Technology Education grades six (6) through twelve (12) in the Challis Joint School District #181.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Joel Peterson, to teach Physical Education grades six (6) through twelve (12) and Health grades six (6) through twelve (12) in the Challis Joint School District #181.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one year emergency provisional certificate for Jeffry Stoker, to teach Physical Education grades six (6) through twelve (12), Basic Math grades six (6) through twelve (12), and Social Studies grades six (6) through twelve (12) in the Council School District #013.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one year emergency provisional certificate for Trenton James Knutson, to be a School Counselor for kindergarten through grade twelve (12) in the Grace Joint School District #148.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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I move to approve one-year emergency provisional certificate for Gregory Tovey, to teach Math grades six (6) through nine (9) in the Boise Independent School District #001.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Todd King, to teach Communication grades six (6) through twelve (12) in the Boise Independent School District #001.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Jonathan Sheen, to teach Health grades six (6) through twelve (12) and Physical Education grades six (6) through twelve (12) in the Jerome Joint School District #261.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Charles Deem, to teach Principles of Engineering grades six (6) through twelve (12) in the Joint School District #002.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Victor Gunter, to teach all subjects grades kindergarten through grade eight (8) in the Marsh Valley School District #021.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

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I move to approve one-year emergency provisional certificate for Jennifer Peterson, to teach all subjects kindergarten through grade eight (8) in the Minidoka School District #331.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Zachary Godard, to teach Mathematics grades six (6) through twelve (12) at the Sage International School of Boise #475.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Christopher Asbury, to teach Physical Education kindergarten through grade twelve (12) in the St. Maries School District #041.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve one-year emergency provisional certificate for Tona Casella, to teach Economics grades six (6) through twelve (12) in the Twin Falls School District #411.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLICATION PACKET  
FOR  
STATE BOARD OF EDUCATION  
EMERGENCY PROVISIONAL  
CERTIFICATE  
2016-2017**

**REVISED  
MAY 2016**

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017  
STATE BOARD OF EDUCATION  
EMERGENCY PROVISIONAL CERTIFICATE**

**TITLE 33  
EDUCATION**

**CHAPTER 12  
TEACHERS**

**33-1203. ACCREDITED TEACHER TRAINING REQUIREMENTS.** Except in the limited fields of trades and industries, and specialists certificates of school librarians and school nurses, the state board shall not authorize the issuance of any standard certificate premised upon less than four (4) years of accredited college training, including such professional training as the state board may require; but in emergencies, which must be declared, the state board may authorize the issuance of provisional certificates based on not less than two (2) years of college training.

History:

[33-1203, added 1963, ch. 13, sec. 145, p. 27.]

**STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017**

**STATE BOARD OF EDUCATION - EMERGENCY PROVISIONAL CERTIFICATE**

**INFORMATION:**

- The State Board of Education (SBOE) will now review all applications for one-year emergency provisional certification. The Professional Standards Commission will continue to review all applications for the Alternative Authorization-Teacher to New, Content Specialist, and Pupil Personnel Services.
- **Emergency Provisional Certificate** application allows a district/charter to request one-year emergency certification for a candidate who does not hold a current Idaho certificate/credential, but who has strong content background and some educational pedagogy, to fill an area of need that requires certification/endorsement.
- **Emergency Provisional Certificate** is a district request, and the application must be submitted as one complete packet.
- The district/charter must provide documented proof that an emergency exists.
- The candidate for whom the authorization is being requested must have at least two (2) years of college training.
- In order to determine what endorsement is needed for specific assignments, please access the annual SDE Assignment Credential Manual which is posted under the ISEE Manuals drop down toward the bottom of the following ISEE website: <http://sde.idaho.gov/tech-services/isee/index.html>
- The SBOE will review the application(s) submitted. The SBOE will review only complete packets. If approved, the emergency provisional certification will be valid for the school year for which the application is submitted and approved.
- The candidate for whom the **Emergency Provisional Certificate** is approved can teach under the emergency provisional certification one time only. If the candidate wishes to continue teaching with a district/charter the following school year, the candidate must be enrolled in an educator preparation program and be eligible for the Alternative Authorization-Teacher to New, Content Specialist, or Pupil Personnel Services.
- Candidates who have previously taught under the Provisional Authorization and/or Alternative Authorization-Content Specialist are not eligible for emergency provisional certification.
- While the candidate is under emergency provisional certification, no financial penalties will be assessed to the hiring district.
- Review of all applications for emergency provisional certificates will adhere to the SBOE's formal meeting schedule.
- Applications for emergency provisional certificates will be reviewed within two SBOE meetings (i.e., if the application does not make it onto the agenda for the upcoming SBOE meeting, it will be put on the agenda for the next SBOE meeting).

**IMPORTANT:** The emergency provisional **cannot be used for Special Education**, per IDEA.

STATE DEPARTMENT OF EDUCATION

FEBRUARY 15, 2017

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING (use this as a checklist):

1. **1. Completed and signed *District Request for State Board of Education – Emergency Provisional***

- This form is located in the packet and is to be completed by the District Administrator of the school you will be teaching in.

2. **Declaration**

- Include a declaration by the local school board, documented in board minutes that an area of need exists in the district for this particular position. An agenda for the next school board meeting can be used in lieu of board minutes in an emergency situation, but minutes must follow as soon as available..

3. **Letter from the district**

- A letter from the district that details how the vacancy was advertised
- How many applicants the district had for the vacancy
- How many applicants were interviewed
- Why the district has chosen the candidate for whom the emergency provisional certification is being requested.

4. **Copy of the advertised vacancy announcement**

- This should be an actual screen shot of the vacancy announcement.
- Include the length of time the vacancy was advertised.

5. **Form B1-A**

- This form is located in the packet and must be completed and signed by the individual for which the request is for.

6. **Official transcripts**

- Attach transcripts verifying at least two (2) year of college training.

7. **Completed fingerprint card and forms for a Criminal History Check, if applicable**

- Include a completed fingerprint card, the associated forms, and the applicable \$32.00 fee. An Idaho certificate/credential will not be issued unless the applicant has cleared a Criminal History Check.
- Fingerprint cards are **NOT** available on the State Department of Education website. Please contact [fingerprintrequest@sde.idaho.gov](mailto:fingerprintrequest@sde.idaho.gov) to obtain the fingerprint card, forms, and instructions or call (208) 332-6883 or further information regarding fingerprint requirements.
- Packets will be considered incomplete and returned to the district if it does not contain a new fingerprint card, forms, and fees. Please review all guidelines by accessing the following website: <http://www.sde.idaho.gov/cert-psc/cert/background-check.html>

8. **Criminal History Check fee - \$32.00\*, if applicable**

9. **Application fee - \$100\***

- Checks and money orders are to be made payable to the *State Department of Education*. Credit cards are not accepted. Cash in the exact amount will be accepted for walk-ins. Payment is non-refundable.

\*One check or money order for both fees is acceptable.



**STATE DEPARTMENT OF EDUCATION**

**FEBRUARY 15, 2017**

7. Have you verified there is a copy of the school board minutes indicating emergency with the application packet?

**YES**                       **NO**

8. Is a letter from the district that details how the vacancy was advertised, how many applicants the district had for the vacancy, how many applicants were interviewed, and why the district has chosen the candidate for whom the emergency certification is being applied included in the application packet?

**YES**                       **NO**

**We, the undersigned, have:**

- a. declared an area of emergency need exists in our district for this particular position and included necessary documentation demonstrating the measures taken to hire the appropriately certificated and endorsed person;
- b. recorded this declaration in official minutes of the Board of Trustees meeting; and,
- c. included a copy of the board minutes and a letter from the district with this application (**must be included or packet will be returned**).

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**Printed name of Chairperson of the Local School Board or Educational Agency**

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**Signature of Chairperson of the Local School Board or Educational Agency**

**Date**

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**Printed name of Superintendent/Charter Administrator**

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**Signature of Superintendent /Charter Administrator**

**Date**

**APPLICATION**

FOR

**Alternative Authorization - Teacher to New Certificate/Endorsement, Content Specialist, Provisional (Emergency) and Interim ABCTE, School Nurse or Speech Language Pathologist**

<b>THIS SECTION FOR OFFICIAL USE ONLY</b>	Fee	Date Paid	Check #	Date Entered	Date Issued	Date Expired	FP Status
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**Item #1 Indicate Type of Application:** Please check the one which applies.

<input type="checkbox"/>	Alternative Authorization – Teacher to New Certificate/Endorsement (the request is for an individual who already holds a current valid Idaho certificate/credential and is will to work toward meeting the requirements of an additional certificate/endorsement).
<input type="checkbox"/>	Alternative Authorization – Content Specialist (the applicant has a baccalaureate degree or higher and has a letter from a college or university indicating the completion of 8-16 weeks of pedagogy and the passage of the appropriate Praxis II assessment).
<input type="checkbox"/>	Alternative Authorization – Pupil Personnel Services Certificate (the applicant has a master's degree and a valid license from the Bureau of Occupational License in the area they are seeking a certificate/endorsement).
<input type="checkbox"/>	Interim ABCTE (applicant has a valid ABCTE certificate and is applying for the Idaho interim certificate).
<input type="checkbox"/>	Interim School Nurse (applicant has a current valid Idaho professional nursing (RN) license but has not completed a school nurse program).
<input type="checkbox"/>	Emergency Provisional Certificate (Emergency Use ONLY) - applicant has at least two (2) years college training.
<input type="checkbox"/>	Postsecondary Specialist (applicant is a current faculty member at an Idaho university/college and is teaching in the content area for which certification is desired.)
<input type="checkbox"/>	Interim Speech Language Pathologist (applicant has bachelor's degree in speech /language pathology but has not completed an SLP master's program)

**Item #2 Personal Information:** Please enter your name exactly as you want it to appear on the certificate.

Legal Name	Last 4 digits of SS#
Maiden/Other Name	EDU ID #
Email Address	Birth Date
Street or PO Box #	Phone #
City, State, Zip Code	Gender <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

**Item #3 Certificates:** List the certificate(s) for which you are applying (i.e., Elementary, Secondary, Administration etc.).

Certificate # 1	Certificate # 3
Certificate # 2	Certificate # 4

**Item #4 Endorsements:** List the educational endorsement(s) for which you are applying (i.e., English, Principal, etc.).

Endorsement # 1	Endorsement # 4
Endorsement # 2	Endorsement # 5
Endorsement # 3	Endorsement # 6

**Item #5 Educational Institutions:** List the colleges/universities you have attended (start with the most recent). You will need to include official transcripts from each institution listed, (if not already on file).

	College/University Name	Course Title	Semester Attended	Credits Earned
a.				
b.				
c.				

**Item #6 Teaching Assignment:** List the employing school district(s)/educational agency(s) and the assignment

	School District Name	Assignment
a.		
b.		

**Item #7 Assessment(s):** Attach verification of the Praxis II score(s), if applicable (i.e., photocopy of score sheet) OR the notarized photocopy of the ABCTE certificate of completion. (Not required for Emergency Provisional applications)

**Item #8 Consortium:** List the name, title and phone number of the consortium members, if applicable. (Not applicable for Emergency Provisional applications)

Consortium Member	Name	Title	Phone #
College/university contact (NA for ABCTE)			
School District Representative (Principal/Administrator)			
Mentor			

STATE DEPARTMENT OF EDUCATION  
FEBRUARY 15, 2017

Item #9 Licensing and Legal History:

**Important note:** For each question under Item 8, you must answer “yes” to each question that applies to you, even if you have already answered “yes” in a previous application. Answering “yes” to a question does not lead to the automatic denial of your application.

1. Have you ever had a professional license or certificate (such as a teacher certificate) denied by any professional licensing authority, whether federal, state, local, or tribal?

Check one  YES  NO

2. Have you ever had disciplinary action taken against, or in lieu of disciplinary proceedings have you ever voluntarily relinquished a professional license or certificate (such as a teacher certificate) that you hold or have held, issued by a federal, state, local, or tribal licensing authority? Disciplinary action includes revocation, suspension, probation, letters of reprimand or conditions.

Check one  YES  NO

3. Is there an action or investigation (that you know of) pending against a professional license or certificate held by you from any professional licensing authority, whether federal, state, local, or tribal?

Check one  YES  NO

**Required documentation if you answer “yes” to question 1, 2, or 3**

**All applicants answering yes** - Include a detailed written explanation of each licensing issue. If you have provided a written explanation with a previous application, you do not need to re-submit a written statement, even though you must answer yes to the question.

4. Have you ever been investigated for (that you know of), arrested for, taken into custody for, cited for, charged with, indicted for, tried for, pleaded guilty to, or were convicted of a felony or misdemeanor, or found to have committed a probation or parole violation? Exclude minor traffic violations such as infractions, parking tickets, and speeding tickets.

In responding to this question, include any pending investigation (that you know of) or charge. Include all cases from federal, state, tribal, and military tribunals. You must also include all cases that were dismissed, settled, sealed, expunged, closed by a withheld judgment or through retained jurisdiction, etc., or handled through juvenile proceedings. Even if you pleaded nolo contendere (no contest) or entered an *Alford* plea, you must disclose this.

Check one  YES  NO

**Required documentation if you answer “yes” to question 4**

**All applicants answering yes** - Include a detailed written explanation of each criminal issue indicating what happened, date of arrest/conviction and what the final disposition was. If you have provided a written explanation with a previous application, you do *not* need to re-submit a written statement, even though you must answer yes to the question.

**Applicants with a misdemeanor conviction** - If you were convicted of a misdemeanor and the conviction occurred less than five years ago from the date of this application; you must include a copy of the judgment of conviction. If you have provided the judgment with a previous application, you do *not* need to re-submit the judgment, even though you must answer yes to the question.

**Applicants with a felony conviction** - If you were convicted of a felony, at any time, you must include a copy of the judgment of conviction. If you have provided the judgment with a previous application, you do not need to re-submit the judgment, even though you must answer yes to the question.

**NOTE:** A printout from the State Judiciary repository will NOT be accepted as relevant court documents. Please obtain court records from the courthouse.

**IMPORTANT:** FAILURE TO ANSWER THE ABOVE QUESTIONS COULD RESULT IN DENIAL OF A CERTIFICATE, REVOCATION OR SUSPENSION OF AN EXISTING CERTIFICATE.

I attest and affirm that I have read the *Code of Ethics for Idaho Professional Educators*. (For a copy of the Code of Ethics, go to [www.sde.idaho.gov/site/teacher\\_certification](http://www.sde.idaho.gov/site/teacher_certification).)

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 penalties, which may include revocation, suspensions, denial, or conditions, will be imposed under Section 33-1208, Idaho Code, for making any false statement(s) on this application or required documents.

Signature of Applicant

Date

RETURN FORM, TRANSCRIPTS  
AND FEE IN ONE PACKET TO:  
**SDE**

State Department of Education  
Teacher Certification/Professional Standards  
PO Box 83720  
Boise, ID 83720-0027