TAB	DESCRIPTION	ACTION
1	CAREER TECHNICAL EDUCATION UPDATE	Information Item
2	CTE NOCTI WORK-BASED LEARNING ASSESSMENT	Action Item
3	BOARD POLICY VII.C. CAREER TECHNICAL EDUCATOR CERTIFICATION – FIRST READING	Action Item
4	TEMPORARY RULE 08-0202-2604 CTE INDUSTRY HOURS FOR CERTIFICATION	Action Item
5	BOARD POLICY I.C. AND I.F. REPEAL – FIRST READING	Action Item
6	BOARD POLICY VI.B. PUBLIC RECORDS REQUESTS – FIRST READING	Action Item

SUBJECT

Career Technical Education Update

BACKGROUND

Chapter 22, Title 33, Idaho Code, establishes the State Board for Career Technical Education (CTE) and the Division of Career Technical Education (Division). It also authorizes the Board to appoint an administrator, and it defines career technical education and Idaho's CTE delivery system.

PROPOSAL

The Administrator of the Division of Career Technical Education, Peter Risse, will update the State Board of Education on the following:

- Status of the Office of Performance Evaluation Report.
- Status of the Federal Perkins and Adult Education monitoring visit.
- Status of the Idaho Statewide Workforce Pell Coordinating Council.

IMPACT

Any proposals related to the Administrator's priorities or the work of the Division that require Board approval will be brought to the Board following appropriate agency and legislative processes.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Informational item; no Board staff recommendations.

ATTACHMENTS

Attachment 1 – CTE Update Presentation

BOARD ACTION

This item is for informational purposes only.

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code § 33-2201 to § 33-2215
Board Policy I.M.

OFFICE OF PERFORMANCE EVALUATIONS • LEGISLATIVE REVIEW

OPE Review of CTE Teachers & Funding

Independent legislative evaluation — findings, alignment, and where the Division goes next.

Idaho's CTE programs are well matched to workforce demand. The constraint is capacity — the ability to deliver at the scale students and employers need. The Division agrees with the report's central conclusions and reached them independently through its own needs assessment.

124 / 126

LEAs reached by Program Added Cost Funds (FY26) — the only stream with statewide reach

6 & 2

Engineering and Health Professions teachers in the smallest districts — statewide, over three years

66%

Found recruiting CTE instructors difficult over the past 5 years.

SBOE Briefing — OPE Report

1

OPE REPORT — RESPONSE & PATH FORWARD

Acting on what we control

Already underway — within existing authority

- **Funding.** Revised the PACF distribution model for FY27 — built on current program cost and real workforce demand.
- **Credentialing.** Free in-house alternative-authorization training, a State Board-approved apprenticeship, aligned endorsements, and automated processing.
- **Legislation in effect.** HB 832 and HB 849 (July 1, 2026) remove redundant experience requirements and ease mid-career wage compression. SBOCTE Policy VII.C. update in consideration with this board.
- **Access & scale.** Regional delivery models and IDLA partnership in key areas may sustain what single districts cannot.

Requires legislative action

- **Salary flexibility.** Allow a portion of PACF to reach base salary — matching four neighbor states — but only paired with new appropriation, or it trades one shortage for another.

IDCTE is moving with speed to drive alignment, completion, and workforce readiness statewide.

FEDERAL COMPLIANCE • UPDATE

Perkins V & Adult Education Federal Monitoring Visit

Status update — final monitoring report pending.

STATUS: Awaiting Final Report

1 Visit overview	*OCTAE Monitoring Team: John LeMaster, Sarah Yager (AEFLA), and Jose Figueroa (Perkins V)* *Visit Dates: September 1-3* *Sites Visited: CSI, CWI Adult Education, and South Boise Women's Correctional Center* *Scope: Perkins V secondary/postsecondary and Adult Education programs*
2 Preliminary observations	*Perkins V recommendation: strengthen engagement with Tribal communities and leverage TRIO.* *Adult Education recommendations:* *Use leadership funds to support the State Director role.* *Improve data collection and reporting processes.* *Establish statewide data-sharing agreements to strengthen WIOA partner reporting]*
3 Next steps & timeline	*Final report expected in late October.* *Any corrective action period (if applicable) is anticipated to be 45 days.* *Board briefing on outcomes anticipated November-December.*

WORKFORCE PELL • UPDATE

Statewide Workforce Pell Coordinating Committee

Coordinating committee stood up — process in early stages.

STATUS: UNDERWAY

Where things stand

- Federal Workforce Pell took effect July 1, 2026, extending Pell to short-term workforce programs.
- Idaho's coordinating committee is co-chaired and convened; charge is to build the state implementation framework.
- Early work: eligible-program criteria, agency roles, and data/reporting responsibilities.

Key Elements:

Committee membership—IDCTE, WDC, OSBE, Gov, Post-Secondary

Milestones & timeline—Initial Meeting

Idaho's decisions to date—Established SWPCC

Board asks / next update—Patience as we continue to build systems

SUBJECT

CTE NOCTI Work-Based Learning Assessment

BACKGROUND

NOCTI (National Occupational Competency Testing Institute) is a nationally recognized provider of career and technical education (CTE) assessments that measure student knowledge and technical skill attainment across multiple career pathways. Founded in 1969, NOCTI develops industry-aligned written and performance-based assessments in collaboration with educators and industry experts. State and school systems use NOCTI assessments to support Perkins V accountability requirements, evaluate program effectiveness, and ensure consistent, standardized measurement of student readiness for employment and postsecondary education. NOCTI assessments provide reliable data to inform instructional improvement, statewide reporting, and alignment with workforce expectations.

The Division of Career Technical Education (Division) reviewed the Principles of Work-Based Learning Level-1 #5156 and Level-2 #5157 written assessments. The review concluded that the combination of both written assessments adequately measures the knowledge, skills, and abilities expected within the work-based learning pathway.

PROPOSAL

Based on these findings, the Division recommends approval of the NOCTI Principles of Work-Based Learning Level-1 #5156 and Level-2 #5157 written assessments as an acceptable technical skills measure, and it recommends implementation through a three-year pilot to assess its impact on student outcomes, instructional alignment, and statewide consistency before long-term adoption.

Launching this assessment will allow currently certified CTE teachers to use the NOCTI Principles of Work-Based Learning Level-1 #5156 and Level-2 #5157 written assessments to obtain a work-based learning endorsement, supporting educator credentialing and alignment with workforce needs. Work-based learning connects classroom instruction with real-world career experiences, allowing students to apply their knowledge and skills in authentic workplace settings. Through structured partnerships with employers, students gain career awareness, develop employability skills, and explore future education and career opportunities.

The cost of the assessment, including remote proctoring, is $175 per assessment and subject to change. The Level-1 #5156 written assessment cut score is 71.4. The Level-2 #5157 written assessment cut score is 74.0. There is no cost for state membership. The assessment is administered online, reviewed on a three-year revision cycle with interim health checks, and provides the state with access to testing data.

IMPACT

Approval of the NOCTI Principles of Work-Based Learning Level-1 #5156 and Level-2 #5157 written assessments will allow certificated career technical education instructional staff an alternative route to add the work-based learning endorsement to their certificates.

Implementation of a three-year pilot is expected to provide a consistent, standard-aligned measure of technical skill attainment while supporting statewide accountability and program quality. The pilot period will allow the Division to assess the assessment's impact on instruction, student outcomes, and reporting consistency before making a long-term adoption decision.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

NOCTI assessments are recognized and used across many states to support educator preparation for career technical education. The Division has confirmed that the assessment measures appropriate knowledge and skills aligned to implementing work-based learning. Further, the Division's has presented a sound plan to review the data in three years to ensure the assessment provides accurate and valuable information.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – NOCTI Work-Based Learning Level-1 #5156 Assessment
Attachment 2 – NOCTI Work-Based Learning Level-2 #5157 Assessment

BOARD ACTION

I move to conditionally approve the NOCTI Principles of Work-Based Learning Level-1 #5156 and Level-2 #5157 Assessments for the CTE work-based learning certification endorsement use for a three-year term.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

REFERENCE

June 2026	Board conditionally approved the NOCTI Construction 5463 Assessment for CTE certification endorsement.

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code § 33-2205
IDAPA 08.02.02.021 – Rules Governing Uniformity: Endorsements
Board Policy VII. C.

NOCTI
Education Professional Credential



Principles of Work-Based Learning - Level 1

Code: 5156 / Version: 01
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General Assessment Information

Blueprint Contents

General Assessment Information
Written Assessment Information
Specific Competencies Covered in the Test
Sample Written Items

Test Type: The Principles of Work-Based Learning – Level 1 industry credential is included in NOCTI's Education Professional offerings. Education Professional credentials measure pedagogical skills and experience specific to the CTE field. The Education Professional credentials include a knowledge-based component and can be used as part of state-level licensing processes, integrated as a pre-employment tool at the local level, incorporated into employee onboarding processes, and included in professional development plans. The Principles of Work-Based Learning – Level 1 credential is targeted to new CTE work-based learning coordinators who have two to three years or less of CTE work-based learning experience.

Development Team: The credential content is based on input from educational experts from the states of Kentucky, Massachusetts, Minnesota, Ohio, and Texas.

CIP Code

13.0401 - Educational Leadership and Administration, General

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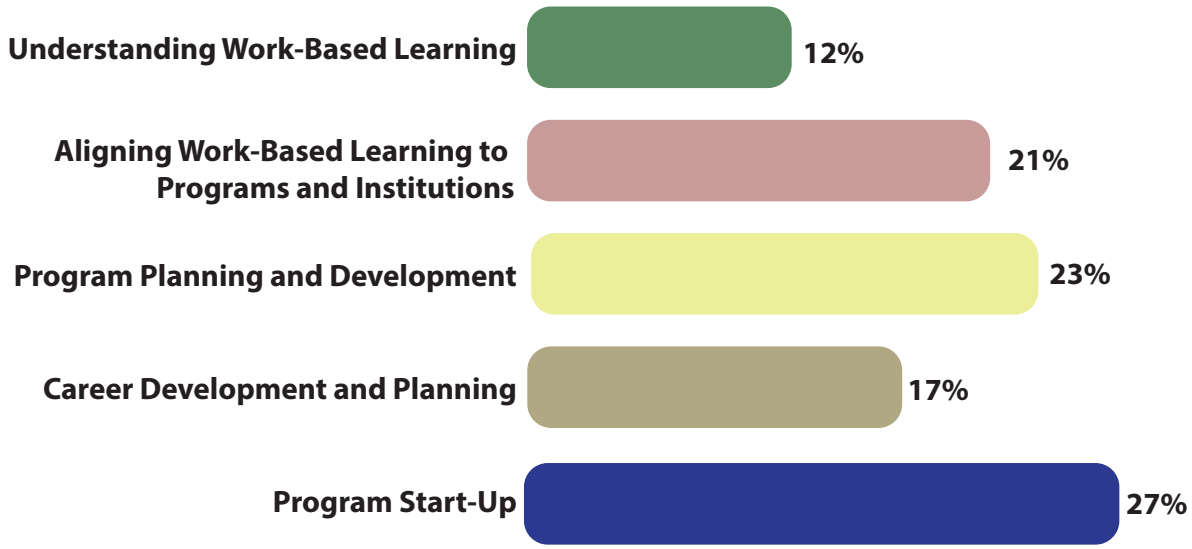
11-9039.00 Education Administrators, All Other

Written Assessment

NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 2 hours
Number of Questions: 90
Number of Sessions: This assessment may be administered in one or two sessions.

Areas Covered



Specific Standards and Competencies Included in this Assessment

Understanding Work-Based Learning

- Identify the various work-based learning program opportunities
- Understand and identify the different components involved in work-based learning programs
- Explain the purpose of work-based learning programs

Aligning Work-Based Learning to Programs and Institutions

- Explain alignment of work-based learning program to local environment
- Describe employer roles and responsibilities
- Describe school roles and responsibilities
- Describe student-learner and parent/guardian roles and responsibilities

Program Planning and Development

- Engage with advisory councils to align with work-based learning programs
- Implement ongoing student-learner, parent/guardian, and employer needs assessments and evaluations
- Connect and collaborate with CTE and non-CTE district personnel
- Connect and collaborate with business and industry stakeholders and organizations
- Identify workforce shortages and trends

Career Development and Planning

- Provide information on educational and career opportunities
- Assist student-learners in seeing how work-based learning will enhance their career objectives
- Familiarize student-learners with workplace readiness skills and use career readiness practices based on learner assessment instruments

CTE Credentialing

- Program accreditation
- Teacher credentialing
- Student credentialing

(Continued on the following page)

Specific Standards and Competencies Continued

Program Start-Up

- Publicize the work-based learning program through development of promotional materials and community activities
- Encourage collaboration with career and technical student organizations
- Ensure compliance with federal and state legislation applicable to the employment of student-learners
- Customize work-based learning templates for each learner portfolio, including training plans and training agreements
- Recruit student-learners using appropriate strategies
- Collaborate with businesses and student-learners to ensure a competency list that meets CTE Standards and Industry Standards

Sample Questions

A work-based learning program can be offered

A. only at a career technical center
B. in both a career technical center and a high school
C. only at a comprehensive high school with eight or more CTE programs
D. only at a charter school

Before student-learners can be placed at a training site, employers must provide documentation of _____ insurance.

A. worker's compensation
B. unemployment compensation
C. personal liability
D. health

Integrating the expertise of occupational advisory council members into the classroom is an example of

A. involving key stakeholders
B. on-the-job training
C. advanced placement
D. developing assessment skills

The U.S. Bureau of Labor Statistics provides specific labor and skill-based details for most careers in which of the following?

A. newspaper advertisements
B. Occupational Outlook Handbook
C. online job search websites
D. Career Cluster posters

DECA is associated with _____ student-learners.

A. technical
B. marketing
C. health
D. agriculture

NOCTI
Education Professional Credential



Principles of Work-Based Learning - Level 2

Code: 5157 / Version: 01
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General Assessment Information

Blueprint Contents

General Assessment Information
Written Assessment Information
Specific Competencies Covered in the Test
Sample Written Items

Test Type: The Principles of Work-Based Learning – Level 2 industry credential is included in NOCTI's Education Professional offerings. Education Professional credentials measure pedagogical skills and experience specific to the CTE field. The Education Professional credentials include a knowledge-based component and can be used as part of state-level licensing processes, integrated as a pre-employment tool at the local level, incorporated into employee onboarding processes, and included in professional development plans. The Principles of Work-Based Learning – Level 2 credential is targeted to CTE work-based learning coordinators who have three to five years of CTE work-based learning experience.

Development Team: The credential content is based on input from educational experts from the states of Georgia, Iowa, Kentucky, North Dakota, West Virginia, Wyoming.

CIP Code

13.9999 Education, Other

Learning that works for America CTE

Career Cluster
Education and Training

O*NET™ in*IT

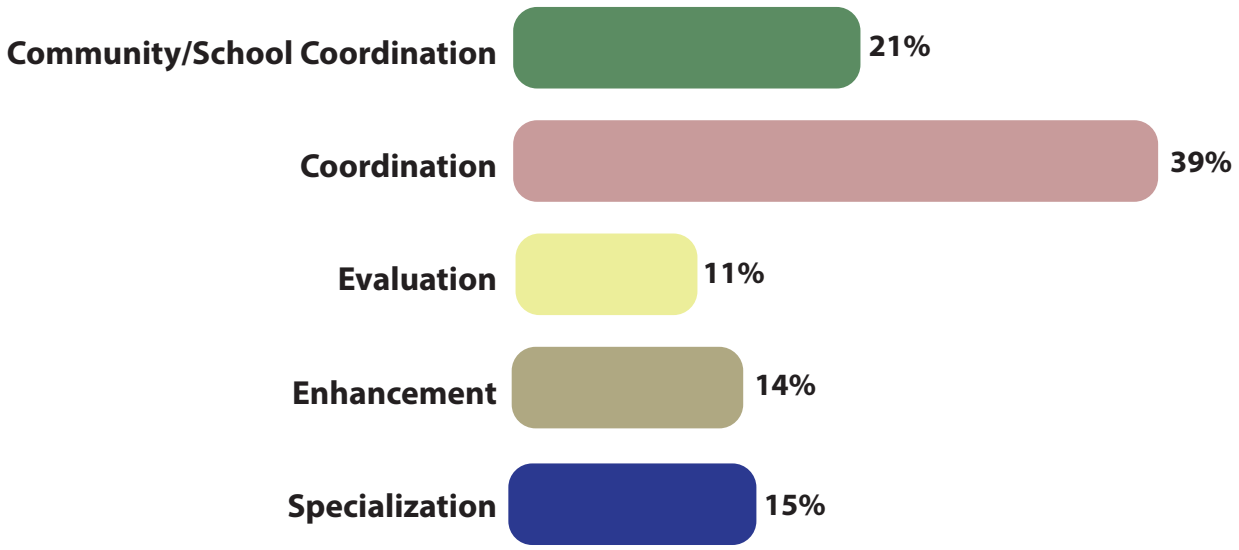
11-9039.00 Education Administrators, All Other

Written Assessment

NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 2 hours
Number of Questions: 100
Number of Sessions: This assessment may be administered in one or two sessions.

Areas Covered



Specific Standards and Competencies Included in this Assessment

Community/School Coordination

- Refocus occupational advisory council systems to align to work-based learning program
- Develop and maintain connections with CTE and non-CTE district personnel
- Implement recruitment plans for local employers
- Correlate related classroom instruction with on-the-job instruction
- Supervise retention and/or recruitment events
- Design a presentation for the value and implementation of a work-based learning program at the educational institution

Coordination

- Devise strategies for recruitment of student-learners
- Manage attendance, workplace progress, transfers, and termination of work-based program student-learners
- Locate and assess training stations and place student-learners in work-based learning program (safety)
- Develop training agreement and training plan templates
- Collaborate to provide initial instructional assistance to the training supervisor and teacher/mentor
- Design onsite visit template
- Conduct regular onsite visits and follow up including phone calls and emails to ensure student-learner and industry partner support
- Evaluate work-based student-learner's on-the-job professional performance
- Describe the federal underpinnings of work-based learning programs

Evaluation

- Conduct assessments, evaluate results, and implement changes based on feedback from work-based learning program staff
- Conduct assessments, evaluate results, and implement changes based on feedback from work-based learning program employers
- Conduct assessments, evaluate results, and implement changes based on participating student-learner feedback

(Continued on the following page)

Specific Standards and Competencies Continued

Enhancement

- Determine needs and ability for workforce shortages to expand additional work-based learning
- Assemble work-based learning program budgets to provide for additional work-based learning personnel, facilities, and related expenses
- Plan for expanding work-based learning placements
- Ensure that student-learners have professional skills prior to the start of the work-based learning experience

Specialization

- Assist student-learners in reflecting and modifying career objectives based on experience
- Assist student-learners in applying for employment, other career-related activities, or further education, including obtaining work permits and portfolio documents
- Describe linkages and articulation with partners from other educational and governmental agencies
- Collaborate with employers to plan on-the-job training/instruction for student-learners with IEPs or special needs

Sample Questions

Which of these is a type of on-the-job instruction?

A. brainstorming
B. mediation
C. role-playing
D. apprenticeship

When assessing a new training site, the work-based learning program coordinator should look for

A. the condition of the break room
B. available parking close to the building
C. coworker diversity
D. safety violations

It is best-practice to evaluate a student-learner's assessment of their worksite placement

A. at the end of their placement
B. after the first week of the placement
C. at regular intervals during the placement
D. upon graduation

Which of the following work-based learning programs help student-learners earn credit toward a post-secondary credential in their chosen field?

A. mentoring
B. cooperative education
C. youth apprenticeship
D. job shadowing

Which document is the <u>most</u> important for student-learners to have when applying for a job?

A. Social Security card
B. school transcripts
C. birth certificate
D. training agreement

SUBJECT

Board Policy VII.C. Career Technical Educator Certification - First Reading

BACKGROUND

During the 2026 legislative session, House Bill 832 removed the minimum professional experience hours required for career technical education (CTE) instructional staff certification in Section 33-2205(6), Idaho Code. It authorized the Board, when acting as the State Board for Career Technical Education, to set variable professional experience hours based for individual endorsement areas.

Pursuant to Section 33-2205(6), Idaho Code, an individual may qualify for a career technical education certificate through one (1) of three (3) statutory pathways based on industry certification, professional experience, or a baccalaureate degree combined with professional experience. All instructional staff must also complete an educator training program or courses approved by the Division and submit to the criminal history check required by Section 33-130, Idaho Code.

Secondary educators who meet the minimum statutory requirements must also meet the requirements established in IDAPA 08.02.02 prior to being eligible for certification and endorsement. IDAPA 08.02.02 establishes five (5) types of secondary career technical educator certificates: one (1) Career Technical Education Program Administrator Certificate, and four (4) instructional certificates (degree- and industry-based).

PROPOSAL

The proposed amendments establish professional experience requirements by endorsement area, add a process for verifying those requirements with industry, and codify current Division practices.

The Division developed the recommended industry experience hours based on available occupational and professional benchmarks. These included the level of experience staff determined was generally necessary to develop the foundational industry knowledge needed to teach the applicable program standards, experience requirements associated with applicable apprenticeship programs, Department of Labor occupational information, and professional licensure requirements. The Division staff are actively soliciting feedback from CTE administrators and industry partners via regularly scheduled meetings and events that provide concentrated opportunities to gather feedback. Ideas and concerns gathered through this process will be incorporated as appropriate between the first and second readings of the policy.

Proposed changes to the policy include:

- **Tiered professional experience hours.** Endorsement areas are assigned to one (1) of three (3) tiers based on occupational complexity, ranging from 1,000 to 3,000 hours of industry experience. No endorsement requires more than 3,000 hours.

- **Tables of required hours by endorsement.** Table 1 defines the three tiers and the basis for assignment. Table 2 lists the required minimum hours for each approved endorsement, organized by the six (6) career technical education program areas.
- **Reduced hours for degree-based applicants.** Applicants completing an approved degree-based educator preparation program with a related baccalaureate degree may meet the requirement at fifty percent (50%) of Table 2 hours.
- **Licensed and credentialed occupations.** For endorsement areas requiring a professional license or external credential, such as Cosmetology, Emergency Medical Technician, Electrical, Plumbing, HVAC, Law Enforcement, and Military Science, the credential itself demonstrates occupational competency, and no additional professional experience hours are required.
- **How experience is documented and credited.** The policy identifies the types of qualifying experience, including paid employment, self-employment, registered apprenticeship, military service, and approved externships; requires that at least one-half of the hours be earned in the five (5) years immediately preceding application; and lists acceptable documentation.
- **Equivalency determinations.** The Administrator may accept a documented combination of experience, coursework, credentials, and portfolio evidence, limited to a twenty-five percent (25%) reduction and not available for licensed or credentialed occupations.
- **Industry partner and employer verification process.** Technical advisory committees and employer surveys are used to confirm that the hours in Table 2 reflect the experience an instructor needs to teach the skills employers require, with recommended adjustments reported to the Board.
- **Three-year evaluation cycle.** The Division will evaluate student outcomes, safety, program quality, and educator workforce data on a three (3) year cycle, reporting annually to the Board during the first three (3) years, to determine the impact of the change in professional experience hours.
- **Adding endorsements to an existing certificate.** Closely aligned endorsement areas require 200 or more hours of professional experience, internship, or externship experience; endorsement areas that are not aligned require the full Table 2 hours.
- **Career technical education program administrator certification.** Current requirements are codified in policy. Secondary requirements remain in IDAPA 08.02.02, and postsecondary administrator certification requirements are established in the Division's postsecondary credential manual.
- **Degree-based program review and approval.** Current practice is codified, including review against the Idaho Core Teaching Standards and the Idaho

Foundation Standards for Career Technical Education on a seven (7) year review cycle, with approval recommendations of "Approval," "Conditional Approval," or "Not Recommended for Approval."

IMPACT

If the Board approves the first reading of the proposed amendments to Board Policy VII.C., the policy will return to the Board for a second reading.

Final approval of the changes reflects the next step in implementing the professional experience hour changes to Section 33-2205, Idaho Code, made by House Bill 832 (2026). Setting the hours by endorsement area is intended to reduce barriers to recruiting industry professionals into career technical education classrooms while maintaining the technical competence needed to teach each program area. The three (3) year evaluation cycle and the industry verification process provide the Board with data to determine whether the hours remain appropriate.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

The proposed amendments to Board Policy VII.C. were drafted as a part of a plan developed collaboratively with Board staff. As required by statute, the policy establishes Board-approved industry experience hours with a plan for regular review of the hours to ensure educators continue to be well-prepared to provide high-quality CTE instruction. Board staff has confirmed that the Division has an appropriate plan for gathering and considering stakeholder input.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Board Policy VII.C. Redline

BOARD ACTION

I move to approve the first reading of amendments to Board Policy VII.C. as provided in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code § 33-2201, § 33-2203, and § 33-2205
IDAPA 08.02.02
Board Policy VII.C.

REFERENCE

August 2025	Board approved first reading of proposed amendments, adding one new Aviation endorsement area, and making technical corrections.
October 2025	Board approved second reading of proposed

	amendments, adding one new Aviation endorsement area and making technical corrections.
June 2026	Board approved first reading of proposed amendments to Board Policy VII.C., updating industry-based endorsement language.
August 2026	Board approved second reading of proposed amendments and approved the temporary rule amendments to IDAPA 08.02.02, removing references to professional experience hours.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: VII. DIVISION OF CAREER TECHNICAL EDUCATION
Subsection: C. Career Technical Educator Certification ~~August~~ November 2026

1. Purpose

This subsection establishes requirements for career technical educator certification under Sections 33-1201, 33-2202, 33-2203, 33-2205, and 33-2211, Idaho Code, and IDAPA 08.02.02.

a. Statutory Authorization

Section 33-2205, Idaho Code, authorizes three (3) pathways to career technical education instructor certification:

i. Hold or have held an approved industry certification in a field closely related to the content area in which the individual seeks to teach.

ii. Demonstrate adequate professional experience in a field closely related to the content area in which the individual seeks to teach.

iii. Hold a baccalaureate degree in a field closely related to the content area and demonstrate adequate professional experience.

b. Educator Training Requirement

Regardless of pathway, all instructional staff must complete an educator training program or courses approved by the Division. A list of approved career technical educator preparation programs is maintained on the Division website. Approved programs are reviewed on a seven-year cycle for continued approval.

c. Secondary Educator Standards

Secondary educators meeting minimum statutory requirements must also meet the requirements established in IDAPA 08.02.02 prior to being eligible for certification and endorsement. IDAPA 08.02.02 establishes five (5) types of secondary educator certificates: one (1) career technical program administrator certificate and four (4) instructional certificates, degree-based and industry-based (limited, standard, and advanced).

d. Professional Licensing Requirements

Instructional staff must hold applicable professional licenses necessary for their students to qualify for occupational licensing exams in their respective fields. Where an applicable license is required, no additional professional experience under this subsection is required beyond that license; see Section 4 of this policy.

~~Pursuant to Section 33-1201, Idaho Code, every person employed in an elementary or secondary school in the capacity of a teacher must have a certificate issued under the authority of the State Board of Education. Certification requirements are established in IDAPA 08.02.02. Each certificate must have one or more endorsements indicating the occupational area the teacher is qualified to provide instruction in. Endorsement eligibility is determined by the Idaho Division of Career Technical Education (IDCTE) as applicable to the type of career technical education certification and industry experience as aligned~~

~~to the industry-validated program standards. Career technical education certificate endorsements consist of the following:~~

2. Qualifying and Crediting Professional Experience
   a. Core Requirement
      Experience must be in a field closely related to the content area in which the applicant seeks to teach and must demonstrate applied competence in the majority of the standards listed for that endorsement in Sections 5 through 9 of this policy.

   b. Recency of Experience
      i. At least one-half (1/2) of the required hours must have been earned during the five (5) years immediately preceding application.
      ii. Hours earned more than ten (10) years before application shall be credited only when the applicant also holds a current industry certification in the endorsement area or documents professional development in the field within the preceding three (3) years.

   c. Types of Qualifying Professional Experience
      i. Paid employment (full-time or part-time) at actual hours worked
      ii. Self-employment and contracted professional services at actual documented hours
      iii. Registered apprenticeship hours (on-the-job learning only)
      iv. Military occupational experience in a closely related specialty, credited at two thousand (2,000) hours per year of full-time service
      v. Supervised industry externship or practicum approved by the Division
      vi. Providing postsecondary technical instruction or program coordination in the endorsement area
      vii. Other documented industry experience, including unpaid community service or service learning, approved by the Division

   d. Crediting Full-Time Employment
      One (1) year of full-time employment equals two thousand eighty (2,080) hours. Part-time and seasonal employment must be credited at actual hours worked and must not be rounded up to a full-time equivalent. Hours from more than one (1) qualifying source may be combined to reach the required total.

3. Tiered Hour Requirements
   a. Overview
      Endorsement areas are assigned to one (1) of three (3) tiers reflecting the time an occupation ordinarily requires to reach the minimum technical mastery needed to instruct secondary students safely and credibly. Tier assignments are based on occupational complexity and required progression, not prestige or wage level. No occupational endorsement requires more than three thousand (3,000) hours.

      Some endorsement areas require a professional license or certification for students to be eligible for an industry credential. These areas have no additional

professional experience requirements beyond those set by the governing authority; see Section 4 of this policy.

Table 1: Tier Definitions and Professional Experience Hour Requirements

Tier	Less Than a Baccalaureate Degree /No Industry Certification	Baccalaureate Degree Plus	Basis for Assignment
1	1,000	500	Entry to the occupation does not depend on an extended supervised progression. Applied competence is ordinarily demonstrated within the first six (6) months of full-time employment. Currency matters more than accumulated time.
2	2,000-2,500	1,000	Competence depends on completing at least one (1) full business, production, seasonal, or client cycle, or on integrating technical content with regulatory, financial, clinical, or client-facing practice. Ordinarily requires approximately one (1) year of full-time employment.
3	3,000	1,500-2,000	The occupation involves powered equipment, high-voltage or high-pressure systems, structural or load-bearing work, or diagnostic reasoning under safety-critical conditions, and industry uses a multi-year supervised progression to journeyman level. Ordinarily requires approximately eighteen (18) months of full-time employment or more.

Table 2: Minimum Professional Experience Hours by Endorsement

Endorsement	Tier	Less Than a Baccalaureate Degree /No Industry Certification	Baccalaureate Degree Plus
Agriculture, Food and Natural Resources			
Agribusiness	2	2,000	1,000
Agriculture Food Science and Processing Technologies	3	3,000	2,000
Agriculture Leadership and Communications	2	2,000	1,000
Agriculture, Power, Structural, and Mechanical Systems	3	3,000	2,000
Small Engine Repair	2	2,000	1,000
Certified Welding *	3	3,000	1,500
Animal Science	3	3,000	2,000
Ecology and Natural Resource Management	3	3,000	2,000
Forest Products	3	3,000	2,000
Ornamental Horticulture	2	2,000	1,000
Plant and Soil	3	3,000	2,000
Business and Marketing Education			

Endorsement	Tier	Less Than a Baccalaureate Degree /No Industry Certification	Baccalaureate Degree Plus
Administrative Services	2	2,000	1,000
Applied Accounting	2	2,000	1,000
Business Management	2	2,000	1,000
Digital Communications	1	1,000	500
Hospitality Management	2	2,000	1,000
Marketing	2	2,000	1,000
Engineering and Technology Education			
Commercial Photography	2	2,000	1,000
Computer Support	3	3,000	2,000
Cybersecurity	3	3,000	2,000
Digital Media Production	3	3,000	1,500
Drafting and Design	3	3,000	1,500
Graphic Design	3	3,000	1,000
Journalism	1	1,000	500
Networking Support	3	3,000	2,000
Pre-Engineering Technology	3	3,000	1,000
Programming and Software Development	3	3,000	1,000
Web Design and Development	2	2,500	1,000
Family and Consumer Sciences and Human Services			
Apparel and Textiles	2	2,000	1,000
Culinary Arts	3	3,000	1,500
Child Development and Services	2	2,000	1,000
Hospitality Services	2	2,000	1,000
Health Professions and Public Safety			
Most endorsement areas in this program area are governed by licensure or an external credential; see Section 4 of this policy.			
Dental Assisting	3	3,000	2,000
Trades and Industry			
Automated Manufacturing	3	3,000	1,500
Automotive Collision Repair	3	3,000	1,500
Automotive Maintenance and Light Repair	3	3,000	1,500
Cabinetmaking and Fine Woodworking	3	3,000	1,500
Certified Welding *	3	3,000	1,500
Construction Trades Technology	3	3,000	1,500
Electronics Technology	3	3,000	1,500
Heavy Duty Truck and Equipment	3	3,000	1,500
Industrial Mechanics	3	3,000	1,500
Powersports and Outdoor Power Equipment	3	3,000	1,500
Precision Machining	3	3,000	1,500

* Endorsement is listed in more than one program area.

b. Verification and Documentation

The Division shall determine whether an applicant has met the requirements of this section. Acceptable documentation includes:

i. Employer verification forms

ii. Employment or payroll records

iii. Tax records (Schedule C filings for self-employment)
iv. Military service records (DD Form 214)
v. Registered apprenticeship completion or progress records
vi. Professional licenses, registrations, and instructor credentials
vii. Industry certifications and safety credentials
viii. Externship or practicum verification approved by the Division
ix. A resume, supported by at least one (1) document listed above

The Division may require additional documentation to verify the relevance, duration, and recency of professional experience. The Division shall issue a written determination stating the basis for any documentation that is not accepted.

c. Equivalency Determinations

The Administrator of Career Technical Education may accept a combination of professional experience, postsecondary technical coursework, industry credentials, and juried portfolio evidence that in the aggregate demonstrates competence equivalent to the Table 1 requirement. An equivalency determination:

i. shall not reduce the applicable requirement by more than twenty-five percent (25%)
ii. shall not be applied to the endorsement areas identified in Section 4 of this policy
iii. shall be documented in writing with the basis stated and retained in the applicant's file

The Division shall report the number and distribution of equivalency determinations to the Board annually.

4. Occupations Governed by Licensure or External Credential

a. For the endorsement areas listed below, occupational competency is demonstrated by holding the applicable credential. Hours in Table 2 do not apply. Only a current credential recognized by the applicable licensing or credentialing authority satisfies this requirement.

b. Idaho-Licensed Occupations

Applicants must hold a current and valid Idaho professional license, certificate, registration, or instructor credential for:

i. Health Professions and Public Safety: Emergency Medical Technician, Firefighting, Medical Assisting, Nursing Assistant, Pharmacy Technician, Rehabilitation Services
ii. Trades and Industry: Electrical Technology, HVAC Technology, Plumbing Technology
iii. Family and Consumer Sciences and Human Services: Cosmetology

The Division Administrator is authorized to add other regulated occupations identified by the Idaho Division of Occupational and Professional Licenses as they are identified.

c. Externally Credentialed Occupations
The following endorsement areas are governed by credentialing authorities other than the Idaho Division of Occupational and Professional Licenses:
i. Law Enforcement: Idaho Peace Officer Standards and Training certification
ii. Military Science: Instructor certification issued by the applicable branch of the United States armed forces
iii. Aircraft Maintenance and Aviation: Current Federal Aviation Administration (FAA) Airframe and Powerplant, pilot, or remote pilot certificate

~~1.~~ 5. Secondary Industry Based Endorsements A-C

a. Administrative Services (6-12). Industry experience demonstrating applied competence in the majority of the Administrative Services program content standards and inclusive of the performance standards.
b. Agribusiness (6-12). Industry experience demonstrating applied competence in the majority of the Agribusiness program content standards and inclusive of the performance standards.
c. Agriculture Food Science and Processing Technologies (6-12). Industry experience demonstrating applied competence in the majority of the Agriculture Food Science and Processing Technologies program content standards and inclusive of the performance standards.
d. Agriculture Leadership and Communications (6-12). Industry experience demonstrating applied competence in the majority of the Agriculture Leadership and Communication program content standards and inclusive of the performance standards.
e. Agriculture Power, Structural, and Mechanical Systems (6-12). Industry experience demonstrating applied competence in the majority of the Agriculture Power, Structural, and Mechanical Systems program content standards and inclusive of the performance standards.
f. Aircraft Maintenance (6-12). Industry experience demonstrating applied competence in the majority of the Aircraft Maintenance program content standards inclusive of the performance standards. Hold a current Federal Aviation Administration (FAA) Airframe and Powerplant certificate.
g. Animal Science (6-12). Industry experience demonstrating applied competence in the majority of the Animal Science program content standards inclusive of the performance standards.
h. Apparel and Textiles (6-12). Industry experience demonstrating applied competence in the majority of the Apparel and Textiles program content standards inclusive of the performance standards.
i. Applied Accounting (6-12). Industry experience demonstrating applied competence in the majority of the Applied Accounting program content standards inclusive of the performance standards.
j. Automated Manufacturing (6-12). Industry experience demonstrating applied competence in the majority of the Automated Manufacturing program content standards inclusive of the performance standards.

k. Automotive Collision Repair (6-12). Industry experience demonstrating applied competence in the majority of the Automotive Collision Repair program content standards inclusive of the performance standards.
l. Automotive Maintenance and Light Repair (6-12). Industry experience demonstrating applied competence in the majority of the Automotive Maintenance and Light Repair program content standards inclusive of the performance standards.
m. Aviation (6-12). Industry experience demonstrating applied competence in the majority of the Aviation program content standards inclusive of the performance standards. Hold a current Federal Aviation Administration pilot or remote pilot certificate.
n. Business Management (6-12). Industry experience demonstrating applied competence in the majority of the Business Management program content standards inclusive of the performance standards.
o. Cabinetmaking and Fine Woodworking (6-12). Industry experience demonstrating applied competence in the majority of the Cabinetmaking and Fine Woodworking program content standards inclusive of the performance standards.
p. Certified Welding (6-12). Industry experience demonstrating applied competence in the majority of the Agriculture Welding ~~and~~ or Welding program content standards inclusive of the performance standards . Instructor must demonstrate at least one American Welding Society (AWS) industry inspected and passed weld.
q. Child Development and Services (6-12). Industry experience demonstrating applied competence in the majority of the Early Childhood Education program content standards inclusive of the performance standards.
r. Commercial Photography (6-12). Industry experience demonstrating applied competence in the majority of the Commercial Photography program content standards inclusive of the performance standards.
s. Computer Support (6-12). Industry experience demonstrating applied competence in the majority of the Computer Support program content standards inclusive of the performance standards.
t. Construction Trades Technology (6-12). Industry experience demonstrating applied competence in the majority of the Construction Trades program content standards inclusive of the performance standards.
u. Cosmetology (6-12). Industry experience demonstrating applied competence in the majority of the Cosmetology program content standards inclusive of the performance standards. Instructor must hold a current and valid Idaho cosmetology instructor license i.
v. Culinary Arts (6-12). Industry experience demonstrating applied competence in the majority of the Culinary Arts program content standards inclusive of the performance standards.
w. Cybersecurity (6-12). Industry experience demonstrating applied competence in the majority of the Cybersecurity program content standards inclusive of the performance standards.

~~2.~~ 6. Secondary Industry Based Endorsements D-N

a. Dental Assisting (6-12). Industry experience demonstrating applied competence in the majority of the Dental Assisting program content standards inclusive of the performance standards. Instructor must hold a current and valid Idaho license or certificate as a dental assistant, dental hygienist, or dentist.
b. Digital Communications (6-12). Industry experience demonstrating applied competence in the majority of the Graphic Design program content standards inclusive of the performance standards.
c. Digital Media Production (6-12). Industry experience demonstrating applied competence in the majority of the Digital Media Production program content standards inclusive of the performance standards.
d. Drafting and Design (6-12). Industry experience demonstrating applied competence in the majority of the Drafting and Design program content standards inclusive of the performance standards.
e. Ecology and Natural Resource Management (6-12). Industry experience demonstrating applied competence in the majority of the Ecology and Natural Resource Management program content standards inclusive of the performance standards.
f. Electrical Technology (6-12). Industry experience demonstrating applied competence in the majority of the Electrical program content standards inclusive of the performance standards. Instructor must hold a current and valid Idaho license or certificate as an electrician.
g. Electronics Technology (6-12). Industry experience demonstrating applied competence in the majority of the Electronics Technology program content standards inclusive of the performance standards.
h. Emergency Medical Technician (EMT) (6-12). Industry experience demonstrating applied competence in the majority of the Emergency Medical Technician program content standards inclusive of the performance standards. Instructor must have passed the National Registry exam. Instructor must hold a current and valid Idaho EMS license or certificate and be certified as an EMT instructor through Idaho EMS.
i. Firefighting (6-12). Industry experience demonstrating applied competence in the majority of the Firefighting program content standards inclusive of the performance standards. Instructor must hold a current and valid Idaho license or certificate as an EMT and firefighter.
j. Forest Products (6-12). Industry experience demonstrating applied competence in the majority of the Forest Products program content standards inclusive of the performance standards.
k. Graphic Design (6-12). Industry experience demonstrating applied competence in the majority of the Graphic Design program content standards inclusive of the performance standards.
l. HVAC Technology (6-12). Industry experience demonstrating applied competence in technical subjects and skills related to the HVAC trade as approved by the Idaho HVAC Board and the Idaho State Board for Career Technical Education HVAC program content standards inclusive of the performance standards. Instructor must hold a current and valid Idaho license or certificate as an HVAC Technician.

m. Heavy Duty Truck and Equipment (6-12). Industry experience demonstrating applied competence in the majority of the Heavy-Duty Truck and Equipment program content standards inclusive of the performance standards.
n. Hospitality Management (6-12). Industry experience demonstrating applied competence in the majority of the Hospitality Management program content standards inclusive of the performance standards.
o. Hospitality Services (6-12). Industry experience demonstrating applied competence in the majority of the Hospitality Services program content standards inclusive of the performance standards.
p. Industrial Mechanics (6-12). Industry experience demonstrating applied competence in the majority of the Industrial Maintenance Mechanics program content standards inclusive of the performance standards.
q. Journalism (6-12). Industry experience demonstrating applied competence in the majority of the Journalism program content standards inclusive of the performance standards.
r. Law Enforcement (6-12). Industry experience demonstrating applied competence in the majority of the Law Enforcement program content standards inclusive of the performance standards. Hold an Idaho Peace Officer Standards and Training certification.
s. Marketing (6-12). Industry experience demonstrating applied competence in the majority of the Marketing program content standards inclusive of the performance standards.
t. Medical Assisting (6-12). Industry experience demonstrating applied competence in the majority of the Medical Assisting program content standards inclusive of the performance standards. Instructor must hold a current and valid medical assistant certification as evidenced in the national registry.
u. Military Science (6-12). Military experience demonstrated applied competence in the majority of Military Science program content standards inclusive of the performance standards. Instructor must hold a current and valid JROTC/ROTC instructor certification through the military division in which they served.
v. Networking Support (6-12). Industry experience demonstrating applied competence in the majority of the Network Support program content standards inclusive of the performance standards.
w. Nursing Assistant (6-12). Industry experience demonstrating applied competence in the majority of the Nursing Assistant program content standards inclusive of the performance standards. Instructor must hold current and valid Idaho registered nursing license and be approved as a certified primary instructor through Idaho Department of Health and Welfare.

~~3.~~ 7. Secondary Industry Based Endorsements O-Z

a. Ornamental Horticulture (6-12). Industry experience demonstrating applied competence in the majority of the Ornamental Horticulture program content standards inclusive of the performance standards.
b. Pharmacy Technician (6-12). Industry experience demonstrating applied competence in the majority of the Pharmacy Technician program content standards inclusive of the performance standards. Instructor must be a pharmacist,

registered nurse, or pharmacy technician holding a current and valid Idaho license or certification.

c. Plant and Soil (6-12). Industry experience demonstrating applied competence in the majority of the Plant and Soil program content standards inclusive of the performance standards.
d. Plumbing Technology (6-12). Industry experience demonstrating applied competence in technical subjects and skills related to the plumbing trade as approved by the Idaho Plumbing Board and the Idaho Board for Career Technical Education Plumbing program content standards inclusive of the performance standards. Instructor must hold a current and valid Idaho license or certificate as a plumber.
e. Powersports and Outdoor Power Equipment (6-12). Industry experience demonstrating applied competence in the majority of the Powersports and Outdoor Power Equipment program content standards inclusive of the performance standards.
f. Pre-Engineering Technology (6-12). Industry experience demonstrating applied competence in the majority of the Pre-Engineering program content standards inclusive of the performance standards.
g. Precision Machining (6-12). Industry experience demonstrating applied competence in the majority of the Precision Machining program content standards inclusive of the performance standards.
h. Programming and Software Development (6-12). Industry experience demonstrating applied competence in the majority of the Programming and Software Development program content standards inclusive of the performance standards.
i. Rehabilitation Services (6-12). Industry experience demonstrating applied competence in the majority of the Rehabilitation Services program content standards inclusive of the performance standards. Instructor must be a health professional holding a current and valid Idaho license or certificate in his/her field of rehabilitation study.
j. Small Engine Repair (6-12). Industry experience demonstrating applied competence in the majority of the Agriculture Small Engine Repair program content standards and inclusive of the performance standards.
k. Web Design and Development (6-12). Industry experience demonstrating applied competence in the majority of the Web Design and Development program content standards inclusive of the performance standards.
l. Work-Based Learning Coordinator (6-12). Educators assigned to coordinate approved work-based experiences must hold this endorsement. Applicants must hold an occupational endorsement on the Degree Based Career Technical Certificate or Occupational Specialist Certificate and demonstrate completed training in coordination of work-based learning programs.

8. Secondary Degree-Based Career Technical Certificate Endorsements

~~4.~~ Applicants completing an approved career technical education degree-based educator preparation program holding a baccalaureate degree in a field closely related to the endorsement area may meet professional experience

requirements at fifty percent (50%) of the hour levels specified in Table 2. Degree-based endorsements require specific coursework as follows: ~~Degree Based Career Technical Certificate Endorsements:~~

a. Agricultural Science and Technology (6-12). Thirty (30) semester credit hours to include coursework in methods of teaching agricultural science and technology, agriculture education, agriculture mechanics, agriculture business management, soil science, animal science, plant science, and horticulture.
b. Business Technology Education (6-12). Twenty (20) semester credit hours to include coursework in methods of teaching business technology education, accounting, computer and technical applications in business, economics, business communication/writing, finance, marketing, business management, and office procedures. Additional coursework may include entrepreneurship or business law.
c. Computer Science (6-12). Successful attainment of an institutional recommendation for the Computer Science (6-12) endorsement on a Standard Instructional Certificate, and completion of coursework satisfying Board Policy IV.D.2.k, Computer Science (6-12).
d. Cybersecurity Technology Education (6-12). Twenty (20) semester credit hours to include coursework or entry-level cybersecurity certifications in methods of teaching cybersecurity, fundamentals of cybersecurity, cyberoperations, offensive security, defense security, forensics, incident response, networking, risk management, cyber- systems thinking, and advanced topics in cybersecurity
e. Engineering (6-12). Successful attainment of an institutional recommendation for the Engineering (6-12) endorsement on a Standard Instructional Certificate, and completion of coursework satisfying. Board Policy IV.D.2.q, Engineering (6-12).
f. Family and Consumer Sciences (6-12). Thirty (30) semester credit hours to include coursework in methods of teaching family and consumer sciences; foundations of family and consumer sciences; consumer economics and family resources; child/human development; early childhood laboratory or practicum teaching experience; family and interpersonal relationships; food safety; the science of food preparation or culinary arts; lifespan nutrition and wellness; living environments and interior design; and apparel and textiles. Additional coursework may include hospitality and tourism, and entrepreneurship.
g. Marketing Technology Education (6-12). Twenty (20) semester credit hours to include coursework in methods of teaching marketing technology education, marketing, business management, economics, merchandising/retailing, finance, and accounting. Additional coursework may include entrepreneurship.
h. Technology Education (6-12). Twenty (20) semester credit hours to include coursework in methods of teaching technology education; communication

technology; computer applications; construction technology; electronics technology; manufacturing technology; power, energy, and transportation; principles of engineering design; and other relevant emerging technologies.

~~5.~~ 9. The following career technical education endorsements awarded prior to July 1, 2020, shall be grandfathered and shall not be awarded after July 1, 2020:

a. Agricultural Business Management (6-12)
b. Agricultural Power Machinery (6-12)
c. Agricultural Production (6-12)
d. Animal Health and Veterinary Science (6-12)
e. Aquaculture (6-12)
f. Business Management/Finance (6-12)
g. Child Development Care and Guidance (6-12)
h. Culinary Arts (6-12)
i. Dietitian (6-12)
j. Farm and Ranch Management (6-12)
k. Fashion and Interiors (6-12)
l. Food Service (6-12)
m. Horticulture (6-12)
n. Information/Communication Technology (6-12)
o. Microcomputer Applications (6-12)
p. Natural Resource Management (6-12)
q. Networking and Computer Support (6-12)
r. Orientation to Health Professions (6-12)
s. Programming and Web Design (6-12)

10. Professional Development and Recertification
a. All instructional staff must complete an educator training program or courses approved by the Division. A list of approved career technical educator preparation programs is maintained on the Division website.
b. All certificate holders must meet professional development requirements established in IDAPA 08.02.02.060. The Division shall evaluate and approve professional development courses subject to the provisions of Section 33-1614, Idaho Code.

~~6. The review and approval of professional development courses subject to the provisions of Section 33-1614, Idaho Code, will be evaluated and approved by the Division.~~

11. Adding Endorsements to Existing Certification
a. Individuals holding an existing career technical instructional certification may add endorsements by meeting the requirements in IDAPA 08.02.02.021.02, Option IV:
i. For endorsement areas closely aligned to an existing endorsement: provide evidence of two hundred (200) or more hours of professional experience, internship, or externship experience

ii. For endorsement areas not aligned to an existing endorsement on the current certificate: provide evidence of the professional experience hours identified in Table 2

b. Individuals holding a Standard Instructional Certificate must meet the minimum requirements established in Section 33-2205, Idaho code and use the Alternative Authorization established in IDAPA 08.02.02.042.01 to earn a degree-based certificate or provide evidence of meeting career technical certification requirements and the professional experience hours in Table 2 to earn an industry experience based certificate.

12. Career Technical Education Program Administrator Certification

All secondary and postsecondary career technical education programs must have an administrator holding a current career technical education program administrator certification. Secondary program administrator certification requirements are established in IDAPA 08.02.02.015.04.b. Postsecondary administrator certification requirements are established in the Division's postsecondary credential manual.

13. Three-Year Evaluation Cycle

The Division shall evaluate the impact of these certification requirements on a three (3) year cycle. During the initial three (3) years, data shall be evaluated annually and reported to the Board with any recommendations for amendments. At a minimum, the Division shall evaluate:

a. Student Outcomes

i. Technical skill attainment and industry-recognized credential attainment rates
ii. Technical Skills Assessment pass rates
iii. Pathway standards competency attainment by pathway and instructor entry route (recorded in SkillStack)
iv. Pathway completion and concentrator-to-completer progression
v. Postsecondary credit earned through dual credit or credit for prior learning awarded based on SkillStack badges
vi. Post-program placement in employment, further education, or military service

b. Safety

i. Reportable laboratory injuries and near-miss reports per thousand student laboratory hours by program area and instructor entry route
ii. Findings related to laboratory safety identified during program quality review

c. Program Quality

i. Program quality review ratings and the frequency and type of corrective action
ii. Technical advisory committee assessment of instructor technical currency on a common instrument
iii. Employer assessment of graduate preparation in programs served by educators entering under this subsection

d. Educator Workforce

i. Number of certificates and endorsements issued by tier, entry route, and program area against the prior three (3) year trend
ii. Retention at one (1), three (3), and five (5) years, by entry route and hours documented at entry
iii. Progression from Limited to Standard to Advanced Occupational Specialist Certificate

e. Industry Partner/Employer Verification Process
As part of this evaluation cycle, the Division shall use the following process to verify with industry partners and employers that the professional experience hours identified in Table 2 reflect the number of hours of professional experience necessary for an instructor to teach a secondary student the skills employers require in that occupation:

i. Technical Advisory Committee Review. At least once every three (3) years, the technical advisory committee for each career technical education program area must review the hours identified in Table 2 for the endorsement areas within that program area and report to the Division whether those hours reflect the professional experience necessary for an instructor to teach the applicable program content and performance standards to the level employers expect of an entry-level employee in that occupation.
ii. Employer Survey. The Division must periodically survey employers who employ program completers, or who otherwise participate in the applicable program area's industry advisory activities, on whether the number of hours identified in Table 2 is adequate to prepare an instructor to teach the skills employers require of an entry-level employee in that occupation.
iii. Recommended Adjustments. Based on this review and the employer survey, the Division must recommend to the Board any adjustment to the hours identified in Table 2 necessary to align those hours with the professional experience employers report is necessary to teach the applicable program content and performance standards.
iv. Reconciliation. The Division must consider the employer assessment of graduate preparation collected under Subsection 13.c. of this policy together with this review when determining whether the hours identified in Table 2 remain adequate.

14. Career Technical Educator Degree Based Educator Preparation Programs
Division review and approval of degree-based educator preparation programs and providers are based on programs meeting all Division requirements, the Idaho Core Teaching Standards, and the Idaho Foundation Standards for Career Technical Education along with all applicable state requirements. Reviews for continued approval are based on a seven (7) year review cycle. Programs may be recommended for “Approval,” “Conditional Approval," or “Not Recommended for Approval.”

SUBJECT

Temporary Rule 08-0202-2604 CTE Industry Hours for Certification

BACKGROUND

During the 2026 session, House Bill 832 removed industry experience hour requirements for certain Career Technical Education (CTE) certification pathways from Idaho Code. As the repeal of hours moved through the statutory process, it became clear that the Legislature's intent was to give the Board the responsibility for establishing required experience hours that are industry specific. However, the existing administrative rule still includes the same hour requirements that were removed from statute, creating a misalignment between statute and rule.

Certification decisions for the upcoming school year must be made using current law. Updates to administrative rule are necessary to ensure certification requirements are applied in alignment with statutory changes.

PROPOSAL

The temporary rule proposed in docket 08-0202-2604 removes numerically-specific industry hours requirements within CTE certification and endorsement provisions. The revisions eliminate fixed-hour thresholds, and they update the language to allow the Board to set industry-specific experience requirements.

The changes align rule with House Bill 832 (2026) and support certification pathways that reflect current industry standards and workforce needs.

IMPACT

Approval of the proposed temporary rule will put the rule into effect on November 4, 2026, providing alignment between administrative rule and statutory changes enacted in House Bill 832 (2026).

To ensure the industry hours required for CTE certification are clear for all future candidates, the Board will simultaneously be presented with the first reading of a Board Policy that will establish the industry-specific expectations.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Board staff developed the Docket 08-0202-2604 in partnership with the Division of Career Technical Education. In addition to the temporary rule, these changes have also been integrated into a proposed rule docket that was brought to the Board in August.

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – 08-0202-2604 Notice of Temporary Rulemaking
Attachment 2 – 08-0202-2604 Temporary Rule Redline

BOARD ACTION

I move to approve the temporary rule, Docket No. 08-0202-2604, pertaining to CTE Industry Hours for Certification, to take effect on November 4, 2026.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code Sections §33-1612, §33-1619, §33-5202A, §33-5206
IDAPA 08.0202.015 and 08.0202.021

REFERENCE

March 2022	Pending rule 08-0202-2201 was approved by the Legislature, which streamlined and clarified certification requirements for certificated staff.
April 2026	Pending rule 08-0202-2501 was approved by the Legislature, which revised career technical education certification provisions, including adding the term “standard” to the CTE administrative certificate.
April 2026	Signed HB832 (2026) removed prescriptive experience hour requirements for certain career technical education certification pathways and directed the Board to establish requirements aligned with industry standards.

Temporary Rulemaking Notice

IDAPA 08 – STATE BOARD OF EDUCATION

08.02.02 – RULES GOVERNING UNIFORMITY

DOCKET NO. 08-0202-2604 *(OARC will assign)*

NOTICE OF RULEMAKING - ADOPTION OF TEMPORARY RULE

GOVERNOR'S STATEMENT:

An earlier effective date prior to legislative review is required in accordance with the provisions of Idaho Code Section 67-5226(2)(b) because it is necessary to comply with governing law.

EFFECTIVE DATE: The effective date of the temporary rule is November 4, 2026.

AUTHORITY: In compliance with Idaho Code Section 67-5226, notice is hereby given that this agency has adopted a temporary rule. The action is authorized pursuant to Idaho Code Sections 33-105, 33-107, 33-116, and 33-1612.

DESCRIPTIVE SUMMARY: The following is the required finding and concise statement of its supporting reasons for adopting a temporary rule:

This temporary rule updates provisions within IDAPA 08.02.02 related to Career Technical Education (CTE) certification requirements. House Bill 832 (2026) removed prescriptive experience hour requirements for certain CTE certification pathways from Idaho Code. Existing administrative rule still includes these requirements, creating a misalignment between statute and rule.

This rule removes references to Board-established experience hour requirements within certification and endorsement provisions to ensure consistency with governing law. These revisions eliminate outdated prescriptive hour thresholds and allow experience qualifications to be based on industry experience, certification, or other Division-approved measures consistent with statutory direction.

Implementation of this temporary rule is necessary to ensure that certification decisions for the upcoming school year are made under current law and do not rely on requirements that are no longer authorized in statute.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning the temporary rule, contact Nicholas Wagner at rules@edu.idaho.gov, 208-488-7586.

DATED this 15th day of October 2026.

Nicholas Wagner
Administrative Rules Coordinator, Idaho State Board of Education
650 W State St., PO Box 83720, Boise, ID 83720-0037
Phone: (208)488-7586; Fax: (208)334-2632

08.02.02 – RULES GOVERNING UNIFORMITY

000. LEGAL AUTHORITY.
Article IX, Section 2 of the Idaho Constitution and Sections 33-105, 33-107, 33-116, and 33-1612, Idaho Code. (7-1-26)

001. SCOPE.
Uniform standards and governance by the State Board of Education pertinent to Teacher Certification, School Facilities, Accreditation, Transportation, School Release Time, Driver's Education and Juvenile Detention Centers. (3-15-22)

(BREAK IN CONTINUITY OF SECTIONS)

015. IDAHO EDUCATOR CREDENTIAL.
All standard educator certificates are valid for five (5) years and are renewable, subject to the applicable renewal requirements set by the State Board of Education (SBOE) and any applicable conditions applied to an individual's certificate by the professional standards commission. (7-1-26)

01. Standard Instructional Certificate. A Standard Instructional Certificate makes an individual eligible to teach all grades, subject to the grade ranges and subject areas of the valid endorsement(s) attached to the certificate. A standard instructional certificate may be issued to any person who has a baccalaureate degree or higher from an accredited college or university and who meets the following requirements or successfully completes an interim certificate requirements: (4-6-23)

a. Minimum Credit Hours. Earned a minimum of twenty (20) semester credit hours in the philosophical, psychological, methodological foundations, instructional technology, and in the professional subject matter of education, which shall include demonstration of competencies as specified in the Idaho comprehensive literacy plan; and (3-15-22)

b. Student Teaching. Complete a minimum of ten (10) undergraduate or six (6) graduate semester credit hours, of student teaching; and (3-15-22)

c. Complete a state board approved educator preparation program and receive an institutional recommendation from the program specifying the grade ranges and subjects for which the applicant is eligible to receive an endorsement; (4-6-23)

i. To receive endorsement in two (2) fields of teaching, preparation must consist of completion of at least thirty (30) semester credit hours in one (1) field of teaching, and completion of at least twenty (20) semester credit hours in a second field of teaching. (3-15-22)

ii. To receive endorsement in (1) field of teaching, preparation must consist of completion of at least forty-five (45) semester credit hours in a single subject area; (3-15-22)

d. Meet or exceed the state qualifying score on the state board approved content area and pedagogy assessments. (4-6-23)

02. Standard Pupil Service Staff Certificate. Persons who serve as school counselors, school psychologists, school social workers, and school nurses are required to hold the Standard Pupil Service Staff Certificate, with the respective endorsement(s) for which they qualify. Persons who serve as a speech-language pathologist, school audiologist, occupational therapist, or physical therapist may be required, as determined by the local educational agency, to hold a Standard Pupil Service Staff Certificate with respective endorsements for which they qualify. (4-6-23)

a. School Counselor Endorsement. To be eligible for a School Counselor endorsement, a candidate must have satisfied the following requirements. (3-15-22)

i. Hold a master's degree and provide verification of completion of an approved program of graduate study in school counseling, including sixty (60) semester credits, from a college or university approved by the Idaho SBOE or the state educational agency of the state in which the program was completed. The program must include successful completion of seven hundred (700) clock hours of supervised field experience, seventy-five percent (75%) of which must be in a K-12 school setting. This K-12 experience must be in each of the following levels: elementary, middle/junior high, and high school. Previous school counseling experience may be considered to help offset the field experience clock hour requirement; and (7-1-26)

ii. An institutional recommendation is required for a School Counselor endorsement. (3-15-22)

b. School Counselor – Basic Endorsement. (3-15-22)

i. Individuals serving as a school counselor pursuant to Section 33-1212, Idaho Code, shall be granted a School Counselor – Basic endorsement. The endorsement is valid for five (5) years or until such time as the holder no longer meets the eligibility requirements pursuant to Section 33-1212, Idaho Code. (3-15-22)

ii. Individuals who received their endorsement pursuant to Section 33-1212, Idaho Code, prior to July 1, 2018, will be transitioned into the School Counselor – Basic endorsement. Renewal date will remain the same as the initial credential. (3-15-22)

c. School Psychologist Endorsement. The renewal credit requirement may be waived if the applicant holds a current and valid National Certification for School Psychologists (NCSP) offered through the National Association of School Psychologists (NASP). To be eligible for a school psychologist endorsement, a candidate must complete a minimum of sixty (60) graduate semester credit hours which must be accomplished through one (1) of the following options: (3-15-22)

i. Completion of an approved thirty (30) semester credit hour master's degree in education or psychology and completion of an approved thirty (30) semester credit hour School Psychology Specialist Degree program, and completion of a minimum of twelve hundred (1,200) clock-hour internship within a local education agency under the supervision of the training institution and direct supervision of a certificated school psychologist; (3-15-22)

ii. Completion of an approved sixty (60) semester credit hour, master's degree program in School Psychology, and completion of a minimum of twelve hundred (1,200) clock-hour internship within a local education agency under the supervision of the training institution and direct supervision of a certificated school psychologist; (3-15-22)

iii. Completion of an approved sixty (60) semester credit hour, School Psychology Specialist degree program which did not require a master's degree as a prerequisite, with laboratory experience in a classroom, which may include professional teaching experience, student teaching or special education practicum, and completion of a minimum twelve hundred (1,200) clock-hour internship within a local education agency under the supervision of the training institution and direct supervision of a certificated school psychologist; and (3-15-22)

iv. Earn a current and valid National Certification for School Psychologists (NCSP) issued by the National Association of School Psychologists (NASP). (3-15-22)

d. Interim Certificate – School Psychologist Endorsement. This certificate will be issued to those who do not meet the educational requirements but hold a master's degree or higher in psychology and are working toward a standard pupil service staff certificate with school psychologist endorsement. This certificate will be issued for three (3) years while the applicant is meeting the educational requirements or obtaining the applicable experience leading to certification. If the educational requirements cannot be met within the three (3)-year time frame of the certificate, the employing LEA may request one (1)-time renewal of this interim certificate for the applicant. (3-15-22)

e. School Nurse Endorsement. To be eligible for a school nurse endorsement, a candidate must complete one (1) of the following options: (3-15-22)

i. Possess a valid professional nursing (RN) license issued by the Idaho State Board of Nursing, and a baccalaureate degree in nursing, education, or a health-related field from an accredited institution. (3-15-22)

ii. Possess a valid professional nursing (RN) license issued by the Idaho State Board of Nursing; have two (2) years of full-time (or part-time equivalent) school nursing, community health nursing, or any other area of pediatric, adolescent, or family nursing experience. (3-15-22)

f. Interim Certificate - School Nurse Endorsement. This certificate will be issued to those who do not meet the educational and/or experience requirements but who hold a valid professional nursing (RN) license in Idaho. This non-renewable certificate will be issued for three (3) years while the applicant is meeting the educational or experience requirements. (3-15-22)

g. Speech-Language Pathologist Endorsement. To be eligible for a speech-language pathologist endorsement, a candidate must possess a master's degree from an accredited college or university in a speech/language pathology program approved by the SBOE. The renewal credit requirement may be waived if the applicant holds a current and valid Certificate of Clinical Competence in Speech-Language Pathology offered through the American Speech-Language-Hearing Association and/or a current and valid speech-language pathologist license issued by the appropriate Idaho state licensing board. (7-1-26)

h. Interim Certificate - Speech-Language Pathologist Endorsement. This certificate will be issued to those who do not meet the educational requirements but hold a baccalaureate degree in speech-language pathology and are pursuing a master's degree. This certificate will be issued for three (3) years while the applicant is meeting the educational requirements. If the educational requirements cannot be met within the three (3)-year timeframe of the certificate, the employing LEA may request one (1)-time renewal of this interim certificate for the applicant if the applicant holds a valid occupational license or is supervised by a speech-language pathologist with a standard pupil service certificate. (3-15-22)

i. Audiology Endorsement. To be eligible for an audiology endorsement, a candidate must possess a master's degree from an accredited college or university in an audiology program approved by the SBOE. The renewal credit requirement may be waived if the applicant holds a current and valid Certificate of Clinical Competence in Audiology offered through the American Speech-Language-Hearing Association and/or a current and valid audiologist license issued by the appropriate Idaho state licensing board. (7-1-26)

j. School Social Worker Endorsement. To be eligible for a school social worker endorsement, a candidate must meet the following requirements: (3-15-22)

i. A master's degree in social work (MSW) from a postsecondary institution accredited by an organization recognized by the SBOE. The program must be currently approved by the state educational agency of the state in which the program was completed; and (7-1-26)

ii. An institutional recommendation from a state board approved program; and (3-15-22)

iii. The successful completion of a school social work practicum in a preschool through grade twelve 12 (Pre-K-12) setting. Post-LMSW extensive experience working with children and families may be substituted for the completion of a school social work practicum in a Pre-K-12 setting; and (3-15-22)

iv. A current and valid social work license pursuant to chapter 32, title 54, Idaho Code, and the rules of the State Board of Social Work Examiners. (3-15-22)

k. Occupational Therapist Endorsement. To be eligible for an occupational therapist endorsement, a candidate must have a current and valid occupational therapy license issued by the Occupational Therapy Licensure Board of Idaho. The candidate must maintain current and valid occupational therapy licensure for the endorsement to remain valid. (3-15-22)

l. Physical Therapist Endorsement. to be eligible for a physical therapist endorsement a candidate

must have a current and valid physical therapy license issued by the Idaho Physical Therapy Licensure Board. The candidate must maintain current and valid physical therapy licensure for the endorsement to remain valid. (3-15-22)

03. Standard Administrator Certificate. Persons who serve as superintendent, director of special education, secondary school principal, or principal of an elementary school with eight (8) or more teachers (including the principal), or are assigned to conduct the summative evaluation of certified staff are required to hold an Administrator Certificate. The certificate may be endorsed for service as school principal, superintendent, or director of special education. Assistant superintendents are required to hold the Superintendent endorsement. Assistant principals or vice-principals are required to hold the School Principal endorsement. Directors of special education are required to hold the Director of Special Education endorsement. Possession of an Administrator Certificate does not entitle the holder to serve as a teacher at a grade level for which the educator is not qualified or certificated. (3-15-22)

a. School Principal Endorsement. To be eligible for the School Principal endorsement, a candidate must meet the following requirements: (3-15-22)

i. Hold a master's degree from an accredited college or university. (3-15-22)

ii. Have four (4) years of full-time certificated experience working with students, while under contract in an accredited school setting. (3-15-22)

iii. Complete an administrative internship in a state-approved program, or have one (1) year of experience as an administrator. (3-15-22)

iv. Provide verification of completion of a state-approved program of at least thirty (30) semester credit hours of graduate study in school administration for the preparation of school principals at an accredited college or university. This program shall include the demonstration of proficiency in conducting instructional and pupil service staff evaluations based on the statewide framework for evaluation, and competencies in the Idaho Standards for School Principals. (3-15-22)

v. Receive an institutional recommendation for a School Principal endorsement. (3-15-22)

b. Superintendent Endorsement. To be eligible for the Superintendent endorsement, a candidate must meet the following requirements: (3-15-22)

i. Hold an education specialist or doctorate degree or complete a comparable post-master's sixth year program at an accredited college or university. (3-15-22)

ii. Have four (4) years of full-time certificated/licensed experience working with students while under contract in an accredited school setting. (3-15-22)

iii. Complete an administrative internship in a state board approved program for the superintendent endorsement or have one (1) year of out-of-state experience as an assistant superintendent or superintendent. (3-15-22)

iv. Provide verification of completion of an approved program of at least thirty (30) semester credit hours, of post-master's degree graduate study for the preparation of school superintendents at an accredited college or university. This program in school administration must include demonstration of proficiency in conducting instructional and pupil service staff evaluations based on the statewide framework for evaluation, and demonstration of competencies in the Idaho standards for superintendents and the Idaho Standards for School Principals. (3-15-22)

v. Receive an institutional recommendation for a Superintendent endorsement. (3-15-22)

c. Director of Special Education Endorsement. To be eligible for the Director of Special Education endorsement, a candidate must meet the following requirements: (3-15-22)

i. Hold a master's degree from an accredited college or university; (3-15-22)

ii. Have four (4) years of full-time certificated/licensed experience working with students Pre-K-12, while under contract in a school setting; (3-15-22)

iii. Provide verification of a state board approved program of graduate study of school administration for the preparation of directors of special education at an accredited college or university. This program shall include demonstration of proficiency in conducting instructional and pupil service staff evaluations based on the statewide framework for evaluation, and demonstration of competencies in the Idaho Standards for Directors of Special Education and the Idaho Standards for School Principals. Coursework shall include knowledge and competence in understanding the Individuals with Disabilities Education Act, utilizing the Idaho Special Education Manual, special education funding and fiscal accountability, results-driven leadership and accountability in special education, and instructional, behavioral, and management strategies for supporting students in the least restrictive environment. (3-15-22)

iv. Have completed an administrative internship in the area of administration of special education; and (3-15-22)

v. An institutional recommendation is required for Director of Special Education endorsement. (3-15-22)

04. Career Technical Certification Requirements. Teachers of career technical courses or programs in secondary schools must hold an occupational specialist certificate and an endorsement in an appropriate occupational discipline. All occupational certificates must be approved by the Division of Career Technical Education regardless of the route an individual is pursuing to receive the certificate. (3-15-22)

a. Standard Degree Based Career Technical Certificate. Persons who hold a degree based career technical certificate are eligible to teach in a career technical area, subject to the grade range(s) and subject area(s) of the valid endorsement(s) attached to the certificate. All degree based career technical certificates require candidates to meet the Idaho Core Teaching Standards. The degree based career technical certificate is valid for five years. A degree based career technical certificate may be issued to any person who has a baccalaureate degree from an accredited college or university and meets the following requirements: (3-15-22)

i. Earned a minimum of twenty (20) semester credit hours in the philosophical, psychological, methodological foundations, instructional technology, and in the professional subject matter of education, which ,shall include demonstration of competencies as specified in the Idaho Comprehensive Literacy Plan; (3-15-22)

ii. Earned a minimum of twelve (12) semester credit hours in career technical education foundation coursework to include principles and philosophies of career technical education, evaluation and assessment in career technical education, leadership and career technical student organization leadership, career guidance and transition, occupational analysis and curriculum development, and lab safety; (3-15-22)

iii. ~~Accumulated one thousand (1,000) clock hours of~~ Equivalent related industry experience, ~~or practicum as~~ approved by the ~~higher education institution~~Board, in the respective field of specialization as authorized by section 33-2205, Idaho code; ( )~~(3-15-22)~~

iv. Completed a total of at least ten (10) undergraduate semester credit hours or six (6) graduate semester credit hours of student teaching: (3-15-22)

v. Completed a state board approved educator preparation program and received an institutional recommendation specifying the grade ranges and subjects for which the person is eligible to receive an endorsement; (3-15-22)

(1) To receive endorsement in two (2) fields of teaching, preparation must consist of at least thirty (30) semester credit hours in one (1) field of teaching and completion of at least twenty (20) semester credit hours in a second field of teaching. (3-15-22)

(2) To receive endorsement in one (1) field of teaching, preparation must consist of completion of at least forty-five (45) semester credit hours in a single subject area. (3-15-22)

vi. Met or exceeded the state qualifying score on the state board-approved content area and pedagogy assessments. (3-15-22)

vii. The renewal credits required in Section 060 may be waived if the applicant holds a current, valid certificate from the National Board for Professional Teaching Standards at the time of renewal. Credits must be earned during the validity period of the certificate. (4-6-23)

b. Career Technical Education Program Standard Administrator Certificate. The career technical education program administrator certificate is required for an individual serving as an administrator, director, or manager of career technical education programs in Idaho public schools. Individuals must meet one (1) of the two (2) following prerequisites to qualify for the career technical education program administrator certificate. The certificate is valid for five (5) years and must meet the renewal requirements pursuant to Section 060 of these rules to renew. (7-1-26)

i. Qualify for or hold an advanced occupational specialist certificate or hold an occupational endorsement on a degree based career technical certificate; provide evidence of a minimum of four (4) years teaching, three (3) of which must be in a career technical education discipline; hold a master's degree; and complete at least fifteen (15) semester credits of administrative course work to include required credits in. education finance, administration and supervision of personnel, and legal aspects of education. Remaining coursework may be selected from: administration and supervision of occupational programs; instructional supervision; administration internship; curriculum development; curriculum evaluation; research in curriculum; school community relations; communication; teaching the adult learner; coordination of work-based learning programs; and/or measurement and evaluation. (3-15-22)

ii. Hold a superintendent or principal endorsement on a standard administrator certificate and provide evidence of either a minimum of four (4) years teaching, three (3) of which must be in a career technical discipline; or successful completion of a Division of Career Technical Education career technical education leadership institute; or completion of course work including credits in: principles and foundations of career technical education, career technical student organizations, occupational analysis, curriculum design, one or more externships with career technical education industry advisor partners totaling 100 hours, and ongoing participation in technical advisory committee meetings associated with the school's career technical education programs. (4-6-23)

c. Industry-Based Occupational Specialist Certificate. Persons who hold an occupational specialist career technical certificate are eligible to teach in a career technical program pathway(s), subject to the grade range(s) and pathway areas(s) of the valid endorsement(s) attached to the certificate. All occupational specialist career technical certificates require candidates to meet the core teaching standards of the Idaho Standards for Initial Certification of Professional School Personnel. An occupational specialist career technical certificate may be issued to an experienced industry expert entering the teaching profession who: ~~and meeting the following eligibility requirements:~~ ~~( )(3-15-22)~~

i. Possesses either a high school diploma or General Educational Development (GED) certificate; meets provisions of Idaho Code; and, has verif~~y~~iable technical skills obtained through work experience, industry certification or testing ~~as listed below~~. When applicable, ~~requirements of~~ occupationall~~y~~ ~~related state agencies~~licensing requirements must also be met. ~~Since educational levels and work experiences vary, a~~Applicants ~~may~~ will be determined qualified under any one (1) of the following ~~three (3)~~ options: ~~( )(3-15-22)~~

~~(1) Have three (3) years or six thousand (6,000) hours of recent, gainful employment in the occupation for which certification is requested, at least half of which must have been during the immediate previous five (5) years; or (3-15-22)~~

~~(2) Have a baccalaureate degree in the specific occupation or related area, plus one (1) year or two thousand (2,000) hours of recent, gainful employment in the occupation for which certification is requested, at least~~

~~half of which must have been during the immediate previous five (5) years; or~~Meets the professional experience hours requirements established by the Board pursuant to section 33-2205, Idaho code. (____)~~(3-15-22)~~

(~~3~~2) Holds or has~~ve~~ held an industry certification in a field closely related to the content area in which the individual seeks to teach as approved by the Division of Career Technical Education. (____)~~(3-15-22)~~

ii. Limited Occupational Specialist Certificate. This certificate is issued to individuals who are new to teaching in Idaho public schools or new to teaching in career technical education in Idaho public schools. The certificate is an interim certificate and is valid for three (3) years and is non-renewable. ~~Applicants must meet all of the minimum requirements established in Subsection 015.06.a. of these rules.~~ Individuals on a limited occupational specialist certificate must complete one (1) of the two (2) following pathways during the validity period of the certificate: (____)~~(3-15-22)~~

(1) Pathway I - Coursework: Within the three-year period of the Limited Occupational Specialist Certificate, the instructor must satisfactorily complete the pre-service training prescribed by the Division of Career Technical Education and demonstrate competencies in principles/foundations of occupational education and methods of teaching occupational education. Additionally, the instructor must satisfactorily demonstrate competencies in two (2) of the following areas: career pathways and guidance; analysis, integration, and curriculum development; and measurement and evaluation. (3-15-22)

(2) Pathway II – Cohort Training: Within the first twelve (12) months, the holder must enroll in the Division of Career Technical Education sponsored education pedagogy training and complete all requirements within the three-year validity period of the interim certificate. (3-15-22)

iii. Standard Occupational Specialist Certificate. (3-15-22)

(1) This certificate is issued to individuals who have held a limited occupational specialist certificate and completed one (1) of the pathways for renewable certification. (3-15-22)

(2) The Standard Occupational Specialist Certificate is valid for five (5) years and must meet the renewal requirements pursuant to Section 060 of these rules to renew. Credit equivalency will be based on verification of forty-five (45) hours of participation at approved technical conferences, institutes, or workshops where participation is prorated at the rate of fifteen (15) hours per credit; or one hundred twenty (120) hours of approved related work experience where hours worked may be prorated at the rate of forty (4) hours per credit; or any equivalent combination thereof. (4-6-23)

iv. Advanced Occupational Specialist Certificate. This certificate is issued to individuals who are eligible for the Standard Occupational Specialist Certificate; and provide evidence of completion of a teacher training degree program or eighteen (18) semester credits of Division of Career Technical Education approved education or content-related course work in addition to the twelve (12) semester credits required for the Standard Occupational Specialist Certificate (a total of thirty (30) semester credits. The Advanced Occupational Specialist Certificate is valid for five (5) years and must meet the renewal requirements pursuant to Section 060 of these rules to renew. (4-6-23)

05. Postsecondary Specialist Certificate. A Postsecondary Specialist certificate will be granted to a current academic faculty member whose primary employment is with any accredited Idaho postsecondary institution. To be eligible to teach in the public schools under this postsecondary specialist certificate, the candidate must supply a recommendation from the employing institution (faculty's college dean). The primary use of this state-issued certificate is for distance education, virtual classroom programs, and public and postsecondary partnerships. (3-15-22)

a. To renew this certificate, the renewal application must be accompanied with a new written recommendation from the postsecondary institution (faculty's college dean level or higher). (3-15-22)

b. The candidate must meet the following qualifications: (3-15-22)

i. Hold a baccalaureate degree or higher in the content area being taught; (3-15-22)

ii. Be currently employed by the postsecondary institution in the content area to be taught; and (3-15-22)

iii. Complete and pass a criminal history background check as required by Section 33-130, Idaho Code. (3-15-22)

06. American Indian Tribal Language Certificate. The five (5) federally recognized tribes of Idaho shall provide to the State Department of Education the names of those highly and uniquely qualified individuals who have been designated to teach tribal language(s) in accordance with Section 33-1280, Idaho Code. To be eligible for an American Indian Tribal Languages certificate an applicant designated to teach tribal language(s) shall submit a complete application. If approved the certificate shall be issued for five years and is renewable. (3-15-22)

07. Junior Reserved Officer Training Corps (Junior ROTC) Instructors. (3-15-22)

a. To be eligible for a Junior ROTC Instructor certificate, an applicant shall submit a complete application and provide a copy of their certificate(s) or letter of completion of an armed forces Junior ROTC training program. (3-15-22)

b. If approved the certificate shall be issued for five years and is renewable. (3-15-22)

08. Additional Renewal Requirements. In addition to specific certificate or endorsement renewal requirements, applicants must meet the following renewal requirements as applicable: (3-15-22)

a. Administrator certificate renewal. In order to recertify, holders of an administrator certificate must complete a course consisting of a minimum of three (3) semester credits in the Idaho framework for teachers' evaluation pursuant to Section 33-1204, Idaho Code. Credits must be earned through an approved educator preparation program and include a laboratory component. The laboratory component must include in-person or video observation and scoring of teacher performance using the statewide framework for teacher's evaluation. The approved course must include the following competencies: (3-15-22)

i. Understanding professional practice in Idaho evaluation requirements, including gathering accurate evidence and artifacts, understanding and using the state framework for evaluation rubric with fidelity, proof of calibration and interrater reliability, ability to provide effective feedback for teacher growth, and understanding and advising teachers on individualized learning plan and portfolio development. (3-15-22)

ii. Understanding student achievement and growth in the Idaho evaluation framework, including understanding how measurable student achievement and growth measures impact summative evaluation ratings and proficiency in assessment literacy. (3-15-22)

(BREAK IN CONTINUITY OF SECTIONS)

021. ENDORSEMENTS.
Holders of an Instructional Certificate or Occupational Specialist Certificate must have one (1) or more endorsements attached to their certificate as applicable to the type of certification. Instructional staff are eligible to teach in the grades and content areas of their endorsements. Idaho educator preparation programs shall prepare candidates for endorsements in accordance with these certification requirements and the standards approved by the board. An official statement from the college of education of competency in a content area or field is acceptable in lieu of required credits if such statements are created in consultation with the department or division of the accredited college or university in which the competency is established and are approved by the director of teacher education of the recommending college or university. Statements must include the number of credits the competency evaluation is equivalent to. To add an endorsement to a certificate, an individual must complete the credit hour requirements as established by the SBOE and meet or exceed the state qualifying score on a board approved content, pedagogy or performance assessment. (7-1-26)

01. Clinical Experience Requirement. All standard endorsements require supervised clinical experience in the relevant content area, or a State Department of Education or Division of Career Technical Education approved alternative clinical experience as applicable to the area of endorsement. (4-6-23)

02. Alternative Authorization - Teacher to New Endorsement. This alternative authorization allows a local education agency to request additional endorsement for a candidate. This authorization is valid for one (1) year and may be renewed for two (2) additional years with evidence of satisfactory progress on one (1) of the following options: (4-6-23)

a. Option I -- An official statement of competency in a teaching area or field from the college of education of an accredited college or university is acceptable in lieu of courses if the statement is created in consultation with the department or division in which the competency is established and is approved by the director of teacher education of the recommending college or university. (3-15-22)

b. Option II -- Master's degree or higher. By earning a graduate degree in a content specific area, candidates may add an endorsement in that same content area to a valid instructional certificate. Successful completion of a one (1) year, state board approved mentoring program must be completed during the first year to maintain the endorsement. (4-6-23)

c. Option III -- Content area assessment and mentoring. A candidate may add an endorsement by successfully completing a state board-approved content areas assessment and a one-year, state board-approved mentoring program within the first year of authorization. (3-15-22)

d. ~~For all candidates moving to an initial certification in a career technical education endorsement area, the candidate will be required to complete or have completed coursework in principles and foundations of career technical education and career technical student organizations, training in occupational analysis and curriculum design, and a minimum of two hundred (200) internship/externship hours in the career technical education endorsement area.~~ Option IV -- Occupational specialists may add endorsements through the completion of industry professional experience or internship/externship hours equivalent to the required professional hours established by the Board pursuant to section 33-2205, Idaho code. (____)~~(4-6-23)~~

03. National Board Certification. An applicant holding an instructional certificate and current national board certification may add an endorsement in a corresponding content-specific area. (3-15-22)

(BREAK IN CONTINUITY OF SECTIONS)

SUBJECT

Board Policy I.C. and I.F. Repeal - First Reading

BACKGROUND

The State Board of Education's Governing Policies and Procedures are designed to provide details and guidance not found in statute or rule.

Board Policy I.C. was most recently amended by the Board in 2008. It provides definitions related to rule and indicates that Board rules, policies, and procedures must be in compliance with Title 67, Chapter 52, Idaho Code, known as the Administrative Code Act.

The Board last considered Board Policy I.F. in 2002. This policy states that the missions and roles of the agencies and institutions under the Board's governance are established in statute.

PROPOSAL

Board Policy I.C. and Board Policy I.F. address information that is duplicative with statute. Board staff has confirmed with legal counsel that neither section is necessary in Board Policy. The proposal is to fully repeal both sections.

IMPACT

Approval of the first reading of the proposed repeal of Board Policy I.C. and Board Policy I.F. will result in the proposed changes returning to the Board for a second reading. Second reading approval by the Board will result in repeal of Board Policy I.C. and Board Policy I.F.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Board staff has confirmed that the information in Board Policy I.C. and Board Policy I.F. is redundant with statute and is unnecessary. Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Board Policy I.C. Repeal Redline
Attachment 2 – Board Policy I.F. Repeal Redline

BOARD ACTION

I move to approve the first reading of amendments to repeal Board Policy I.C. and Board Policy I.F., as provided in Attachment 1 and Attachment 2.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Idaho Code § 67-5201 to § 67-5292
Board Policy I.C. Rules
Board Policy I.F. Role and Mission

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

~~SUBSECTION: C. Board Rules~~ ~~December 2008~~

1. ~~"Board Rules" are defined as statements of general applicability that (a) implement, interpret, or prescribe law or policy and (b) describe the organization, procedure, or practice requirements of the Board which affect private rights or procedures available to the public or declaratory rulings pursuant to Section 67-5201 *et seq*. of the Idaho Code.~~

2. ~~The "Board Bylaws and Governing Policies and Procedures" are statements of internal management for the institutions, agencies, and the Board itself and do not constitute Board rules under the meaning of 67-5201 *et seq*. of the Idaho Code, known as the "Administrative Procedure Act."~~

3. ~~"Board Governing Policies and Procedures" regarding the curricula of the institutions, students attending or applicants for admission to the institutions, and the use and maintenance of land, equipment, and buildings of the respective institutions are not considered rules under the meaning of the Idaho "Administrative Procedure Act."~~

4. ~~The adoption of procedures, numbering and format, hearing notice, hearing, procedures, publication, transmittal, and related matters pertaining to Board rules must be in conformity with the requirements of the "Administrative Procedure Act."~~

5. ~~The executive director, in consultation with the Board's legal counsel, decides whether a policy or procedure matter is to be considered a rule.~~

6. ~~Board rules are printed in the Idaho Administrative Code.~~

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

~~SUBSECTION: F. Role and Mission~~ ~~April 2002~~

~~The state constitution and the applicable statutes of the Idaho Code establish and prescribe the legal role and mission of each institution and agency under the governance of the Board. (*See* Section III. I.).~~

SUBJECT

Board Policy VI.B. Public Records Requests – First Reading

BACKGROUND

Board Policy VI.B. establishes the Board's procedures for responding to public records requests. The policy has not undergone a comprehensive review since 2008. Board staff reviewed the policy and identified updates necessary to improve clarity, align policy language with current practices, and ensure consistency with applicable public records requirements.

PROPOSAL

The proposed amendments to Board Policy VI.B., as provided in Attachment 1, clarify procedures associated with the receipt, processing, and fulfillment of public records requests. The updated policy will include additional information regarding how the Office of the State Board of Education (OSBE) manages public records requests, including specifying when fees may be applicable. These changes are intended to improve clarity, consistency, and administrative efficiency.

IMPACT

If approved, the proposed amendments will advance to second reading at a future Board meeting. Upon final adoption, the revised policy will provide updated guidance regarding the management and processing of public records requests.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Board staff recommends approval.

ATTACHMENTS

Attachment 1 – Board Policy VI.B. Redline

BOARD ACTION

I move to approve the first reading of proposed amendments to Board Policy VI.B. Public Records Requests as submitted in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

APPLICABLE STATUTE, RULE OR POLICY

Board Policy VI.B.
Sections 74-101 through 74-127, Idaho Code.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: VI. OFFICE OF THE STATE BOARD OF EDUCATION
Subsection: B. Public Records Requests **December ~~2008~~2026**

1. Purpose: This policy outlines how the Office of the State Board of Education will process public records requests in accordance with Idaho Code Title 74, Chapter 1, Idaho Public Records Act.

2. Definitions

   a. PRR Coordinator: the staff member designated as the custodian of public records who is responsible for tracking all public records requests and implementing the process outlined in this policy.

3. Custodian of Public Records

   The Office of the State Board of Education (OSBE) ~~chief c~~Communications ~~and legislative affairs Officer~~Manager ~~of the Office of the State Board of Education~~ is designated the ~~public records requests~~ custodian of public records and will be referred to as the Public Records Requests (PRR) Coordinator. ~~for the purposes of the Open Records Law, Title, 74, Chapter 1, Idaho Code~~. In the event the ~~public affairs officer~~PRR ~~Administrator~~ Coordinator is absent from the office for more than three (3) regular working days, the Executive Director or Deputy Director may designate a temporary ~~custodian of records~~PRR Coordinator.

4~~2~~. General Subject Matter of Records

   The Office of the State Board of Education receives and maintains ~~various~~ documents and information created by OSBE and from the agencies and institutions under the ~~jurisdiction~~ governance of the Board, including, but not limited to:~~, budget, audit, and other~~

   - State Board of Education meeting materials and meeting minutes;
   - Board Policy and Administrative Code amendments;
   - F~~f~~iscal information and audits;~~,~~
   - Higher education facilities information;
   - Program information;
   - Student applications to OSBE-managed scholarships; and
   - Data regarding students including enrollment, performance outcomes, and high school and higher education completion. ~~enrollment data, proposals for academic and vocational programs, agendas for Board meetings, and financial aid reports. The office receives student applications for certain scholarships and exchange programs. The office also maintains records pertaining to its staff employees.~~

5~~3~~. Location of Records

The public records ~~mentioned above~~ are located in the files and computers of the Office of the State Board of Education, Third Floor, Len B. Jordan Building, 650 West State Street, Boise, Idaho.

6~~4~~. Submitting Public Records Requests ~~Submissions~~

~~Information on how to submit public record requests is posted at: https://boardofed.idaho.gov/resources/request-for-public-information-form/.~~

a. Request Format

Public records requests must be submitted in writing and must include all of the following information:

- requester's full name;
- requester's mailing address;
- requester's e-mail address;
- requester's phone number;
- attestation of state of residency;
- attestation that the records request is not being used for a mailing or telephone list;
- specific description(s) of the records sought, including the date range if applicable.

b. Submission Options

An individual may submit a public records request by:

- Filling out and submitting the public records request form on the State Board of Education website (https://boardofed.idaho.gov/board-of-education/public-information-request/).
- Submitting a hard copy of a request via U.S. mail or hand delivery to the Idaho State Board of Education.

7. Public Records Request Timeline

a. Timeline

OSBE will complete records requests according to the timelines for responses established in Idaho Code § 74-103, for Idaho residents versus non-residents.

b. Impact of Fees on the Timeline

If it is determined that fees are required for copying or labor pursuant to section 9, the time limit to respond is paused on the date the requester is notified of the fee due. The requester has 30 days to pay the fee. The time limit to respond resumes

on the day after the requester pays the fee. If no payment is received, the request is considered withdrawn.

8. Fulfilling the Request

a. Response Format and Scope

i. Documents will be provided electronically in PDF unless a hard copy is specifically requested.
ii. The PRR Coordinator may provide the requester with information to help the requester narrow the scope of the request.
iii. If a request is made for research purposes for data that has not been released as a report, the request will be treated as a public records request if it is for data in aggregated form including applicable masking. If the request is for disaggregated data, it will not be considered a public records request and shall be referred to the Data Management Council for consideration as a research request.

b. Legal Counsel

The Executive Director, Deputy Director, or PRR Coordinator may determine if a public records request warrants legal counsel review. If a matter within the scope of a request has been or is likely to be the source of litigation, the request shall be reviewed by legal counsel.

9. Fees

Pursuant to Idaho Code § 74-102(10), OSBE may charge fees for the fulfillment of a records request that exceeds the non-fee work described in 9.a.

a. Non-Fee Work

i. Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee will be charged for the first 2 hours of labor in responding to a request for public records, or for copying or scanning the first 100 pages of paper records that are requested.

b. Records for which Fees May Apply

Fees may be established to recover the actual labor and copying costs associated with locating and copying documents if:

- The request is for more than 100 pages of paper records; or
- The request includes records from which nonpublic information must be redacted; or

- The actual labor associated with responding to requests for public records exceeds 2 hours.

c. Fee Formula

i. OSBE shall maintain a fee formula approved by the Executive Director or Deputy Director. The formula shall reflect the personnel and quantity of work time reasonably necessary to process a request. Fees for labor costs shall be charged at the per hour pay rate of the staff and/or legal counsel needed to process the request.

ii. If there is reason to believe that a requester or group is attempting to separate a request into a series of requests for the purpose of avoiding fees, OSBE may aggregate such requests to determine the total fee and will charge accordingly.

d. Fee Waivers

The Executive Director or Deputy Director may authorize the PRR Coordinator to waive fees associated with a public records request. Idaho Code § 74-102 establishes circumstances for a requester who is an Idaho resident to demonstrate that they should not be charged fees for a records request that exceeds the first 2 hours of labor or 100 pages of paper records. The following factors may be considered when evaluating fee waiver requests:

- The extent to which the requester will receive economic benefit through use of the requested information.
- Whether the subject of the requested records concerns government operations or activities.
- Whether the requested records would contribute to the public's interest or understanding of government operations or activities.
- Whether the requester will disseminate the information to the public.
- Whether the requested records are already in the public domain.

10. Retention of Public Records Requests

a. OSBE will retain records in accordance with Idaho's records retention policies.

b. If a records request is denied in part or in whole, the records request and associated documentation and communications shall be retained for 180 days to allow for an appeal of the denial as provided in Idaho Code § 74-115.