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**IDAPA 08
TITLE 02
Chapter 03**

**08.02.03 - DISTRICT PERSONNEL AND CERTIFICATION
STATE BOARD OF EDUCATION RULES FOR PUBLIC SCHOOLS, K-12**

000. -- 099. (RESERVED).

100. ACCREDITED INSTITUTION.

For purposes of teacher certification, an accredited normal school, college, university, or other teacher training institution is considered by the Idaho State Board of Education to be one that is accredited by one of six (1 of 6) regional associations, by the Association of American Universities, or by the American Association of Teachers Colleges. Credits earned in nonaccredited institutions may be applied toward teacher certification if such credits are earned in courses approved by an accredited college or university. (5-17-93)

101. -- 109. (RESERVED).

110. CERTIFICATION OF TEACHERS TRAINED IN FOREIGN INSTITUTIONS.

Consideration of credentials for teacher certification submitted by persons trained in institutions of foreign countries shall be in accordance with the following procedure: (5-17-93)

01. Submission of Credentials. The applicant's shall submit credentials to the principal staff member in charge of certification in the State Department of Education who will forward them to the registrar, University of Idaho, for translation and evaluation. (5-17-93)

02. Recommendation of Registrar. The registrar will send to the office of the State Superintendent of Public Instruction a copy of the evaluation together with his recommendation. (5-17-93)

03. Determination of Eligibility. Final determination of eligibility for certification will remain with the certification office as the agent of the State Board of Education. (5-17-93)

04. Other Criteria. All other procedures in effect at the time must be followed by the applicant. (5-17-93)

111. -- 119. (RESERVED).

120. USE OF LIFE CERTIFICATES.

Holders of valid Idaho Life Certificates employed in positions requiring constant professional study and practice in the State Department of Education, Idaho institutions of higher learning, the office of district superintendents of schools, or in responsible staff positions with federal emergency educational projects operating within the state shall register said life certificates in the certification office of the State Department of Education. The services rendered while the holder of such registered certificate is employed by any of the above agencies shall be counted as professional work in maintaining validity of life certificates. (5-17-93)

121. -- 129. (RESERVED).

130. RETENTION OF TRANSCRIPTS SUBMITTED WITH APPLICATIONS FOR TEACHER CERTIFICATES.

The certification office is authorized to retain transcripts submitted with applications for certificates with those transcripts becoming the property of the State Department of Education and the State of Idaho. (5-17-93)

131. -- 139. (RESERVED).

140. PERMITS - INTERNS.

The certification office is authorized to issue permits to serve as interns for one (1) year to all of the applicants approved by Idaho accredited higher institutions. (5-17-93)

141. -- 149. (RESERVED.)

150. CERTIFICATES ISSUED TO APPLICANTS FROM REGIONALLY ACCREDITED INSTITUTIONS.

The certification office is authorized to issue Idaho Standard Certificates to applicants from regionally accredited institutions meeting requirements for standard certificates or equivalent (i.e., those based on a bachelor's degree) in other states when they substantially meet the requirements for the Idaho Standard Certificate; and the certification office shall determine whether or not an applicant's transcript meets the requirements providing that it does not deviate from the subject field requirements in more than three (3) semester hours or from the professional education requirements in more than three (3) semester hours, and providing that the total number of hours of professional education is not less than twenty (20) hours and the subject field requirements total not less than twenty (20) hours.

(5-17-93)

151. -- 159. (RESERVED.)

160. SUBSTITUTE TEACHER AUTHORIZATION.

The certification office may issue a substitute teacher authorization to an applicant upon the request of a school district or other educational agency. Said authorization is valid for the current school year or remaining part thereof and may be renewed annually upon the request of the school district or educational agency. This authorization is valid for use only in the school district or educational agency making the request. More than one (1) authorization may be issued to an applicant if more than one (1) educational agency so requests. A person holding substitute teacher authorization may not be employed continuously for more than one (1) calendar month in any one (1) position, except that an extended authorization may be granted upon the request of the educational agency if unusual conditions exist. No extension will be authorized when a certificated teacher acceptable to the board of trustees is available. In all cases, the educational agency will endeavor to employ acceptable certificated teachers to serve as substitute teachers.

(5-17-93)

161. -- 169. (RESERVED.)

170. LETTERS OF AUTHORIZATION PROPOSAL.

Requests for letters of authorization for teachers to serve in a position for which the teacher is not fully certified shall be sent to the State Department of Education, Office of Teacher Certification. The request and supporting information will be reviewed by a committee of the Professional Standards Commission. Recommendations of that committee will be submitted to the full Commission for recommendation to the State Board of Education. The State Board of Education has final authority to approve or disapprove the recommendations of the Professional Standards Commission. An authorization may be requested for one, two, or three (1, 2, or 3) school years. Authorizations approved for two (2) or three (3) years must be renewed annually, upon completion of a minimum of nine (9) semester hours of credit applicable to the standards for full certification in the area of authorization approval. The procedure to follow for submitting a request for a Letter of Authorization as established by the Professional Standards Commission and approved by the State Board of Education is as follows:

(5-17-93)

01. Declaration of Emergency. An "emergency" must be declared by the local board and such action spread upon the minutes of a regular board meeting.

(5-17-93)

02. Submission of Request. The local educational agency shall promptly submit to the Office of Teacher Certification a notice of the declaration of emergency and a request for the instructions and forms to apply for a Letter of Authorization.

(5-17-93)

03. Submission of Information. Upon receipt of the necessary forms and instructions from the State Department of Education, the local educational agency shall expeditiously submit the necessary information in a single package. The material required shall include the following:

(5-17-93)

a. Evidence of completion of a bachelor's degree except in the limited fields of trade and industries;

(5-17-93)

b. A regular Idaho teacher's certification application form and teacher information form completed by the applicant;

(5-17-93)

- c. Supporting information from the local educational agency attesting to the teacher's ability to serve; (5-17-93)
 - d. Official transcripts of the applicant; (5-17-93)
 - e. Recommendations for the applicant; and (5-17-93)
 - f. The initial fee or annual renewal fee. (5-17-93)
04. Extended Authorization. For two (2) and three (3) year authorization requests the following criteria will apply, in addition to those listed in Rule 170.03.a. through 03.f: (5-17-93)
- a. At the time of the application, the teacher must be enrolled in a program and qualify for admission to a college or university program leading to full certification in the area of authorization or an appropriate program leading to the completion of vocational requirements. (5-17-93)
 - b. A program plan must be submitted with the application and, where appropriate, a letter be provided from the institution of higher education verifying the plan. (5-17-93)
 - c. A minimum of nine (9) semester hours of credit must be earned annually to be eligible for the extension of the approved Letter of Authorization except in the limited fields of trades and industries. (5-17-93)
 - d. A recommendation from the institution of higher education, or vocational equivalency, verifying satisfactory progress of the teacher in meeting the requirements of the program plan, must be submitted annually prior to the renewal of the Letter of Authorization. (5-17-93)

171. -- 179. (RESERVED.)

180. PROPER CERTIFICATE REQUIRED FOR POSITION HELD - MISASSIGNMENT.

A person employed by a school district in a position requiring a certificate must hold a valid certificate of the specific type and bearing the specific certificate endorsement required for the service being rendered. Any person not meeting such requirements shall be deemed to be misassigned and noncertificated within the meaning of Idaho Code, Section 33-1002(7)(f) and Section 33-1201. The State Superintendent of Public Instruction shall withhold funds as required by law in the event a district is determined to have misassigned teachers in violation of the provisions of this policy. In determining whether such a violation has occurred, the following shall apply: (5-17-93)

01. Notification of Discrepancy. Following the receipt and analysis of the annual Professional Staff Record reports of each district, the certification office shall notify each district of any apparent discrepancies found in teacher assignment/teacher certification. The district shall be required to provide clarification and other information that might refute the existence of such discrepancies, and shall be advised that monies could be withheld from the district if it is determined that a teacher is performing in a capacity for which that teacher is not properly certificated and endorsed. (5-17-93)

02. Determination of Misassignment. If, after a review of the clarification and other information received from the district, the certification office determines that there exists sufficient cause to believe a teacher in a district is serving without proper certification, the certification office shall notify the district to that effect. The district shall be requested to show cause why the discrepancy should not be reported to the State Superintendent of Public Instruction for a decision on withholding of funds. (5-17-93)

03. Report of Findings. If the certification office then determines that the teacher has been assigned contrary to the Idaho Code and State Board of Education Rules for Public Schools, K-12, this finding shall be reported to the State Superintendent of Public Instruction, and shall include a summary of the circumstances of the case. Teachers who hold current letters of authorization will not be deemed misassigned within the meaning of this policy. (5-17-93)

04. Decision and Notification. The State Superintendent of Public Instruction shall have responsibility

for rendering the decision on fund withholding and for notifying the district of the action to be taken by the state.
(5-17-93)

05. **Permission to Assign Duties.** The State Superintendent of Public Instruction may permit a district to assign a teacher to part-time duties for which the teacher is not properly certificated or endorsed without penalty, provided all the following conditions are met: (5-17-93)

- a. Such duties may comprise no more than two-fifths (2/5) of the teacher's full-time annual workload; (5-17-93)
- b. Such misassigned persons must have a minimum of six (6) semester hours of college credit in each subject area in which service is rendered; (5-17-93)
- c. Such persons misassigned must comprise no more than five percent (5%) of the total number of the district's certificated, full-time teachers, or five (5) teachers, whichever is greater; and (5-17-93)
- d. The district must demonstrate in a written report that it has made a good faith effort to employ properly certificated educators for those duties and that a conscientious effort is being made to remedy each specific misassignment problem. (5-17-93)

06. **Authorizations - Misassignments.** An authorization will be granted by the State Board of Education through the certification office to a local school district or educational agency to use those certified teachers in the same misassigned position: (5-17-93)

- a. Who have served successfully in the misassigned position for eight (8) or more years immediately preceding September 1, 1978. This authorization shall apply for service in the present local educational agency only. This authorization may be renewed yearly upon request of the local educational agency; (5-17-93)
- b. Who have taught successfully in the misassigned position for less than eight (8) years immediately preceding September 1, 1978, and have ten (10) or more semester credits toward full endorsement. This authorization shall apply for service in the present local educational agency only. This authorization may be renewed yearly, twice, for a total of three (3) consecutive years, upon request of the local education agency; or (5-17-93)
- c. Who have taught successfully in the misassigned position for less than eight (8) years immediately preceding September 1, 1978, and have less than ten (10) semester credits toward full endorsement. This authorization shall apply for service in the present local educational agency only. This authorization may be renewed yearly, four (4) times, for a total of five (5) consecutive years upon the request of the local educational agency. (5-17-93)

07. **Violation.** In cases of part-time misassignment in which the conditions identified in Subsections 180.01. through 06. are violated, the State Superintendent of Public Instruction may withhold any proportion of the salary of a misassigned teacher as the Superintendent of Public Instruction determines circumstances warrant. (5-17-93)

181. -- 189. (RESERVED.)

190. HEAD TEACHER - SMALL ELEMENTARY SCHOOLS.

Schools not to exceed seven (7) teachers may be administered by a "head teacher." The local board shall assign to this position only persons who hold a teaching certificate valid for grade levels in the school. (5-17-93)

191. -- 199. (RESERVED.)

200. COOPERATING TEACHERS.

Public school teachers who serve as cooperating teachers during the training of student teachers are considered employees of the university which sponsors the student teacher. (5-17-93)

201. -- 209. (RESERVED.)

210. FIFTH YEAR LEVEL OF COLLEGE WORK - QUALIFICATIONS FOR.

No more than one-third (1/3) of the total credit requirement may be earned in courses shown to be advanced undergraduate courses by the institution granting the credit. The combined number of credits earned by extension, in absentia, and adult center courses cannot be greater than one-third (1/3) of the total credit requirement. Credit from correspondence courses will not be accepted for graduate credit. (5-17-93)

211. -- 219. (RESERVED.)

220. JUNIOR COLLEGE CREDITS.

The acceptance of credits from junior colleges is uniform for both certification and transfer purposes and no more than sixty-four (64) semester (ninety-six (96) quarter) credit hours or one-half (1/2) the total credit requirement of the specific curriculum was established as the uniform maximum limit effective September 1, 1950. All standard certificates issued in Idaho are based upon the satisfactory completion of a baccalaureate degree, and all provisional certificates are issued based upon an approved degree program; therefore, this policy is observed for original certification and renewal purposes. (5-17-93)

221. -- 229. (RESERVED.)

230. NONRESIDENT CREDITS.

Not more than thirty-two (32) semester (forty-eight (48) quarter) credit hours of nonresident credit in the aggregate may be recognized for the first certificate and for subsequent renewals. Resident credit is interpreted as being work taken on the home campus of an institution or at the location of an established residence center. Since out-of-state institutions do not always indicate the exact place where extension courses are actually taught in Idaho, the degree-granting institution operating under the auspices of the Idaho State Board of Education and the State Department of Education may accept as resident credit only credit offered by those institutions maintaining resident extension centers approved by the Idaho State Board of Education. (5-17-93)

231. -- 239. (RESERVED.)

240. ENDORSEMENT OF OUT-OF-STATE CERTIFICATES.

A certificate issued by another state and currently valid may be endorsed for use in Idaho for the period of its validity, not in excess of five (5) years, providing the certificate to be endorsed has been issued for teaching the same field in which the holder will teach in Idaho. No endorsement of a certificate from another state may be granted when a person is eligible to receive an Idaho certificate. No emergency certificate from another state may be endorsed. An endorsement from only one (1) state may be granted to any one (1) teacher. (5-17-93)

01. The following conditions must be met to qualify for endorsement: (5-17-93)

a. The applicant must have attended an accredited institution of higher education approved by the Idaho State Board of Education. (5-17-93)

b. Sufficient credits must have been earned by applicants to satisfy the minimum requirements in total credits for issuing the Idaho certificate. (5-17-93)

c. An endorsed certificate will be valid only for the grade levels and subject area approved for the certificate in the state from which it was issued. (5-17-93)

d. A certificate will be endorsed for the period of time for which it is valid, but not to exceed five (5) years, at which time a person must qualify for an Idaho certificate. (5-17-93)

02. Endorsement Requirement. An endorsement requires the applicant to provide the following: (5-17-93)

a. The original or notarized copy of the original certificate to be endorsed; (5-17-93)

- b. Official transcripts of record of all college work completed; (5-17-93)
- c. A completed application for an Idaho certificate; and (5-17-93)
- d. Payment of fee sent with the application. (5-17-93)

241. -- 249. (RESERVED.)

250. TEACHING CERTIFICATE APPLICATION PROCEDURES.

- 01. Obtaining Idaho Certificate. To obtain an Idaho certificate the applicant shall: (5-17-93)
 - a. Submit an application on a form supplied by the State Department of Education; (5-17-93)
 - b. Provide official transcripts of all college preparation. These transcripts become a part of the permanent record and will not be returned (applicants must have recent credit of six (6 semester hours (nine (9) quarter credit hours) completed within the last five (5) calendar years); (5-17-93)
 - c. Provide a statement of completion of an approved program from the department head of the college of education of the preparing institution if the applicant has less than two (2) years experience. Applicants with more than two (2) years of teaching experience must present recommendations or validation of teaching experience from school districts in which they taught during the last two (2) years of service as a teacher; (5-17-93)
 - d. Present a statement of completion of an approved program from a department head of the preparing college or university if applying for an administrator, counselor, school psychologist, communication disorders, audiologist, or exceptional child certificate; and (5-17-93)
 - e. Include the thirty-five dollar (\$35) non-refundable fee with the application. (5-17-93)
- 02. Initial Professional Certification Examination. The purpose of the regulation is to insure the maintenance of professional standards and to insure that professional school personnel who are entering the Idaho educational system, either from within Idaho or from outside, possess basic knowledge related to their profession. Applicants for Initial Idaho Certification must receive satisfactory passing scores on the National Teachers Examination (NTE) core battery with a minimum score established by the Idaho State Board of Education. The Board has adopted a passing score of six hundred fifty-two (652) on the Test of Communication Skills, a passing score of six hundred forty-six (646) on the Test of General Knowledge, and a passing score of six hundred forty-eight (648) on the Test of Professional Knowledge. (5-17-93)
 - a. The applicant is responsible for completing the tests and requesting the official scores be submitted to the Idaho State Department of Education. Test scores, which are confidential, shall become part of the permanent certification file of the applicant. (5-17-93)
 - b. Those applicants entering Idaho from states which have signed the Interstate Certification Compact with Idaho will be required to meet the testing requirement before the Interstate Compact Agreement is in effect. (5-17-93)
 - c. Applicants who meet all certification requirements, except the testing requirement, may receive a one (1) year non-renewable permit which will allow sufficient time for the applicant to complete this requirement. (5-17-93)
 - d. Applicants for a certificate endorsement in an area for which the Idaho Certification Standards do not receive coursework in pedagogy will be required to have passing scores on the Test of Communication Skills and the Test of General Knowledge only. (5-17-93)
 - e. Applicants for Interim Vocational Specialist and limited certificates who are exempted from the testing requirement. (5-17-93)

f. Applicants who meet the eligibility criteria for "disabilities" as defined by the National Teachers Examination (NTE) Programs Bulletin, and who have failed to obtain acceptable scores after completing a "special arrangements" testing, may appeal to the Professional Standards Commission (PSC) for a waiver of the NTE testing requirement. The applicant must show evidence of at least nine (9) consecutive months of successful full-time teaching experience in kindergarten through grade twelve (K-12) while properly certified and evidence of circumstances which would preclude passage of the NTE while not negatively affecting teaching. The PSC shall issue a preliminary order as set forth in Section 67-5243, Idaho Code, granting or denying a waiver of the NTE testing requirement. (5-17-93)

03. Duplicate Certificates. A duplicate of a certificate may be issued upon written request. A fee of four dollars (\$4) is required for a duplicate certificate. (5-17-93)

04. Renewal of Certificates. All Idaho certificates, except Life Certificates, must be renewed. Application for renewal of a certificate must be made on forms supplied by the State Department of Education or Division of Vocational Education. All applications for renewal must be made between January 1 and December 31 of the year in which the certificate expires. (5-17-93)

05. Renewal Process. All certificates, except certain Vocational Specialist and Limited Certificates, shall be renewed by submission of proper application and fee submission of proof of continued professional growth and development consistent with the following State Board of Education requirements. (5-17-93)

06. State Board of Education Requirements for Professional Growth. (5-17-93)

a. All certificated persons shall be required to complete at least six (6) semester hours, or the equivalent, within the five (5) year period of validity of the certificate being renewed. (5-17-93)

b. At least three (3) semester credits shall be taken for university or college credit. Verification shall be by official transcript. (5-17-93)

c. Credits taken for recertification must be educationally related to the professional development of the applicant. (5-17-93)

d. Graduate or undergraduate credit shall be accepted for recertification. Credit must be college transferable and completed through an accredited college or university. (5-17-93)

e. All requests for equivalent inservice training to apply toward recertification must be made through the Office of Teacher Education and Certification upon recommendation of the local educational agency consistent with the State Department of Education guidelines. (5-17-93)

f. At least fifteen (15) clock hours of formal instruction must be given for each hour of inservice credit granted. (5-17-93)

g. Recertification credits may not be held from one (1) recertification period to the next. (5-17-93)

h. Certificated personnel teaching in subjects outside of their major area of preparation shall be encouraged to complete the courses required for major certification endorsement. (5-17-93)

07. State Board of Education Professional Development Requirements. (5-17-93)

a. Districts shall have professional development plans. Districts are strongly encouraged to use the State Professional Development Handbook in planning and implementing their professional development plan. The plan shall meet district and staff needs. (5-17-93)

b. All certificated personnel are encouraged to develop an individual professional growth plan. (5-17-93)

08. Fee. All certificates, except certain vocational and limited certificates, are included in a single

credential which is valid for five (5) years. The non-refundable fee for the five (5) year credential shall be thirty-five dollars (\$35). The Advanced Vocational Specialist Certificate and the Interim Certificates shall not be entered on the composite credential. The non-refundable fee for each shall be thirty-five dollars (\$35). (5-17-93)

09. Appeals of Certification. Appeals of certification may be made to the Professional Standards Commission. The Professional Standards Commission will act as the hearing board under rules and regulations established by the commission. (5-17-93)

10. Certificate Changes. A fifteen dollar (\$15) non-refundable fee shall accompany each application for certificate changes that are processed subsequent to the issuance of the original or renewed certificate. (5-17-93)

251. -- 259. (RESERVED.)

260. ELEMENTARY AND SECONDARY TEACHING CERTIFICATES.

An Idaho teaching certificate may be issued by the certification office to any person of good moral character who meets the specific requirements for the certificate for which application is made. (5-17-93)

01. Elementary Teaching Certificates. Certificates for elementary teachers are valid in grades one through eight (1-8) in an elementary school and in grades seven through nine (7-9) when these grades are included in a secondary school unit, provided the holder of such a certificate meets the minimum requirements of credit in a subject area as established for a secondary certificate when teaching that subject in grade nine (9). (5-17-93)

a. An elementary school certificate may be endorsed for teaching music, art, physical education, reading, foreign language and English as a second language in the secondary school when the teacher has completed three (3) semester credits in secondary school methods or methods in the area of the endorsement, or has three (3) semester hours earned through directed teaching of the subject at the secondary level, and meets the academic qualifications for the subject area. (5-17-93)

b. An elementary certificate may be endorsed for teaching kindergarten, provided the holder has had student teaching in kindergarten or grades one, two or three (K, 1, 2, or 3) or has had at least one (1) year of teaching experience in kindergarten or grades one, two, or three (K, 1, 2, or 3) within the preceding five (5) years and has the recommendation for this endorsement from a superintendent or principal verifying competency for kindergarten teaching. (5-17-93)

02. Secondary Teaching Certificates. Secondary school certificates are valid for teaching in the endorsed subject area in grades six through twelve (6-12). (5-17-93)

a. A secondary certificate which is endorsed for teaching music, art, physical education, reading, foreign language and English as a second language in the secondary school may be endorsed also to permit teaching in that same area in the elementary school when the teacher has completed three (3) semester credits in elementary school methods in the area of the endorsement or has three (3) semester credit hours earned through directed teaching of the subject at the elementary school level. (5-17-93)

b. To qualify for a standard certificate a teacher must, in addition to fulfilling all certification requirements, have completed at least six (6) semester (nine (9) quarter) credit hours of college work related to competency in the applicant's teaching field within the last five (5) years. (5-17-93)

03. Standard Elementary. A Standard Elementary Certificate is valid for five (5) years and is renewable. This certificate requires a bachelor's degree from an accredited college or university and the following specific requirements: (5-17-93)

a. A minimum of twenty-four (24) semester (thirty-six (36) quarter) credit hours in the philosophical, psychological and methodological foundations and in the professionalized subject matter of elementary education which must include not less than six (6) semester (nine (9) quarter) credit hours of elementary student teaching and six (6) semester credit hours in developmental reading and its application to the content areas (must have some credit in each area). Three (3) years satisfactory and successful experience as a teacher in the elementary school may be substituted for the student teaching requirement. (College credit is not allowed for experience and driver education is

not applicable to professional education credit.)

(5-17-93)

b. A minimum of forty-four (44) semester (sixty-six (66) quarter) credit hours in general education selected from the following areas: the humanities, the social sciences, the fine arts, mathematics, the physical sciences and the biological sciences and language skills. These forty-four (44) semester (sixty-six (66) quarter) credit hours will include twelve (12) semester (eighteen (18) quarter) credit hours of English, including composition and literature; twelve (12) semester (eighteen (18) quarter) credit hours of social science, including U.S. history and/or American government (psychology will not satisfy this requirement); eight (8) semester (twelve (12) quarter) credit hours in two (2) or more areas of natural science (psychology will not satisfy this requirement); three (3) semester (four (4) quarter) credit hours of fine arts (music or art); six (6) semester (nine (9) quarter) credit hours in fundamental arithmetic; and three (3) semester (four (4) quarter) credit hours in the content or methods of physical education or health education, exclusive of activity classes. (5-17-93)

04. Advanced Elementary. An Advanced Elementary Certificate is valid for five (5) years and is renewable. To be eligible for this certificate a candidate must hold or be eligible for a valid Idaho Standard Elementary Certificate; have completed a master's degree in a related area from an accredited college or university; and have completed a minimum of three (3) years satisfactory teaching experience. (5-17-93)

05. Standard Kindergarten through Grade Three (K-3). A Standard K-3 Elementary Certificate is valid for five (5) years and is renewable. This certificate requires a bachelor's degree from an accredited college or university and the following specific requirements: (5-17-93)

a. A minimum of twenty-four (24) semester (thirty-six (36) quarter) credit hours in the philosophical, psychological and methodological foundations and in the professionalized subject matter of kindergarten-primary education which must include not less than six (6) semester (nine (9) quarter) credit hours of kindergarten-primary student teaching and six (6) semester credit hours in developmental reading and its application in the content areas (must have some credit in each area). Three (3) years satisfactory and successful experience as a teacher in the kindergarten-primary grades may be substituted for the student teaching requirements. (College credit will not be allowed for this experience and professional education courses relating to the kindergarten-primary area must be taken in substitution thereof. Driver education is not applicable to professional education.) (5-17-93)

b. A minimum of forty-four (44) semester (sixty-six (66) quarter) credit hours in general education selected from the following areas: the humanities, the social sciences, the fine arts, mathematics, the physical sciences and language skills (wherever possible these courses should relate to the kindergarten-primary education program). These forty-four (44) semester (sixty-six (66) quarter) credit hours will include twelve (12) semester (eighteen (18) quarter) credit hours in English, including composition and literature; twelve (12) semester (eighteen (18) quarter) credit hours of social science, including U.S. history or American government (psychology will not satisfy this requirement); eight (8) semester (twelve (12) quarter) credit hours in two (2) or more areas of natural science (psychology will not satisfy this requirement); three (3) semester (four (4) quarter) credit hours of fine arts (music or art); six (6) semester (nine (9) quarter) credit hours in fundamental arithmetic; and three (3) semester (four quarter) credit hours in the content or methods of physical education or health education, exclusive of activity classes. (5-17-93)

c. When meeting credit requirements for a Standard Elementary Certificate, the elective courses should, when possible, relate to home and family life, nutrition of young children, literature and story telling, music, arts and crafts, child psychology, mental hygiene, language development, speech problems, and audio-visual teaching. (5-17-93)

06. Advanced Kindergarten through Grade Three (K-3). An Advanced K-3 Certificate is valid for five (5) years and is renewable. This certificate requires eligibility for the Standard K-3 Elementary Certificate and, in addition, a master's degree from an accredited college or university with a major in kindergarten-primary elementary education or an approved fifth year program of study from an accredited college or university with a major in kindergarten-primary elementary education. (5-17-93)

07. Elementary Music Specialist. An Elementary Music Specialist Certificate is valid for teaching only music in kindergarten through grade eight (K-8); it is valid for five (5) years and is renewable. This certificate requires a bachelor's degree in music from an accredited college or university and the following specific

requirements: (5-17-93)

a. A minimum of twenty-four (24) semester (thirty-six (36) quarter) credits in the philosophical, psychological and methodological foundations and in the professionalized subject matter of education which must include not less than six (6) semester (nine (9) quarter) hours of elementary music student teaching and three (3) semester credit hours in developmental reading and its application to the content areas (must have some credit in each area). Three (3) years satisfactory and successful experience as an elementary music teacher may be substituted for the student teaching requirement. (College credit is not allowed for experience and driver education is not applicable to professional education credit.) (5-17-93)

b. Completion of a general education program to be selected from the following areas: the humanities, the social sciences, the fine arts, mathematics, the physical sciences, and the biological sciences and language skills; and (5-17-93)

c. Preparation of not less than forty-five (45) semester (sixty-seven (67) quarter) credit hours in music: credits to include work in theory and harmony, applied music, choral ensemble experience, history and appreciation, conducting, music methods and materials, and elementary music field experience. (5-17-93)

08. Standard Secondary. A Standard Secondary Certificate is valid for five (5) years and is renewable. This certificate requires a bachelor's degree from an accredited college or university and the following specific requirements: (5-17-93)

a. A minimum of twenty (20) semester (thirty (30) quarter) credit hours in the philosophical, psychological and methodological foundations and in the professionalized subject matter of secondary education which must include not less than six (6) semester (nine (9) quarter) credit hours of secondary student teaching and three (3) semester credit hours of reading in the content area (must have some credit in each area). Three (3) years satisfactory and successful experience as a teacher in the secondary school may be substituted for the student teaching requirement. (College credit is not allowed for experience and driver education is not applicable to professional education credit.) (5-17-93)

b. Preparation in at least two (2) fields of secondary teaching: a major subject of at least thirty (30) semester (forty-five (45) quarter) credit hours and a minor subject of at least twenty (20) semester (thirty (30) quarter) credit hours. Preparation of not less than forty-five (45) semester (sixty-seven (67) quarter) credit hours in a single area may be used in lieu of a major and minor field. (5-17-93)

09. Advanced Secondary. An Advanced Secondary Certificate is valid for five (5) years and is renewable. To be eligible for this certificate a candidate must: (5-17-93)

a. Hold or be eligible for a valid Idaho Standard Secondary Certificate; (5-17-93)

b. Have completed a master's degree in a related area from an accredited college or university; and (5-17-93)

c. Have completed a minimum of three (3) years satisfactory teaching experience. (5-17-93)

10. Secondary Field-Centered Teacher Training Program: An Alternate Route to Certification. (5-17-93)

a. Initial qualifications: The purpose of this program is to provide an alternative for individuals to become certificated secondary teachers in Idaho without following a standard teacher education program. Qualified applicants will begin contracted teaching earlier and will be admitted to the program using criteria that are different from existing programs, but more appropriate for the circumstances. In general, the applicants will have a strong subject matter background, but limited experiences with educational methodology. (5-17-93)

b. Prior to application to a field-centered teacher training program, the prospective trainee must possess a baccalaureate or higher degree from an accredited college or university with a minimum grade point average of 2.5 on a 4.0 scale; have completed said degree at least five (5) years previously; hold academic credits

comparable with current major or minor requirements for secondary endorsements; receive passing scores on the communication skills and general knowledge portions of the National Teacher Examination (NTE) core battery; and meet all non-academic requirements of the State of Idaho. (5-17-93)

c. Prior to admission to a field-centered teacher training program, the applicant must: apply for a Teacher Trainee Certificate from the Office of Teacher Education and Certification; submit the required National Teacher Examination (NTE) scores to the certification office; submit the required documents to the Office of Teacher Education and Certification (application, application fee, official transcripts and three (3) letters of recommendation--the office staff will evaluate the documents and will issue a Teacher Trainee Certificate if the applicant is eligible); present the Teacher Trainee Certificate to potential employers and obtain a written statement from a school district declaring an intent to employ the applicant for the ensuing school year; and submit the statement of intent to employ to the Office of Teacher Education and Certification. (5-17-93)

d. Assignment limitation: The Teacher Trainee Certificate is a secondary certificate which is valid for two (2) years of teaching which must be completed within three (3) calendar years from the date of admission to the program. It authorizes the teacher trainee to teach only the subjects listed on the certificate. (5-17-93)

e. Teacher Trainee Program. A teacher trainee will take the teacher trainee program through participating colleges and universities, the State Department of Education and the employing district. A teacher trainee must attend, participate in and successfully complete an individualized two (2) year teacher trainee program as one (1) of the conditions to receive recommendation for a Standard Secondary Teaching Certificate. A formal teacher trainee plan will be developed by a consortium composed of the mentor teacher, a representative of the school district, a representative of the Office of Teacher Education and Certification, and a representative of the participating higher education institution with an approved secondary education program. Any deviation from the formal trainee plan must be approved by the consortium. The consortium will be responsible for the program design, supervision, and evaluation of the training. The responsibilities of the consortium members will be addressed in the implementation phase of the Secondary Field-Centered Teacher Training Program. (5-17-93)

f. The teacher trainee program shall include completion of a nine (9) semester credit hour program of pre-service training from an institution of higher education; completion of a thirty (30) contact hour pre-service orientation presented by the school district prior to a classroom assignment (this orientation shall include district policies, procedures, curriculum, instructional model, community characteristics, and resources); completion of an internship of two (2) academic years (four (4) semesters) duration (the trainee shall be enrolled in three (3) semester credit hours of internship each semester); and completion of a six to nine (6-9) semester credit hour program during the second summer from an institution of higher education. (5-17-93)

g. The pre-service and second summer program of fifteen to eighteen (15-18) semester credit hours in total shall include: philosophical, psychological and methodological foundations of the profession, and reading in the content area. The consortium will determine the content required for the trainee, which may include both pedagogical and subject area coursework. When designing the content necessary for the individual teacher trainee to complete the program, the consortium shall consider previous college credit as documented in the official transcripts. Efforts will be directed to provide observation and clinical experiences during the time prior to being assigned to the classroom. (5-17-93)

h. Assistance by Mentor Teachers: Each teacher trainee must be assisted by and guided throughout the two (2) year training period by a certificated employee of the district who has been designated as a mentor teacher. Principals must insure that teacher trainees are provided with direct assistance from a mentor teacher and, where needed, other support personnel. This assistance should include close clinical supervision, especially at the beginning of the internship. (5-17-93)

i. Performance Evaluations: In order to receive a consortium recommendation for the Standard Secondary Teaching Certificate, the teacher trainee must complete at least two (2) years of successful performance as a teacher under the teacher trainee program. (5-17-93)

j. Principals are to provide assistance to teacher trainees regarding the purpose, expectations, and procedures involved in the evaluation process and with whatever guidance may be needed. The principal shall formally evaluate the teacher trainee at least once each quarter of the school year. (5-17-93)

k. For purposes of suspension or dismissal, teacher trainees are to be treated as non-continuing contract employees. The district may suspend or dismiss teacher trainees in accordance with the procedures as provided in Idaho Code. (5-17-93)

l. The Teacher Trainee Certificate may be suspended or revoked under the following conditions: failure to satisfactorily and successfully complete the stages of the individualized plan within the specified time frames as established by the consortium; failure to obtain at least a 2.5 grade point average on a 4.0 scale in the college credit portion of the program (with no grade lower than a "C"); and other causes for suspension or revocation as found in Section 33-1208, Idaho Code. (5-17-93)

m. Salary and Benefits: Salary and benefits of teacher trainees are to be established by the local district in accordance with district policy. (5-17-93)

n. Certification and Status: The teacher trainee, upon successful completion of the teacher trainee program, as verified by the consortium, and a passing score on the professional knowledge portion of the National Teacher Examination (NTE), will be eligible to apply for a Standard Secondary Teaching Certificate. The two (2) years of experience as a teacher trainee shall be counted toward continuing contract status as authorized in Section 33-515, Idaho Code. (5-17-93)

o. Costs: All costs related to the college or university credits required for the teacher trainee program will be the responsibility of the trainee. Other costs will be the responsibility of the respective agency involved in each trainee's program. (5-17-93)

261. -- 269. (RESERVED.)

270. GENERAL ENDORSEMENTS FOR TEACHING CERTIFICATES.

Either a Standard or Advanced Elementary Certificate or a Standard or Advanced Secondary Certificate may receive the Education Media Generalist Endorsement, or the Driver Education Endorsement by fulfilling the requirements below. (5-17-93)

01. Education Media Generalist. This endorsement requires not less than twenty (20) semester credit hours in the general field of educational media (or library science), at least fifteen (15) hours of which must be in the areas of material selection and collection development, organization, and administration of educational materials, library automation and information technology research methods, and literature written for youth. (5-17-93)

02. Driver Education. An Idaho Driver Education teacher shall: (5-17-93)

a. Have four (4) semester credit hours which shall consist of not less than two (2) semester credit hours in basic driver education for teachers and followed by not less than two (2) semester hours in courses such as the following: advanced driver education, general safety education, traffic engineering, driving simulator education, and highway transportation. (5-17-93)

b. Have three (3) years of satisfactory driving experience immediately preceding the time of teaching, as evidenced by the State Department of Law Enforcement, Traffic Safety Division. (5-17-93)

03. Early Childhood/Special Education Endorsement (required by September 1, 1994). A Standard or Advanced Elementary Certificate or the Exceptional Child Certificate may receive the Early Childhood/Special Education Endorsement by fulfilling a minimum of twenty (20) semester credit hours of coursework in the education of the preschool child with a disability. The credits are to relate to the psychological and physiological development of all preschool children; and sociological concepts dealing with the development of self-concept and group responsibility; causes and characteristics of exceptionalities; language development and disorders, adaptation of curricular materials, family characteristics of the child with a disability; family services; assessment procedures in early childhood/special education and other topics relating to Early Childhood/Special Education. (5-17-93)

04. Early Childhood (Pre-Kindergarten/Primary). Either a standard or advanced elementary certificate may receive the Early Childhood endorsement by fulfilling the requirements below. This endorsement may be added

to either the kindergarten through grade three (K-3) or kindergarten through grade eight (K-8) endorsement on the elementary certificate and signified a specialty in early childhood education. Twenty (20) semester credit hours distributed to include coursework in the following: (5-17-93)

- a. Child development and behavior with emphasis in cognitive-language, physical, social and emotional areas, birth through age eight (8); (5-17-93)
- b. Curriculum and program development for young children, ages three through eight (3-8); (5-17-93)
- c. Methodology: planning, implementing and evaluating environments and materials for young children, ages three through eight (3-8); (5-17-93)
- d. Guiding young children's behavior: observing, assessing and individualizing, ages three through eight (3-8); (5-17-93)
- e. Identifying and working with atypical young children, ages three through eight (3-8); (5-17-93)
- f. Parent-teacher relations; and (5-17-93)
- g. Fieldwork to include an internship and student teaching at the pre-kindergarten-primary grades. (5-17-93)

271. -- 279. (RESERVED.)

280. SUBJECT AREA ENDORSEMENTS FOR SECONDARY TEACHERS.

01. Secondary Subject Area Endorsements. Secondary certificates are endorsed for subject areas appropriate to Idaho secondary schools. All endorsements require thirty (30) semester credits for a teaching field major and twenty (20) semester credits for a teaching field minor, or forty-five (45) semester credits for a single teaching field. Each secondary teacher shall have at least a teaching endorsement in each major subject area in which they are assigned and a minimum of six (6) semester hours (nine (9) quarter hours) in the specific subjects in which they are assigned. (5-17-93)

02. Specific Preparation Requirements. Some teaching endorsements require specific preparation within the total credits required. These requirements are listed in the following Rules 280.02.a. through 02.aa. An official statement of competency in a teaching area or field may be accepted in lieu of courses for a teaching major or minor. Such statement must originate in the department or division of the accredited college or university in which the competency is established and be approved by the director of teacher education of the recommending college or university. (5-17-93)

a. Agriculture: Credits in agriculture to include courses in plant science, soil science, animal science, agricultural business management, and agricultural mechanics. (5-17-93)

b. American Government: Not less than six (6) semester credit hours in American government, six (6) semester credit hours in American history and three (3) semester credit hours of comparative government. The remaining work is to be in history and political science. (5-17-93)

c. Arts and Crafts: Credits to include work in four (4) of the following areas: woodworking, drafting, ceramics, leather work, plastic, the graphic arts and art metal. (5-17-93)

d. Business Education: Credits in business education to include at least fourteen (14) semester credit hours in business education with credits in each of the following: keyboard/typewriting, accounting, and office procedures. In addition, a minimum of at least six (6) semester credits shall be selected from business, economics, computer and/or marketing courses. (5-17-93)

e. Basic Business: Credits in business administration, accounting, business law and economics. Additional credits may be selected from business, computer or marketing courses. (5-17-93)

- f. Consumer Economics: Have an endorsement in social studies, home economics, business education, agriculture, basic business or marketing and have not fewer than nine (9) semester hours to include six (6) semester hours in economics and three (3) semester credit hours in a course designed for the average consumer. (5-17-93)
- g. Marketing Education: Credits to include coursework in each of the following fields: marketing, management, merchandising/retailing, economics, coordination of cooperative programs, and curriculum and materials in marketing education. Additional work shall be selected from other business courses. Teaching assignment possible: Marketing Education. (5-17-93)
- h. Drama: Not less than sixteen (16) semester credit hours in drama. The remainder, if any, in speech; or hold an English endorsement with at least six (6) semester credit hours in drama. (5-17-93)
- i. English: Credits in English to include six (6) semester credits of composition, excluding the introductory composition sequence designed to meet the general education requirements, three (3) semester credits of linguistics or grammar, three (3) semester credits of American literature survey, three (3) semester credits of English literature and a course in Writing Methods for Teachers. The remainder must be English credit courses such as modern literature, classical literature, creative writing, advanced writing, mythology, folklore or minority literature. (5-17-93)
- j. Foreign Languages. Credits must be in the language in which an endorsement is sought. (5-17-93)
- k. Health Education. Twenty (20) semester credit hours to include coursework in organization, administration and methodology in health and science applicable to health with a minimum of twelve (12) semester credits to include no fewer than four (4) of the following areas: mental health, fitness/wellness and nutrition, substance use and abuse, human sexuality, disease, safety and accident prevention, community and environmental health, and consumer health, aging, death and dying. (5-17-93)
- l. History Endorsement. Not less than nine (9) semester credit hours in United States history and not less than three (3) semester credit hours in United States government. Up to three (3) semester credit hours of history of a state or region of the United States may apply towards the United States history requirement. The remaining work is to be in history and political science. (5-17-93)
- m. Home Economics. Credits to include work in each of the following: human development, family studies, clothing and textiles, housing, furnishings and equipment, foods and nutrition, consumer education, and management of personal and family resources. (5-17-93)
- n. Industrial Arts. Credits to include not less than fifteen (15) semester credit hours distributed over and including each of the areas of metalwork, woodwork, electricity and drafting. The remainder may be in allied areas. (5-17-93)
- o. Journalism. Not less than sixteen (16) semester credit hours in journalism. The remainder, if any, in English; or hold an English endorsement with at least six (6) credit hours in journalism. (5-17-93)
- p. Mathematics (two (2) levels of mathematics endorsement). Basic Mathematics Endorsement: limited to teaching up to and through the level of algebra 1. Credits in mathematics to include college credits in algebra, geometry and trigonometry. Standard Mathematics Endorsement: may teach any math course in grades seven through twelve (7-12). Credits in mathematics to include course credit in calculus and analytical geometry. The remainder may be selected from courses such as abstract algebra or linear algebra, probability and statistics, and geometry (does not apply to persons currently holding endorsements). (5-17-93)
- q. Music. Credits to include work in theory and harmony, applied music (voice, piano, organ, band and orchestra instruments), history and appreciation, conducting, and music methods and materials. (5-17-93)
- r. Physical Education. Credits to include not fewer than twenty (20) semester credit hours distributed in each of the following areas: sport skills, movement (motor behavior, motor development, motor learning), exercise

science (exercise physiology, kinesiology), sport psychology or sport sociology, health, administration, evaluation, and methodology, including work with special populations. (5-17-93)

s. Reading. Twenty (20) semester credit hours to include a minimum of fifteen (15) semester credits with coursework in each of the following areas: Foundations of developmental reading, content area reading, corrective/diagnostic/remedial reading, psycholinguistics/language development reading, and literature for children or adolescents. The remainder may be taken from related areas. (5-17-93)

t. Biological Science. Credits distributed in the areas of botany and zoology, including at least six (6) semester credit hours in each. Some work in physiology is recommended. (5-17-93)

u. Physical Science. At least eight (8) semester credit hours in chemistry and eight (8) semester credit hours in physics. (5-17-93)

v. Natural Science. Credits to include not less than six (6) semester credits in biological science, six (6) semester credits in physical science, and six (6) semester credits in earth science. The remainder shall be selected from any of the natural science areas. (Does not apply to persons currently holding endorsements.) (5-17-93)

w. Social Studies. Credits to include not less than six (6) semester credit hours in American history and not less than three (3) semester credit hours in American government. In addition, work in at least four (4) of the following fields to be represented: world history, geography, sociology, economics, anthropology, and political science. (5-17-93)

x. Speech. Credits to include not fewer than twenty (20) semester credit hours to include methods of teaching speech communication, and coursework in at least four (4) of the following fields: interpersonal communication/human relations, public speaking, nonverbal communication, group communication, argumentation/persuasion, and drama/theater arts; or hold an English endorsement with at least twelve (12) semester credit hours in speech communication, with coursework to include methods of teaching speech communication, public speaking, and interpersonal communication/human relations. (5-17-93)

y. Speech-Drama. Credits spread over both fields with not less than six (6) semester credit hours in each. (5-17-93)

z. Interdisciplinary Humanities. The Humanities Endorsement is required only for those teachers assigned to teach interdisciplinary humanities. Those teachers must have an endorsement in English or history and have six (6) semester credits in each of two (2) of the following areas excluding the endorsement area and exclusive of studio or performance credits: art, drama, English, foreign languages, history, humanities, music or philosophy. This endorsement may also be obtained with a humanities major. (5-17-93)

aa. Industrial Technology. Credits to include not fewer than twenty (20) semester credit hours distributed in each of the following areas: communication technology, manufacturing, construction and power/energy and transportation, principles of technology, electronics, and computer applications. (5-17-93)

281. -- 289. (RESERVED.)

290. ADMINISTRATOR'S CERTIFICATE.

The Administrator's Certificate is valid for five (5) years and is renewable. Every person who serves as a superintendent, a school principal, Director of Special Education or is assigned administrative duties over and above those commonly assigned to teachers, is required to hold an Administrator's Certificate. The certificate may be endorsed for service as school principal, superintendent, or director of special education. Possession of an Administrator's Certificate, does not entitle the holder to serve as teacher at a grade level for which he has not qualified for a Standard Certificate. (3-18-94)

01. Endorsement for Superintendent. To be eligible for an Administrator's Certificate endorsed for superintendent, a candidate must have satisfied the following requirements: (5-17-93)

a. Holds an Educational Specialist or Doctorate Degree or a comparable post-master's sixth year

program at an accredited college or university; (5-17-93)

b. Has four (4) years of full-time certificated experience working with students (K-12) while under contract in a school setting; (3-18-94)

c. Has completed an administrative internship or has one (1) year experience as an administrator in kindergarten through grade twelve (K-12); and (5-17-93)

d. Provides the 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 and interdisciplinary supporting areas shall include the following competencies in addition to those required for the principal: advanced money management, budget and accounting principles; district-wide support services; employment practices and negotiations; school board, community relations; and special services and federal programs. (5-17-93)

02. Endorsement for School Principal. To be eligible for an Administrator's Certificate endorsed for school principal, kindergarten through grade twelve (K-12), a candidate must have satisfied the following requirements: (3-18-94)

a. Holds a master's degree from an accredited college or university; (5-17-93)

b. Has four (4) years of full-time certificated experience working with students (K-12) while under contract in a school setting; (3-18-94)

c. Has completed an administrative internship or have one (1) year experience as an administrator; and (5-17-93)

d. Provides 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 following competencies: supervision of instruction, curriculum development, school finance, administration, school law, student behavior management, and education of special population. (3-18-94)

03. Endorsement for Special Education Director. To be eligible for an Administrator's Certificate endorsed for Director of Special Education, kindergarten through grade twelve (K-12), a candidate must have satisfied all the following requirements: (3-18-94)

a. Complete an approved master's degree. (3-18-94)

b. Have four (4) years of full time certificated experience working with students (K-12) while under contract in a school setting. (3-18-94)

c. Obtain college or university verification of demonstrated competencies in: 1) organization and administration of special services; 2) school finance and school law as related to special education; 3) supervision of instruction; 4) practicum experience in special education administration; 5) counseling parents of exceptional children; 6) foundations of special education; 7) curriculum and methods in special education; and 8) diagnosis and remediation in special education. (3-18-94)

291. -- 299. (RESERVED.)

300. PUPIL PERSONNEL SERVICES CERTIFICATE.

Standard and Advanced Counselor Endorsement. (5-17-93)

01. Standard Counselor Endorsement. The Standard Counselor Endorsement is valid for five (5) years and is renewable. This endorsement may be issued by the certification office to any person who has met the following requirements: (5-17-93)

a. Holds a master's degree and provides verification of completion of an approved program of graduate study in school guidance and counseling from a college or university approved by the Idaho State Board of Education or the state educational agency of the state in which the program was completed. The program must include successful completion of seven hundred (700) hours of supervised field experience, one-half of which must be in a kindergarten through grade twelve (K-12) school setting. (3-18-94)

b. An institutional recommendation is required. (3-18-94)

02. Advanced Counselor Endorsement. The Advanced Counselor Endorsement is valid for five (5) years and is renewable. This endorsement may be issued by the certification office to any person who has met the following requirements: (5-17-93)

a. Holds or is eligible for a valid Idaho Counselor Endorsement. (5-17-93)

b. Has completed an educational specialist or doctoral degree in guidance and counseling from an accredited college or university. The program must include successful completion of a supervised advanced practicum in counseling in a kindergarten through grade twelve (K-12) school setting. (5-17-93)

c. Has completed a minimum of three (3) years of satisfactory counseling experience in a kindergarten through grade twelve (K-12) school setting. (5-17-93)

03. Endorsements for Psychological Examiner. An Idaho Pupil Personnel Services Certificate endorsed for Psychological Examiner is an initial certificate, is valid for five (5) years, and is not renewable. The Psychological Examiner Endorsement may be issued by the certification office to any person who has met the following requirements: (5-17-93)

a. Holds a master's degree in education or psychology. (5-17-93)

b. Has completed a State Board of Education approved Psychological Examiner training program. The program should include coursework and experience in remedial curriculum program, education and psychological foundations, assessment, intervention, counseling techniques, consultation, research and evaluation, and laboratory experience. (5-17-93)

c. Has completed a two hundred (200) clock-hour internship within a school setting under the supervision of the training institution and direct supervision of a certified school psychologist. (5-17-93)

04. Endorsement for School Psychologist. The School Psychologist Endorsement is valid for five (5) years and is renewable. This endorsement may be issued by the certification office to any person who has met the following requirements: (5-17-93)

a. Has completed a minimum of sixty (60) graduate semester credits which must be accomplished by one (1) of the following means: completion of an approved thirty (30) semester credits minimum master's degree program in education or psychology and completion of an approved thirty (30) semester credit minimum School Psychology Specialist Degree program; or completion of an approved sixty (60) semester credits (minimum) master's degree program in school psychology; or completion of an approved sixty (60) semester credits (minimum) School Psychology Specialist Degree program which did not require a master's degree as a prerequisite. (5-17-93)

b. Has completed laboratory experience in a classroom which may include professional teaching experience, student teaching or special education practicum. (5-17-93)

c. Has completed a minimum three hundred (300) clock-hour internship within a school district under the supervision of the training institution and direct supervision of a certified school psychologist. (5-17-93)

05. Speech Language Pathologist. The Speech Language Pathologist endorsement is valid for five (5) years and is renewable. This endorsement may be issued by the certification office to any person who has met all of the following requirements: (5-17-93)

a. Has completed, in an Idaho college or university, a program in speech pathology and audiology currently approved by the Idaho State Board of Education; or completed, in an out-of-state college or university, a program in Speech Pathology and Audiology currently approved by the state educational agency of the state in which the program was completed. (5-17-93)

b. Holds a master's degree in Speech Language Pathology or comparable title from an accredited college or university. (5-17-93)

c. Has completed a minimum of sixty (60) semester credit hours to include the following areas: twelve (12) semester hours in courses that provide an integrated program concerned with the normal development and use of speech, hearing, and language; and forty-two (42) semester hours in courses that provide information concerned with training in the management of speech, hearing and language disorders. Of these forty-two (42) hours, no fewer than six (6) may be in audiology. No more than six (6) of these forty-two (42) hours may be in courses that provide academic credit for clinical practice. Of these forty-two (42), at least twenty-four (24), not including credit for thesis or dissertation, must be in the courses or practicum in speech pathology. Furthermore, thirty (30) of these forty-two (42) hours must be in courses acceptable toward a graduate degree by the college or university in which these courses are taken. Credit for study of information pertaining to related fields that augment the work of the Speech Language Pathologist may apply toward the total of sixty (60) semester hours. A minimum of six (6) semester hours of education appropriate to the field shall be included. (5-17-93)

d. Has completed a minimum of three hundred (300) clock hours of supervised clinical experience with individuals who present a variety of communication disorders (this experience must have been obtained within the training institution or in one (1) of its cooperating programs). A minimum of fifty (50) clock hours must have been completed in a public school setting. (5-17-93)

06. Standard Audiology Endorsement. The Standard Audiology Endorsement is valid for five (5) years and is renewable. This endorsement may be issued by the certification office to any person who has met all of the following requirements: (5-17-93)

a. Has completed, in an Idaho college or university, a program of Audiology currently approved by the Idaho State Board of Education; or completed, in an out-of-state college or university, a program of audiology currently approved by the state educational agency of the state in which the program was completed. (5-17-93)

b. Holds a master's degree. (5-17-93)

c. Has completed a minimum of sixty (60) semester credit hours to include the following areas: twelve (12) semester hours in courses that provide an integrated program concerned with the normal development and use of speech, hearing, and language; and forty-two (42) semester hours in courses that provide an integrated program concerned with audiology. Of these forty-two (42) hours, no more than six (6) may be in speech pathology. Of these forty-two (42) hours, no more than six (6) may be in courses that provide credit for clinical practice. Of these forty-two (42) hours, at least twenty-four (24) hours, not including the credit for thesis or dissertation, must be in courses or practicum in audiology. Furthermore, thirty (30) of these forty-two (42) hours must be in courses acceptable toward a graduate degree by the college or university in which the courses are taken. Credit for study of information pertaining to related fields that augment the work of the clinical practitioner of audiology may apply toward the total of sixty (60) semester hours. A minimum of six (6) semester hours of education appropriate to the field shall be included. (5-17-93)

d. Has completed a minimum of three hundred (300) clock hours of supervised, directed clinical experience. The experience is to be obtained within the training institution or in one of its cooperating programs. (5-17-93)

07. Endorsement for School Social Worker. This endorsement may be issued by the certification office to any person who has met the following requirements: (5-17-93)

a. Holds a master's degree in social work from an Idaho college or university approved by the State Board of Education or completed, in an out-of-state college or university, a master's degree in a social work program currently approved by the state educational agency of the state in which the program was completed. (5-17-93)

b. Holds a master's degree in guidance and counseling, sociology, or psychology plus one (1) year (thirty (30) semester hours) of graduate work in social work education, which could include coursework in all the following areas: understanding the individual; casework method; field placement; social welfare programs and community resources; and research methods. (5-17-93)

c. Must also hold license issued by Bureau of Occupational Licenses. (5-17-93)

d. Must meet recent credit requirement. (5-17-93)

301. -- 309. (RESERVED.)

310. INTERIM SCHOOL NURSE ENDORSEMENT.

An Interim School Nurse Certificate is valid for five (5) years and is renewable. This endorsement may be issued to those applicants who do not meet the requirements for a Standard School Nurse Certificate but hold a valid registered nursing license issued by the Idaho State Board of Nursing to practice in Idaho. (5-17-93)

311. -- 319. (RESERVED.)

320. ENDORSEMENT FOR SCHOOL NURSE.

This endorsement may be issued to applicants who possess a valid nursing license issued by the Idaho State Board of Nursing and who meet all the following requirements: (5-17-93)

01. General Education: holds a bachelor's degree in nursing, education, or a health related field from an accredited institution which is approved by the State Board of Education, or submits proof of professional development consistent with the following requirements. At least nine (9) semester credits shall be taken for university or college credit with at least one (1) semester credit in each of the following areas: (5-17-93)

a. Conservation of student health (concerned with either vision, hearing, physical assessment, behavior patterns, preventive medicine, health maintenance or related topic); (5-17-93)

b. School-age and adolescent health issues (concerned with either substance abuse, eating disorders, suicide, sexuality or related topic). (5-17-93)

c. Counseling, guidance or psychology; (5-17-93)

d. General methods of elementary, secondary or group instruction, or group dynamics; and (5-17-93)

e. Specific knowledge concerning regulation governing special education or specific knowledge concerning servicing exceptional children. (5-17-93)

02. Experience: Two (2) years of full-time school nursing experience or two (2) years of nursing experience in a full-time public health department, which shall include experience in a school setting with school-age children, or one (1) year of full-time school nursing experience, and one (1) year of full-time public health nursing experience. (5-17-93)

03. Recent Credit Requirement. Must meet recent credit requirement. (5-17-93)

321. -- 329. (RESERVED.)

330. THE STANDARD AND ADVANCED EXCEPTIONAL CHILD CERTIFICATE.

01. Standard Exceptional Child Certificate. The Exceptional Child Certificate is designed to enable the teacher to work with children who have been identified as having an educational disability. The Standard Exceptional Child Certificate endorsed as a Generalist (Educationally Disabled) may be issued by the certification office to any person who has met the following requirements: (5-17-93)

- a. Has completed a baccalaureate degree from an accredited college or university; (5-17-93)
 - b. Has completed, in an Idaho college or university, a program in elementary, secondary, or special education currently approved by the Idaho State Board of Education; or completed, in an out-of-state college or university, a program in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed; and (5-17-93)
 - c. Has completed a minimum of thirty (30) semester credits in special education or closely related areas as part of an approved special education program which would develop and demonstrate skills and competencies in the following areas: knowledge and understanding of developmental process and education of the normal and the exceptional child to include areas of language, social/emotional, mental and physical development; observation and recording of learning behaviors of the normal and exceptional child; formal and informal evaluation of student performance as related to stated learner objectives and sequenced instruction; application of diagnostic and evaluation information for the individualization of instruction for the exceptional child; instructional experience in a special education setting; individual and group classroom management; knowledge of the roles of other school personnel serving exceptional children and experience in coordinating with them; knowledge of state and community ancillary services for exceptional children; and ability to work with parents of exceptional children. (5-17-93)
02. Specialized Endorsement. Specialized Endorsements may be issued for one or more of the following areas of specialization: hearing impaired, visually impaired, physically disabled, multiple disabilities, severe retardation, and seriously emotionally disturbed/severe behavior disorders. The Standard Exceptional Child Certificate with endorsement in any of these areas may be issued by the certification office to any person who has met the following requirements: (5-17-93)
- a. Has completed a baccalaureate degree from an approved accredited college or university. (5-17-93)
 - b. Has completed a program of a minimum of thirty (30) semester credit in the area of endorsement approved by the Idaho State Board of Education or the state educational agency of the state in which the program was completed. (5-17-93)
03. Advanced Exceptional Child Certificate. An Advanced Exceptional Child Certificate is valid for five (5) years and is renewable. This certificate may be issued by the certification office to any person who has met the following requirements: (5-17-93)
- a. Holds or is eligible for a valid Idaho Standard Exceptional Child Certificate. (5-17-93)
 - b. Has completed a master's degree with emphasis in exceptional child care from an accredited college or university. (5-17-93)
 - c. Has completed a minimum of three (3) years satisfactory teaching experience in the exceptional child area in an nursery through grade twelve (N-12) school setting. (5-17-93)
04. Consulting Teacher Endorsement. The Advanced Exceptional Child Certificate endorsed as a Consulting Teacher may be issued by the certification office to any person who has met all of the following requirements: (5-17-93)
- a. Qualifies for or holds a valid Standard Exceptional Child Certificate; (5-17-93)
 - b. Qualifies for or holds a valid Standard Elementary or Secondary Teaching Certificate. (5-17-93)
 - c. Has completed, in an accredited college or university, an approved fifth year or master's degree program and has demonstrated competencies in assessment of learning behaviors; individualization of instructional programs based on educational diagnosis; behavioral and classroom management techniques; program implementation and supervision; knowledge in use of current methods, materials and resources available and management and operation of media centers; ability in identifying and utilizing community or agency resources and support services; counseling skills and guidance of professional staff. (5-17-93)

d. Has a minimum of three (3) years teaching experience of which at least two (2) years must be in a special education classroom setting. (5-17-93)

05. Supervisor/Coordinator of Special Education Endorsement. The Supervisor/Coordinator of Special Education Endorsement enables the holder to work as a Supervisor/Coordinator in a special education program. This endorsement is placed on standard/advanced exceptional child or pupil personnel services certificates as appropriate. The following requirements must be met: (3-18-94)

a. Complete an approved master's degree program. (3-18-94)

b. Hold one of these credentials already: Standard/Advanced Exceptional Child Certificate; or Pupil Personnel Services certificate endorsed for School Psychologist, Speech-Language Pathologist or Social Worker. (3-18-94)

c. Complete and have verified a minimum of three (3) years of experience in a special education setting. (3-18-94)

d. Obtain college or university verification of demonstrated competencies in special education administration, supervision of instruction and counseling parents of exceptional children. (3-18-94)

06. Early Childhood/Special Education Endorsement (required by September 1, 1994). A Standard or Advanced Elementary Certificate or the Exceptional Child Certificate may receive the Early Childhood/Special Education Endorsement by fulfilling a minimum of twenty (20) semester credit hours of coursework in the education of the preschool child with a disability. The credits are to relate to the psychological and physiological development of all preschool children; the sociological concepts dealing with the development of self-concept and group responsibility; cases and characteristics of exceptionalities; language development and disorders, adaptation of curricular materials, family characteristics of the child with a disability; family services; assessment procedures in early childhood/special education, and other topics relating to early childhood/special education. (5-17-93)

331. -- 339. (RESERVED.)

340. LIMITED CERTIFICATES.

The Limited Certificate is issued for the services and fields outlined in this section and is issued to persons of good moral character who satisfy the legal requirements and have the additional training indicated for each service and area. Certificates, except as otherwise noted, are valid for five (5) years and are renewable. (5-17-93)

01. Applied Music. This certificate is issued for private music instruction to pupils for school credits. Certificates must indicate whether the holder is qualified to teach voice, piano or other musical instruments. Applicants may be certified by fulfilling the following requirements: (5-17-93)

a. Graduation from an accredited college, university or music conservatory with not less than a bachelor's degree with a major in applied music in voice or in the instrument which the applicant desires to teach. (5-17-93)

b. Applicants who have no degree, or who hold a degree with a major other than applied music, may be certified by meeting the following requirements for equivalency: a high school education; two (2) years of academic and music curriculum as required for applied music majors at an accredited college or accredited music conservatory; and three (3) years of study at the college or conservatory level in voice or the instrument the applicant expects to teach, as specified by the National Association of Schools of Music. (5-17-93)

c. Applicants who have no degree, or who hold a degree with a major other than applied music, must also have at least twelve (12) points of credit according to the following scale: public solo or recital in voice or on an instrument -- 4 points (max.); college courses in related subjects in addition to Subsection 340.01.b., each two (2) semester credits -- 1/2 point; published composition -- 2 points (max.); published articles in the field of music -- 2 points (max.); teaching experience from three to five (3-5) years -- 2 points; and teaching experience over five (5) years -- 4 points. (5-17-93)

d. Applicants who possess no formal transcripts of college courses to satisfy Subsection 340.01.b. may request an examination in any subject desired. Such examination will be prepared and given by an instructor of the requested subject. Such instructor must be a faculty member of an Idaho college or university accredited by the State Board of Education. (5-17-93)

02. Bible Instruction. This certificate is issued to teachers who will instruct in Bible literature and Bible history. Requirements: Graduation with a major in religious education with not less than a bachelor's degree from a college or university, or graduation with not less than the equivalent in training from a religious education seminary. (5-17-93)

03. Consultant Specialist Certificate. A Consultant Specialist Certificate may be issued to highly and uniquely qualified persons to be employed by a school district on a part-time basis. The certificate must be requested by the local school district. It is valid for one year and limited for use by the district which initiates the request. (5-17-93)

04. Provisional Early Childhood/Special Education Certificate. The Provisional Early Childhood/Special Education Certificate may be issued by the certification office to any person who has holds an Idaho Exceptional Child Certificate or an Idaho Standard or Advanced Elementary Certificate and has completed a minimum of six (6) semester hours of coursework leading toward an Early Childhood/Special Education Endorsement. (5-17-93)

a. The Provisional Early Childhood/Special Education Certificate may be issued, upon proper application, to an Idaho certificated teacher who meets the requirement. The Provisional Certificate will be issued for a period of one (1) year, renewable annually upon completion of at least three (3) additional semester credit hours in a program leading toward the Early Childhood/Special Education Endorsement. No provisional Early Childhood/Special Education Certificate is valid after September 1, 1994. After September 1, 1994, all teachers of preschool children with disabilities shall be required to hold an Early Childhood/Special Education Endorsement on a Standard or Advanced Elementary Certificate or Exceptional Child Certificate. (5-17-93)

b. The Provisional Restricted Early Childhood/Special Education Certificate is restricted to non-public school employees, and may not be issued to applicants who hold or qualify for Standard Elementary or Standard Exceptional Child Certificates. No Provisional Restricted Special Education Certificate is valid after September 1, 1994. This certificate is issued for one (1) year and is renewable annually upon application and completion of at least three (3) additional semester credit hours in a program leading to the Restricted Early Childhood/Special Education Certificate, and may be issued to any person who has met the following requirements: holds a bachelor's degree in a field related to health, education, and human services, as verified by official transcripts; has completed a minimum of six (6) semester credits of coursework leading to an Early Childhood/Special Education Endorsement of twenty (20) semester credits (the credits are to relate to the psychological and physiological development of all preschool children; the sociological concepts dealing with the development of self-concept and group responsibility; causes and characteristics of exceptionalities; language development and disorders, adaption of curricular materials, family characteristics of the child with a disability; family services; assessment procedures in early childhood/special education; and other topics relating to early childhood/special education); provides documentation of a minimum of five (5) years experience, within the last ten (10) years, providing education or related services to children with disabilities ages birth to five (5); and provides three (3) letters of recommendation from supervisors who have direct knowledge of the applicant's demonstrated competence as defined in this paragraph. (5-17-93)

c. The Restricted Early Childhood/Special Education Certificate is restricted to non-public school employees, and may not be issued to applicants who hold or qualify for Standard Elementary or Standard Exceptional Child Certificates. This certificate is renewable, and may be issued to any person who has met the following requirements: holds a bachelor's degree in a field related to health, education, and human services, as verified by official transcripts; has completed a minimum of twenty (20) semester credits of coursework leading to an Early Childhood/Special Education Endorsement of twenty (20) semester credits (the credits are to relate to the psychological and physiological development of all preschool children; the sociological concepts dealing with the development of self-concept and group responsibility; causes and characteristics of exceptionalities; language development and disorders, adaption of curricular materials, family characteristics of the child with a disability; family services; assessment procedures in early childhood/special education; and other topics relating to early

childhood/special education); documentation of a minimum of five (5) years paid experience, within the last ten (10) years, providing education or related services to children with disabilities from birth to age five (5); provides three (3) letters of recommendation from supervisors who have direct knowledge of the applicant's demonstrated competence as defined in Rule 340.04.b. (5-17-93)

05. Limited Transitional Certificate. This non-renewable certificate is valid for one (1) year and authorizes the teacher to teach only the subjects listed on the certificate. Applicants must meet the following requirements: (5-17-93)

a. Holds a valid Idaho Standard or Advanced Elementary or Secondary Certificate; (5-17-93)

b. Provides verification of four (4) years of successful classroom teaching while holding proper state certification; (5-17-93)

c. Has completed all of the requirements for the Standard Elementary Certificate, except student teaching, if the applicant currently holds a Standard or Advanced Secondary Certificate; or has completed all of the requirements for the Standard Secondary Certificate, except student teaching, if the applicant currently holds a Standard or Advanced Elementary Certificate; and (5-17-93)

d. Provides verification that a mentor teacher holding the same certificate as the applicant is seeking, will be provided for the applicant by the employing school district; or be enrolled in a one (1) year supervised internship experience under the direct supervision of personnel from a college or university with an approved teacher preparation program. (5-17-93)

e. Upon the successful completion of one (1) year of teaching while holding the Temporary Instructional Certificate, the teacher will be eligible to receive a Standard Elementary or Secondary Certificate. (5-17-93)

341. -- 349. (RESERVED.)

350. CERTIFICATES NO LONGER ISSUED.

Teacher certificates of classes and types issued prior to 1984, when the present certification program became effective, and two (2) certificates issued after that date may be currently valid. The validity of these certificates is protected by law (Idaho Code, Section 33-1206) and persons holding such certificates are qualified for positions for which the certificates are valid. These certificates are renewable upon the same terms and conditions as existed at the time the certificates were issued. However, a certificate which has lapsed for any cause cannot be reinstated. (5-17-93)

351. -- 359. (RESERVED.)

360. CERTIFICATION STANDARDS FOR VOCATIONAL EDUCATORS.

Prior to employment all vocational personnel shall have verification of certification eligibility from the State Division of Vocational Education based on credential analysis. Idaho teachers employed to teach reimbursable vocational classes/programs in secondary or postsecondary schools should hold a secondary teaching credential with vocational endorsement in an appropriate vocational discipline or a Vocational Specialist Certificate in the appropriate vocational discipline. If an individual does not meet requirements for an Idaho certificate, a current teaching credential from another state may be honored for teaching in a vocational discipline for no more than five (5) years at which time candidates shall meet Idaho standards for vocational endorsement in order to qualify for a vocational teaching credential. Any employment agreement between a school district or vocational technical school is conditional upon the teacher having a valid Idaho vocational teacher's credential for the courses being taught or services performed. No contract exists until this condition prevails. Applicants for vocational certification should write directly to the State Division of Vocational Education, Len B. Jordan Office Building, Boise, Idaho 83720. Appeals on vocational certification may be made by an individual to the Professional Standards Commission. The Professional Standards Commission will act as a hearing board under rules established by the Commission. (5-17-93)

01. Vocational Endorsement. Institutions of higher education may be approved for vocational teacher training in one (1) or more vocational disciplines provided instruction includes coursework in each of the following:

principles/foundations of vocational education; coordination of cooperative programs; occupational and job analysis; vocational guidance/occupational and educational information; utilization of vocational advisory committees; organization and administration of vocational student groups; competencies for teaching the disadvantaged and people with disabilities; and teaching the adult learner. The vocational teacher education program must provide appropriate content to constitute a major in the identified vocational discipline (student teaching shall be in an approved program and shall be in the major vocational field). Vocational approval of teacher training programs may be granted upon recommendation of the Division of Vocational Education and officially approved by the State Board for Vocational Education. (5-17-93)

a. Vocational Endorsement to Secondary Teaching Certificates. A Vocational Endorsement can be added to the Idaho Standard or Advanced Secondary Teacher's Certificate in the following five (5) disciplines: Vocational Agriculture; Vocational Business Education; Vocational Marketing and Distributive Education; Vocational Home Economics; and Vocational Industrial Technology. Secondary teachers employed in Health Occupations Education and Trades, Industrial and Technical Education shall hold Limited, Standard or Advanced Vocational Specialist Certification (see Vocational Specialist Certificates, Section 370). A person who qualifies for the Standard or Advanced Secondary Certificate can become eligible for the Vocational Endorsement by completing a degree program from an approved Idaho vocational teacher training institution or qualifying under terms of the Interstate Certification Compact or being approved by submitting all pertinent credentials to the State Division of Vocational Education. (5-17-93)

b. Vocational teachers shall have approved work experience in their respective field of specialization, as determined by the State Division of Vocational Education. Teachers employed to instruct and coordinate the multi-occupations programs or coordinate other cooperative programs shall have instruction in methods of coordinating cooperative programs. Teachers shall hold a Vocational Endorsement and shall have accumulated two (2) years (four thousand (4,000) clock hours) related work experience or shall hold the Vocational Specialist Certificate. (5-17-93)

02. Interim Vocational Certification. Applicants requesting a Vocational Endorsement in one (1) of the five (5) disciplines listed in Subsection 360.01.a, but who have not completed the required vocational coursework, may be granted an Interim Vocational Certificate. This certificate may be obtained by applying to the State Division of Vocational Education. Interim Vocational Certificates are valid for one (1) year and may be reissued only twice provided the applicant submits evidence of annual progress toward meeting the requirements for the Vocational Endorsement of their secondary teaching credential. Upon expiration of the third Interim Vocational Certificate, applicants shall meet the requirements for Vocational Endorsement in order to qualify for a vocational teaching credential. (5-17-93)

03. Vocational Counselor Endorsement. The endorsement for a Vocational Counselor may be issued to a candidate who holds a current Pupil Personnel Services Certificate with a Standard or Advanced Counselor Endorsement and holds a master's degree from an accredited college or university with a major in guidance and counseling. This candidate must also have completed two (2) years successful teaching experience evidenced by recommendation from an employing agency; or twenty-four (24) cumulative months of gainful employment plus one (1) year of supervised school counseling internship experience in kindergarten through grade fourteen (K-14) under direct supervision of a fully certificated school counselor and a professor of counselor education, plus recommendation from the State Division of Vocational Education; or two (2) years of successful counseling experience in a kindergarten through grade fourteen (K-14) professional setting verified by the employing agency. The applicant's preparation must include an approved course in each of the following: counseling techniques; occupational and educational information/vocational guidance; principles and practices of guidance services; principles/foundations of vocational education; standardized testing/analysis of the individual, or psychometric assessment; group counseling; supervised counseling practicum; and theories of vocational choice. Individuals who meet the eligibility requirements but have not completed all of the coursework requirements may apply for an Interim Vocational Certificate. (5-17-93)

361. -- 369. (RESERVED.)

370. VOCATIONAL SPECIALIST CERTIFICATES.

Vocational Specialist Certificates are issued to qualified individuals to instruct postsecondary approved vocational technical programs, or secondary approved vocational programs in specialized occupational areas where specific degree granting vocational teacher education programs are not usual. (5-17-93)

01. Vocational Specialist Certificates. May be issued to a candidate who meets all of the following requirements: meets the provisions of Idaho Code; provides verification of certification eligibility (must be obtained prior to appointment as an instructor in an approved vocational program); has full-time, successful, recent gainful employment related to the area for which certification is requested; when applicable, meets requirements established by occupationally related state regulatory agencies; and possesses a high school diploma or General Educational Development (GED) certificate. (5-17-93)

02. Ways to Qualify for a Vocational Specialist Certificate. Vocational Specialist Certificates permit instruction in full-time or part-time preparatory occupational and cooperative programs in the skills and related technical subjects named on the certificate. Vocational Specialist Certificates may be Limited (3-year non-renewable), Standard (5-year renewable), or Advanced (5-year renewable). Vocational Specialist Certificates may be issued to applicants who qualify with one (1) of the following: (5-17-93)

a. Eight (8) years (sixteen thousand (16,000) hours) of full-time, successful, recent gainful employment in the occupation for which certification is requested. A maximum of two (2) years credit toward the eight (8) years may be allowed on a month-to-month basis for vocational training successfully completed as a full-time student in an approved/approvable postsecondary vocational-technical education program; or (5-17-93)

b. Holds a bachelor's degree in the specific occupation or related area, plus three (3) years of full-time, successful, recent gainful employment in the occupation. (5-17-93)

c. Upon verification that applicants are not available who meet the above qualifications, applicants may then be certified who have a minimum of three (3) years (six thousand (6,000) hours) of full-time successful, recent gainful employment in the field for which certification is requested; and have been verified as to occupational competency and recommended by a representative occupational advisory council/committee as recorded in its minutes. Such verification may be obtained by passing an authorized occupational competency test. For occupations where authorized occupational competency exams are not available, written recommendation from a representative occupational advisory council/committee as recorded in its minutes is required. Individuals who have been required by law to successfully pass a state licensure examination may be exempted from further competency testing by forwarding appropriate credentials to the State Division of Vocational Education for review. (5-17-93)

03. Limited Vocational Specialist Certificates. Limited Vocational Specialist Certificates are valid for three (3) years and cannot be reissued. Upon expiration of the Limited Vocational Specialist Certificate, applicants shall meet the requirements for the Standard Vocational Specialist Certificate. (5-17-93)

a. To qualify for the Limited Vocational Specialist Certificate individuals must possess a high school diploma or General Education Development (GED) Certificate; and verify technical skills through testing, certification, or industry experience as stated in Subsection 370.02.c. and approved by the State Division of Vocational Education. (5-17-93)

b. During the validity of the Limited Vocational Specialist Certificate, the vocational instructor shall participate in a two (2) step professional development process. (5-17-93)

c. Step 1: Within the first eighteen (18) months of certification, the vocational instructor must demonstrate competency in basic academic skills; satisfactorily complete the State Division sponsored pre-service workshop or, with teacher educator approval, an approved course in Methods of Teaching Vocational Education; and file a Professional Development Plan (PDP) which outlines the plan for meeting the requirements for a Standard Vocational Specialist Certificate within the life of the Limited Vocational Specialist Certificate. The PDP shall be developed with concurrence and approval of the employer or supervisor and acknowledgement of an approved vocational teacher educator and shall be filed with the State Division of Vocational Education. (5-17-93)

d. Step 2: Within the three (3) year period of limited certification, the vocational instructor must satisfactorily complete all requirements for a Standard Vocational Specialist Certificate. (5-17-93)

e. To qualify for a Standard Vocational Specialist Certificate, individuals must satisfactorily complete coursework in principles/foundations of vocational education; vocational guidance/occupational and educational

- information; analysis and curriculum development; and methods of teaching vocational education. (5-17-93)
- f. The instructor must also prepare a Professional Development Plan outlining plans to meet the renewal requirements for the Standard Vocational Specialist Certificate. (5-17-93)
04. Standard Vocational Specialist Certificates. (5-17-93)
- a. Standard Vocational Specialist Certificates are valid for five (5) years. Upon expiration, applicants may renew the Standard Vocational Specialist Certificate. The Standard Certificate may be renewed as many times as desired if renewal requirements are met. When a valid certificate has been allowed to expire, a person must apply for a new certificate and meet current requirements in order to qualify for a valid certificate at any level. (5-17-93)
- b. To renew the Standard Vocational Specialist Certificate the individual must successfully complete six (6) semester credit hours, or the equivalent, of approved teaching skills coursework or submit verification of two hundred forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes, or workshops or any combination thereof as approved; complete the Professional Development Plan (PDP) currently on file; and file a new PDP for the next credentialing period. (5-17-93)
05. Advanced Vocational Specialist Certificates. (5-17-93)
- a. Advanced Vocational Specialist Certificates are valid for five (5) years. The Advanced Vocational Specialist Certificate may be renewed any number of times by the individual if renewal requirements are met. When a valid certificate has been allowed to expire, a person must apply for a new certificate and meet current requirements in order to qualify for a valid certificate at any level. (5-17-93)
- b. To qualify for an Advanced Vocational Specialist Certificate individuals must meet all qualifications for a Standard Vocational Specialist Certificate; provide evidence of completion of a teacher training degree program or an additional eighteen (18) semester credit hours of approved coursework beyond the Standard Vocational Specialist Certificate (a total of thirty (30) semester credit hours); complete the current PDP; and file a new PDP for the next credentialing period. (5-17-93)
- c. To renew the Advanced Vocational Specialist Certificate an individual must complete six (6) semester credit hours or the equivalent of approved coursework or submit verification of two hundred forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes and workshops or any combination thereof as approved; complete the current Professional Development Plan (PDP); and file a new PDP for the next credentialing period. (5-17-93)
06. Coordinators of Postsecondary Cooperative Programs. Certificates are issued to coordinators of Cooperative Programs. Recertification requirements shall be the same as for the Vocational Specialist Certificates, Standard and Advanced. Applicants employed to coordinate Cooperative Programs shall have: (5-17-93)
- a. Met the occupational experience requirements of the Vocational Specialist Certificate; and (5-17-93)
- b. Completed, or complete during the initial year of employment as a coordinator, an approved course in coordination of cooperative programs. (5-17-93)
07. Related Subjects Vocational Specialist Endorsement. The Related Subjects Vocational Specialist Endorsement may be issued to applicants to teach subject matter related to vocational programs or specific sections of an occupational program and permit instruction only in the area identified on the certificate. Recertification requirements shall be the same as for Vocational Specialist Certificates. Applicants shall have: (5-17-93)
- a. Three (3) years (six thousand (6,000) hours) of full-time, successful gainful employment related to the area for which certification is requested; and (5-17-93)
- b. Special training (professional or work experience) which provides the knowledge and skills necessary to supplement the regular vocational instructional program. (5-17-93)

08. Vocational Counselor Specialist. Vocational Counselor Specialist Certificates may be issued to postsecondary vocational counselors. (5-17-93)

a. Interim Vocational Counselor Specialist Certificates. The Interim Vocational Counselor Specialist Certificate is valid for one (1) year and only if the holder is serving under direct supervision of a fully certificated vocational counselor. Such authorization may be reissued twice, provided the applicant submits evidence of satisfactory service and progress toward meeting the Standard Vocational Counselor Specialist requirements. Applicants for Interim Vocational Counselor Specialist Certificate shall hold a bachelor's degree from an accredited institution; three (3) years of successful teaching or three (3) years successful employment in public or private personnel or guidance work; one (1) year (two thousand (2,000) hours) of successful full-time employment in an occupation other than teaching or counseling; and successfully completed an approved course in each of the following: counseling techniques, occupational and educational information/vocational guidance, and principles and practices of guidance services. (5-17-93)

b. Standard Vocational Counselor Specialist Certificate. The Standard Vocational Counselor Specialist Certificate is valid for three (3) years and is not renewable. Upon expiration, the vocational counselor must qualify for the Advanced Vocational Counselor Specialist Certificate. Applicants for the Standard Vocational Counselor Specialist Certificate shall hold a bachelor's degree from an accredited institution and evidence of admission in a master's degree program from an accredited institution for preparation for the Advanced Vocational Counselor Specialist Certificate; have three (3) years of successful teaching or three (3) years successful employment in private personnel or guidance work; one (1) year (two thousand (2,000) hours) of successful full-time work experience in an occupation other than teaching or counseling; and have successfully completed an approved course in each of the following: counseling techniques, occupational and educational information/vocational guidance, principles and practices of guidance services, principles/foundations of vocational education, and standardized testing/analysis of the individual, or psychometric assessment. (5-17-93)

c. Advanced Vocational Counselor Specialist Certificates. The Advanced Vocational Counselor Specialist Certificate is valid for five (5) years and may be reissued. Applicants for Advanced Vocational Counselor Specialist Certificate shall hold a master's degree from an accredited college or university including a major in guidance and counseling; have two (2) years of successful teaching or two (2) years successful employment in public or private personnel or guidance work; one year (2,000 hours) of successful full-time work experience in an occupation other than teaching or counseling; and have successfully completed an approved course in each of the following: counseling techniques; occupational and educational information/vocational guidance; principles and practices of guidance services; principles/foundations of vocational education; standardized testing/analysis of the individual or psychometric assessment; group counseling; supervised counseling practicum; and theories of vocational choice. (5-17-93)

d. Recertification requirements are the same as for the Advanced Vocational Specialist Certificate. (5-17-93)

09. Vocational Special Needs Endorsements. Vocational Special Needs Endorsements may be issued to individuals teaching vocational programs for special populations. Endorsements may be added to current certificates listed below and will be renewed with the renewal of that certificate. (5-17-93)

a. Applicants for employment as vocational special populations support personnel shall hold one (1) of the following: an Idaho Secondary Teaching Certificate endorsed in either reading, English, mathematics, or one (1) of the vocational program areas of endorsement, an Idaho Elementary Teaching Certificate, an Idaho Exceptional Child Certificate endorsed Generalist, or an Idaho Limited, Standard or Advanced Vocational Specialist Certificate; have appropriate work experience as determined by the State Division of Vocational Education; and have completed or complete approved coursework in each of the following: principles/foundations of vocational education, identification and assessment of vocational special needs students, learning styles, and classroom counseling techniques and strategies. (5-17-93)

b. Limited Vocational Special Needs Certificate. Applicants not meeting the requirements of the Standard Vocational Special Needs Endorsement may be issued a Limited Vocational Special Needs Certificate. Limited Certificates are valid for three (3) years. During the first year, the special needs applicant shall develop a

Personalized In-service Professional Development Plan. The plan shall be developed by the instructor with concurrence of the employer, and an approved vocational teacher educator. Required coursework is to be completed within the life of the Limited Vocational Special Needs Certificate. (5-17-93)

10. Vocational Special Needs Certificate. Applicants who do not hold or qualify for teaching credentials as listed for the Vocational Special Needs Endorsement but have other training background as appropriate to a specific teaching position may be issued the Vocational Special Needs Certificate. Individuals holding the Vocational Special Needs Certificate shall complete the requirements listed Subsection 370.09.a. of the Vocational Special Needs Endorsement. A Special Needs Limited (three (3) years) Certificate may be issued to allow applicants opportunity to meet those requirements. Once these requirements are met, the individual may be issued the Standard (five (5)-year) or Advanced (five (5)-year) Certificate. Renewal requirements for these certificates will be the same as for the Standard and Advanced Vocational Specialist Certificates. (5-17-93)

371. -- 379. (RESERVED.)

380. VOCATIONAL ADMINISTRATOR CERTIFICATES.

01. Vocational Administrator Certificates. Vocational Administrator Certificates may be issued to: (5-17-93)

- a. State level administrators/supervisors; (5-17-93)
- b. Postsecondary level vocational school deans/directors and others assigned to supervisory or administrative positions; and (5-17-93)
- c. Secondary level vocational directors/coordinators. (5-17-93)

02. Interim Vocational Administrator Certificate. (5-17-93)

a. Applicants requesting a Vocational Administrator Certificate, but who have not completed the required coursework, may be issued an Interim Vocational Certificate. This certificate may be obtained by applying to the State Division of Vocational Education. (5-17-93)

b. All individuals applying for the Interim Vocational Administrator Certificate shall meet the provisions of Idaho Code; qualify for Standard or Advanced Vocational Certification or a vocational endorsement of the secondary teaching credential; have successfully completed a minimum of three (3) years teaching in a vocational discipline; and possess a master's degree. Equivalency (professional or work experience which provides the knowledge and skills necessary) in each area will be determined on an individual basis by the State Vocational Certification Office. (5-17-93)

c. Interim Vocational Administrator Certificates are valid for one (1) year and may be renewed only twice, provided the applicant submits evidence of annual progress toward meeting the requirements for the certificate. Upon expiration of the third Interim Vocational Administrator Certificate, administrators shall meet the requirements for the Vocational Administrator Certificate. (5-17-93)

03. Vocational Administrator Certificate. This certificate may be issued to those individuals who have completed the requirements for an interim certificate plus at least fifteen (15) semester credits (or equivalent) of coursework. (5-17-93)

a. The following three (3) coursework areas are required: financial aspects of education/vocational-technical education; administration of personnel; and legal aspects of education/vocational-technical education. (5-17-93)

b. The remaining credits may be taken from any two (2) or more of the following coursework areas: administration and supervision of vocational programs; instruction supervision; administrative internship; curriculum development; curriculum evaluation; research in curriculum; school and community relations; communications; teaching the adult learner; coordination of vocational programs; principles and practices of guidance; school facilities

planning and maintenance; and measurement and evaluation. (5-17-93)

c. The Vocational Administrators Certificate is valid for five (5) years. To recertify, applicants shall complete coursework in two (2) of the areas listed in Subsection 380.03.b. or two (2) courses from other related administration or vocational areas; or through participation in ninety (90) clock hours of structured related in-service as approved by the State Vocational Certification Office. (5-17-93)

381. -- 389. (RESERVED.)

390. INTERSTATE CERTIFICATION COMPACT.

Idaho participates in the Interstate Agreement of Qualification of Education Personnel. The agreement applies equally to teachers entering Idaho from another compact member state and to teachers entering another compact member state from Idaho. The compact applies to classroom teachers only. Trades and industries teachers are not covered by the agreement. (5-17-93)

391. -- 399. (RESERVED.)

400. PERSONNEL STANDARDS FOR ACCREDITATION AND APPROVAL.

The following personnel standards have been adopted for the purpose of secondary school accreditation and elementary school approval. These standards are consistent with the requirements of the Northwest Accrediting Association for Secondary and Higher Education. These standards differ from certification standards. Section 180 concerning misassignment is not waived for certification purposes. (5-17-93)

01. Elementary Personnel Standards. The educational support unit shall be used in applying personnel standards for elementary school approval. A support unit is the number of units assigned to an elementary school building under the state educational support program. Private and parochial schools shall use the support unit for applying these standards. (5-17-93)

a. A school with eight (8) support units shall have an administrator but may be administered by a teaching principal or by a superintendent who provides elementary administrative and supervisory service within the school day. Schools with seven (7) or fewer teachers may be administered by a "head teacher." (5-17-93)

b. A school with nine through twelve (9-12) support units shall be administered by a principal who devotes at least one-half (1/2) day to administration and supervision. When more than one (1) school of such size is administered by the same principal, the assignment shall be a full-time principalship. (5-17-93)

c. Any school with thirteen through twenty-seven (13-27) support units or more shall be administered and supervised by a full-time principal. (5-17-93)

d. A school with twenty-eight (28) or more support units shall be administered and supervised by a full-time principal with supervisory assistance. (5-17-93)

02. Credit for Advances Placement. Advanced placement in a subject in college can be counted as credit if it shows on the college transcript. (5-17-93)

401. -- 409. (RESERVED.)

410. CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION.

01. Preamble. Believing in the worth and dignity of each human being, the educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn, and to teach, while guaranteeing equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards. The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Idaho Teaching Profession symbolizes the commitment of all Idaho educators and provides standards by which to judge conduct. (5-17-93)

02. Principle I - Commitment to the Student. The educator measures success by the progress each student makes toward the realization of the student's potential as a worthy and effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, acquisition of knowledge and understanding, and thoughtful formulation of worthy goals. In fulfilling these obligations to the student, the Idaho educator: (5-17-93)

- a. Shall not, without just cause, deny the student access to varying points of view. (5-17-93)
- b. Shall make reasonable effort to protect the student from conditions detrimental to learning or to physiological or psychological well-being and shall not procure, distribute, or in any way make available any of the substances recognized as harmful to learning, or to physiological or psychological well-being of the students, or to advocate the use of any such substances. (5-17-93)
- c. Shall refrain from subjecting the student to unnecessary embarrassment or disparagement. (5-17-93)
- d. Shall respect the constitutional rights of students. (5-17-93)
- e. Shall provide professional educational services in a nondiscriminatory manner. (5-17-93)
- f. Shall refrain from using professional relationships with students for personal advantage. (5-17-93)
- g. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law. (5-17-93)
- h. Shall not tutor students assigned to one's classes for remuneration, except when specifically approved by the board of trustees. (5-17-93)
- i. Shall assess and report student achievement and ability as required by the employing educational agency. (5-17-93)
- j. Shall provide a positive environment for learning, while prescribing accepted pedagogical procedures. (5-17-93)

03. Principle II - Commitment to the Public. The educator believes that education should preserve and promote the principles of our democratic heritage. Thus, the educator shares with all other citizens the responsibility for the development of sound educational policy and assumes the responsibilities of citizenship. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public. In fulfilling these obligations to the public, the Idaho educator: (5-17-93)

- a. Shall distinguish between personal views and the views of the employing educational agency. (5-17-93)
- b. Shall not distort or misrepresent the facts concerning educational matters. (5-17-93)
- c. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others. (5-17-93)
- d. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities. (5-17-93)
- e. Shall accept no gratuities, gifts, or favors that might impair, or appear to impair, professional judgment, nor offer any such to obtain special advantage. (5-17-93)

04. Principle III - Commitment to the Profession. The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. Therefore, the educator exerts every effort

to establish and maintain professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract highly qualified persons to the profession. In fulfilling these obligations to the profession, the Idaho educator: (5-17-93)

- a. Shall provide professional educational services in a non-discriminatory manner and not interfere with the free participation of colleagues in their professional associations. (5-17-93)
- b. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities. (5-17-93)
- c. Shall use no coercive means nor give special treatment in order to influence professional decisions of colleagues. (5-17-93)
- d. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law. (5-17-93)
- e. Shall present one's professional qualifications accurately and completely. (5-17-93)
- f. Shall present evaluations of and recommendations for colleagues fairly, accurately and professionally. (5-17-93)
- g. Shall cooperate with the Professional Standards Commission in inquiries and hearings. (5-17-93)
- h. Shall not engage in conduct which is offensive to the ordinary dignity, decency and morality of others. (5-17-93)

05. Principle IV - Commitment to Professional Employment Practices. The educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. The educator believes that sound professional personnel relationships with governing boards are built upon personal integrity, dignity and mutual respect. The educator discourages the practice of the profession by unqualified persons. In fulfilling these obligations to professional employment practices, the Idaho educator: (5-17-93)

- a. Shall apply for, accept, offer or assign a position or responsibility on the basis of professional preparation and legal qualifications. (5-17-93)
- b. Shall apply for a specific position only when it is known to the educator to be vacant and shall refrain from underbidding or commenting adversely about other candidates. (5-17-93)
- c. Shall present only factual information regarding the assignment or conditions of employment to an applicant. (5-17-93)
- d. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency. (5-17-93)
- e. Shall conduct professional business through appropriate channels. (5-17-93)
- f. Shall provide, upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment. (5-17-93)
- g. Shall use time granted for the purpose for which it is intended. (5-17-93)
- h. Shall not delegate assigned tasks to unqualified personnel. (5-17-93)

411. -- 419. (RESERVED.)

420. IDAHO TEACHER EXCELLENCE PROGRAM.

In order to provide for the proper administration of the Idaho Teacher Excellence Program, the State Board of Education hereby adopts the following rules. Implementation of these rules and corresponding State Board of Education approval of local district proposals to participate in the Teacher Excellence Program is contingent upon the action of the Idaho State Legislature in the annual appropriation of funds for the program. (5-17-93)

01. Participation by District. Any school district electing to participate in the Teacher Excellence Program must develop and submit a Career Compensation Plan which is acceptable to the State Board of Education. The plan must be submitted to the State Department of Education no later than May 15th of the year preceding the school year in which the district desires to begin participation. (5-17-93)

a. Continued participation. Once a school district has become a participant in the Teacher Excellence Program, it must maintain an acceptable Career Compensation Plan in order to share in the special annual apportionment from the legislature. (5-17-93)

b. Amended plans. Any school district plan subsequently undergoing alteration must meet all requirements established for an original Career Compensation Plan. Any school district with an amended plan must submit said plan to the State Department of Education for approval no later than May 15th of the year preceding the school year in which the district desires to begin participation under the amended plan. (5-17-93)

c. Compliance. Any Career Compensation Plan provisions must conform to all laws of the State of Idaho, as well as the rules of the State Board of Education. (5-17-93)

d. Local initiative and responsibility. The local board of trustees is responsible to submit a Career Compensation Plan to the State Department of Education. Any plan must have the formal approval of the local board of trustees. (5-17-93)

e. Local development. Any Career Compensation Plan submitted to the State Department of Education must be locally developed and must include provisions for the establishment of career ladders, extended contracts and training grants as identified in these guidelines. (5-17-93)

f. Participation voluntary. School district participation in the Idaho Teacher Excellence Program is voluntary. (5-17-93)

02. Eligible Participants. (5-17-93)

a. Teacher, meaning any person employed in a teaching instructional, supervisory, educational administrative or educational and scientific capacity in any school district. In case of doubt, certification as a teacher is the controlling criterion. (5-17-93)

b. Classroom teacher. The Career Compensation Plan must include, at a minimum, a career ladder, extended contracts and training grant provisions for classroom teachers. Similar plans for other certified personnel, including administrators, are permitted but not required. (5-17-93)

03. Career Compensation Plan Characteristics. (5-17-93)

a. Local development committee. The Career Compensation Plan shall be developed through a cooperative effort that insures the participation of school district teachers, administrators, patrons/parents and the board of trustees. (5-17-93)

b. Career ladder levels. The Career Compensation Plan shall include a clearly identifiable career path for teachers which shall provide three (3) or more career levels. The career levels shall provide recognition and compensation for extraordinary teaching, innovation, leadership and additional responsibilities. (5-17-93)

04. Description of Career Compensation Plan Levels. The plan must define and delineate the characteristics of each career ladder level. The career ladder level definition shall include, at a minimum, the following information: (5-17-93)

- a. The local district's definition of extraordinary teaching, innovation and leadership. (5-17-93)
 - b. Any other standards a district might use to differentiate between levels. (5-17-93)
 - c. Illustration of the standards which teachers at each level must satisfy. Standards of performance required to reach a higher ladder level should exceed the standards of performance established for preceding levels. (5-17-93)
 - d. Responsibilities for which teachers at that level qualify or may be assigned should be described. Teachers reaching a higher ladder level should qualify for a greater degree or range of responsibilities than teachers at the preceding level. (5-17-93)
 - e. The types of recognition and compensation received by the teachers at each level. (5-17-93)
05. Movement Between Career Compensation Plan Levels. Advancing from one (1) level to another shall be based upon evaluated performance according to criteria and procedures approved by the board of trustees. Career Compensation Plans must identify the process used to evaluate whether an individual qualifies for movement from one (1) level to another. At a minimum, the plan must identify: (5-17-93)
- a. The individual responsible to initiate the request to move from one (1) level to another, and the procedure for initiating the request. (5-17-93)
 - b. The individual responsible to appraise or evaluate the individual's performance relative to the criteria for advancement. (5-17-93)
 - c. The sources of evidence used to appraise or evaluate the individual's performance relative to the criteria for advancement (examples might include: classroom observations, individual portfolios, questionnaires, interviews, and tests). (5-17-93)
 - d. The evaluation procedure used to determine whether the candidate satisfies the criteria for advancement. (5-17-93)
 - e. The individual responsible for determining whether an individual has satisfied the criteria for advancement and qualifies for movement to another level. (5-17-93)
 - f. The procedure available to the individual for appeal where disagreement exists regarding the individual's movement to another level. (5-17-93)
 - g. The procedures, including time frame, used to determine whether an individual maintains status at any level or moves from a higher to lower level. (5-17-93)
 - h. Upon first implementation of the plan, a district wishing to expedite the placement of current staff members on different levels must outline the procedures used to accomplish this placement. (5-17-93)
 - i. Districts must include procedures to provide for the placement of teachers new to the district, but not new to the profession. (5-17-93)
 - j. A district wishing to allow individuals to discontinue participation in the Career Ladder Plan must identify the procedure used to discontinue participation. (5-17-93)
06. Extended Career Compensation Plan Contracts. The Career Compensation Plan shall provide opportunities for extended teaching contracts of up to twelve (12) months when deemed appropriate by the board of trustees. (5-17-93)
- a. Professional development. Extended contracts shall insure time for professional development for the teacher. Extended contracts for professional development should be coordinated with the Professional

Development Plan adopted by the school district. (5-17-93)

b. Additional responsibilities. Extended contracts shall insure time to perform curriculum development, staff development, programs for students with special needs, additional teaching assignments or other special projects. (5-17-93)

c. Excluded activities. Extended contracts for performance of duties related to extracurricular activities do not qualify for inclusion in a Career Compensation Plan. Extracurricular activities are defined as including interscholastic competition activities, class or club advisorships, playground, lunch or hall supervision, or assignments for which para-professionals may qualify. Teacher Excellence Program resources shall not be used to supplant existing extended contracts. (5-17-93)

d. Allocation. The Career Compensation Plan must outline the procedures used to determine how extended contracts are assigned, to include identification of the teachers who qualify for extended contracts; identification of the person initiating the request for an extended contract; identification of the person responsible to determine whether an extended contract is awarded; criteria to determine whether extended contracts are awarded; and the person responsible to supervise personnel on extended contracts. (5-17-93)

07. Career Compensation Plan Training Grants. The Career Compensation Plan shall provide opportunities for teachers to apply for and receive training grants in order that they may become directly involved in rigorous research and development programs and training programs directly related to their teaching assignments. (5-17-93)

a. Research and development programs. Career Compensation Plans should include a provision to facilitate the transformation of innovative ideas into more understandable, empirically tested programs and to facilitate the adoption of programs successfully implemented elsewhere. (5-17-93)

b. Training programs. Career Compensation Plans may include a provision to allow teachers to participate in training programs at the local, district, regional, state or national level, and courses taken for academic credit, as well as semester or year-long sabbaticals. (5-17-93)

c. Teacher absence. Approved programs which require extended absence from the teacher's regular duties shall not affect the teacher's renewable contract status provided in Section 33-515, Idaho Code. (5-17-93)

d. Grant allocation. The Career Compensation Plan must outline the procedures used to determine how training grants are awarded, to include identification of the teachers who qualify for training grants; the procedures through which teachers may apply for training grants; criteria to determine whether training grants are awarded; identification of the person responsible to determine whether a training grant is awarded; and the person responsible to supervise the grants. (5-17-93)

08. Authority/Other. Final approval of a Career Compensation Plan shall be made by vote of the board of trustees, notwithstanding the provisions of Section 33-1271, Idaho Code. (5-17-93)

09. Program Evaluation. Districts should include a description of how they plan to monitor and evaluate their Career Compensation Plan. (5-17-93)

421. -- 429. (RESERVED.)

430. LOCAL DISTRICT EVALUATION POLICY.

Each school district board of trustees shall develop policies in which criteria and procedures for the evaluation of certificated personnel are established. The evaluation policy should be locally developed to meet the specific needs and goals of the school district and formally approved by the local board of trustees. The process of developing criteria and procedures for certificated personnel evaluation should allow opportunities for input from those affected by the evaluation; i.e., trustees, administrators and teachers. The evaluation policy should be a matter of public record and communicated to the certificated personnel for whom it is written. (5-17-93)

01. Participants. Each district evaluation policy shall include provisions for the evaluation of all certificated employees identified in Subsection 13 of Idaho Code 33-1001 and each school nurse and librarian (Idaho Code 33-515). Certificated employee evaluation policies should identify the differences, if any, in the conduct of evaluations for nonrenewable contract personnel and renewable contract personnel. (5-17-93)

02. Evaluation Policy - Content. Local school district policies should include, at a minimum, the following information: (5-17-93)

a. Purpose -- statements that identify the purpose or purposes for which the evaluation is being conducted; e.g., individual instructional improvement, personnel decisions. (5-17-93)

b. Evaluation criteria -- statements of the general criteria upon which certificated personnel will be evaluated. (5-17-93)

c. Evaluator -- identification of the individuals responsible for appraising or evaluating certificated personnel performance. The individuals assigned said responsibility should have received training in evaluation. (5-17-93)

d. Sources of data -- description of the sources of data used in the conduct of certificated personnel evaluations. For classroom teaching personnel, classroom observation should be included as one (1) source of data. (5-17-93)

e. Procedure -- description of the procedure used in the conduct of certificated personnel evaluations. (5-17-93)

f. Communication of results -- the method by which certificated personnel are informed of the results of evaluation. (5-17-93)

g. Personnel actions -- the action, if any, available to the school district as a result of the evaluation and the procedures for implementing said actions; e.g., job status change. Note: in the event that the action taken as a result of evaluation is to not renew an individual's contract or to renew an individual's contract at a reduced rate, school districts should take proper steps to follow the procedures outlined in Idaho Code 33-513 through 33-515 in order that the due process rights of all personnel are assured. (5-17-93)

h. Appeal -- the procedure available to the individual for appeal or rebuttal when disagreement exists regarding the results of certificated personnel evaluations. (5-17-93)

i. Remediation -- the procedure available to provide remediation in those instances where remediation is determined to be an appropriate course of action. (5-17-93)

j. Monitoring and evaluation -- description of method used to monitor and evaluate the district's personnel evaluation system. (5-17-93)

03. Evaluation Policy - Frequency of Evaluation. The evaluation policy should include a provision for evaluating all certificated personnel on a fair and consistent basis. At a minimum, the policy must provide for the following: (5-17-93)

a. First, second and third year nonrenewable contract personnel shall be evaluated at least once prior to the beginning of the second semester of the school year. (5-17-93)

b. Third year nonrenewable contract personnel shall receive a second evaluation during the school year for the purpose of obtaining renewable contract status. (5-17-93)

c. All renewable contract personnel shall be evaluated at least once annually. (5-17-93)

04. Evaluation Policy - Personnel Records. Permanent records of each certificated personnel evaluation shall be maintained in the employee's personnel file. All evaluation records should be kept confidential within the

parameters identified in federal and state regulations regarding the right to privacy.

(5-17-93)

431. -- 999. (RESERVED.)

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