

Application Packet for State Board of Education – Emergency Provisional Certificate

THE EMERGENCY PROVISIONAL CERTIFICATE ALLOWS A SCHOOL DISTRICT OR CHARTER SCHOOL TO REQUEST ONE (1) YEAR CERTIFICATE/ENDORSEMENT IN AN EMERGENCY SITUATION FOR A CANDIDATE WHO DOES NOT HOLD THE REQUIRED IDAHO CERTIFICATE/ENDORSEMENT TO FILL A POSITION.

As per IDEA, an Emergency Provisional Certification cannot be used for special education.



IDAHO STATE DEPARTMENT OF EDUCATION
CERTIFICATION & PROFESSIONAL STANDARDS

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EMERGENCY PROVISIONAL CERTIFICATE APPLICATION PROCESS

The Emergency Provisional Certificate allows a school district or charter school to request one (1) year certificate/endorsement in an emergency situation for a candidate who does not hold the required Idaho certificate/endorsement to fill a position.

As per [Idaho Code §33-1203](#), "... in emergencies, which must be declared, the state board may authorize the issuance of provisional certificates based on not less than two (2) years of college training.

The process for approval of Emergency Provisional Certificate Applications are as follows:

1. As per IDEA, an Emergency Provisional Certificate shall not be used for special education.
2. The applicant must pass a background check as required by [Idaho Code §33-130](#).
3. The applicant must have two (2) years of college training, which is defined as 48 semester credits.
4. In order to meet emergency requirement(s), all applications must include the following:
 - a. Date the school district or charter school declared an emergency.
 - b. Date applicant was hired to serve in the position that requires certification/endorsement.
 - c. Summary of recruitment efforts which lead to the emergency.
5. Applications received after January 1 of the school year must be due to the school district or charter school losing a staff member after January 1 of the school year.
6. The Emergency Provisional Certificate is approved as a one (1) time basis per individual except under extenuating circumstances. An explanation of extenuating circumstances must be included with a second-year application.

NOTE – IF AN INDIVIDUAL WANTS TO CONTINUE TEACHING IN A SCHOOL DISTRICT OR CHARTER SCHOOL, THEY NEED TO WORK TOWARD CERTIFICATION USING A STATE-BOARD APPROVED ROUTE TO CERTIFICATION.

State Department of Education Certification Staff will review applications based on the above Board-approved process and an agenda item listing the candidates that have met the above Board-approved process will be placed on the next meeting of the Board within the six (6) week timeline of Board agenda item submission. If necessary, a special Board meeting may be called.

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CHECKLIST OF COMPLETE APPLICATION - The State Department Education Certification Staff will ONLY review completed application packets. Incomplete packets may result in funding issues for the district/charter. Verification of packet completion is the responsibility of the district/charter.

➤ **Transcripts**

- Attach official transcripts verifying an associate’s degree or higher, or not less than two (2) years of college training (48 semester credits) as per [Idaho Code §33-1203](#).

➤ **Emergency explanation**

- Provide a summary of the recruitment efforts which led to the emergency situation.

➤ **State Board of Education Emergency Provisional Application**

- Completed and signed

➤ **Application fee - \$100**

- Check or money order is to be made payable to the State Department of Education or SDE and is included with the application.

(Credit cards are not accepted. Payment is non-refundable. One (1) check or money order for both application and BIC fees is acceptable.)

➤ **Background Investigation Check (BIC)**

- Completed and signed Idaho fingerprint card
 - Information is available on the following [Background Investigation Check website](#)
- Associated fingerprint forms
- Background check fee - \$28.25
 - A new fingerprint packet is required if the candidate is new to the district/charter.
 - Certificates will not be issued unless the applicant has cleared a BIC.

IMPORTANT DATES FOR SUBMISSION

Date Completed Application due to State Department of Education	State Board of Education Meeting Date
June 21, 2023	August 23, 2023
August 16, 2023	October 18-19, 2023
October 11, 2023	December 13, 2023
December 26, 2023	February 27, 2024
February 12, 2024	April 17-18, 2024
April 16, 2024	June 19-20, 2024

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Paid	Check #	BIC Status	Date of District Declaration	Date of Hire	College Training <input type="checkbox"/> BA/BS <input type="checkbox"/> AA# credits _____
					SBOE Meeting Date	Date Approved	Printed

STATE BOARD OF EDUCATION – EMERGENCY PROVISIONAL

District/Charter and Candidate Application Form

NEW APPLICATION

2023-2024 SCHOOL YEAR

DISTRICT/CHARTER SCHOOL SECTION – <i>Must be completed by district/charter school.</i>		
Section I: District/Charter School Information		
District/Charter Name	District/Charter #	
Name of District Superintendent/Charter Administrator	Name of Contact Person	
Email Address	Phone #	
Mailing Address	City, State, Zip Code	
Section II: Candidate Demographic Information		
Last Name, First Name and Full Middle Name	Birth Date	
Maiden/Another Name	EDUID	
Email Address	Phone #	
Mailing Address	City, State, Zip Code	
Section III: Certificate and Endorsement code(s) requested (See endorsement tab of 2023-2024 SDE Assignment Credential Manual)		
<input type="checkbox"/> Instructional Certificate	<input type="checkbox"/> Administrator Certificate	<input type="checkbox"/> Pupil Service Staff Certificate
Endorsement #	Endorsement Title	
Endorsement #	Endorsement Title	
Section IV: ISEE assignment code(s) and title(s) the candidate will be assigned (See assignment tab of 2023-2024 SDE Assignment Credential Manual)		
Assignment #	Assignment Title	
Assignment #	Assignment Title	

DISTRICT/CHARTER SCHOOL SECTION- *Continued*

Section V: Emergency Explanation Verification

Applications received after January 1 of the school year must be due to the school district/charter school losing a staff member after January 1 of the school year.

The Board of Trustees declared an emergency exists in our district/charter for the position and recorded this declaration in the current school year official board minutes.

Declaration Date of Emergency	Applicants Received	Applicants Interviewed	Date Hired

Indicate Summary of Recruitment Efforts

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Section VII: District/Charter and School Board Attestations

We, the undersigned:

- Are aware this, one (1) year emergency provisional, is non-renewable and does not lead to a valid educator certificate in Idaho.
- Confirmed the candidate holds an associate's degree or higher, or has at least two (2) years of college training (48 semester credits).
- Are aware this application may not be used for any special education endorsements per IDEA.
- Agree that the endorsement(s) requested align to the assignment(s).
- Have ensured all the required documents are contained in this application packet and understand that only complete application packets will be reviewed by State Board of Education for approval.
- Are aware if applying after January 1, it is due to losing a staff member after January 1 of the school year.
- Are aware that an incomplete packet may result in a reduction of district/charter funding and is in violation of [Idaho Code §33-1201](#).

Signature of School Board Chairperson

Print	Signature	Date

Signature of District Superintendent or Charter Administrator

Print	Signature	Date

CANDIDATE SECTION- *Must be completed and signed by candidate.*

Section I: College Training

Do you have an associate's degree or higher?

- Yes, attach transcripts showing degree.
- No, attach transcripts showing completion of a minimum of 48 semester credits.
- Total number of college credits earned: _____

Section II: Candidate Affirmations (please initial and sign)

I, the undersigned understand:

_____ This one (1) year emergency provisional is non-renewable and does not lead to a valid educator certificate in Idaho.

_____ If I have a separation of employment from requesting district/charter this certificate is no longer valid.

Signature of Candidate

Date

⚠ Licensing History

You must answer "yes" to each question that applies to you, even if you have already answered "yes on a previous application.

IMPORTANT: Discrepancies in this section will result in denial of educator license/certificate.

1. Have you ever had an educator or teacher license/certificate denied by any professional licensing authority?	2. Have you ever had disciplinary action taken against a professional license/certificate? <i>Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.</i>	3. Have you ever voluntarily surrendered a professional license/certificate to avoid disciplinary proceedings by a professional licensing authority?	4. Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

ALL APPLICANTS ANSWERING YES: Include a detailed written explanation for each question marked yes. You do not need to re-submit a written explanation if you have previously provided one.

CANDIDATE SECTION CONTINUED - Continued

Legal History

As part of the application process, the State Department of Education may conduct a background investigation check, which involves a review of criminal history such as arrests and misdemeanor or felony convictions.

By signing this application, I acknowledge that I may be required to provide additional information, such as court records.

- **Felonies** - In order to expedite your application, please include a detailed written explanation of each felony criminal issue and a copy of the judgment of conviction for any felony conviction.
 - Please obtain court records from the court house.
 - A printout from the State Judiciary repository will NOT be accepted as relevant court documents.
Note: If you have provided these documents with a previous application, you do not need to re-submit them.
- **Misdemeanors** - There is no need to submit documentation with your application for misdemeanor arrest and/or convictions. We will contact you if we need any information.

IMPORTANT: Failure to respond to a request for information will result in your application not being approved.

⚠ Attestations and Signature

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

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

_____ I attest and affirm that all statements made by me on this application are true and correct to the best of my knowledge.

_____ I understand that it is a violation of the Code of Ethics for Idaho Professional Educators to make any false statement(s) on this application or required documents. Disciplinary action, which may include revocation, suspension, denial, letter of reprimand, or conditions, may be imposed under Section 33-1208, Idaho Code.

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

DO NOT SIGN UNTIL YOU HAVE READ AND INITIALED THE ABOVE STATEMENTS

Signature of Candidate

Date