

APPLICATION PACKET FOR

Idaho Lifetime Certificate



IDAHO DEPARTMENT OF EDUCATION
CERTIFICATION AND PROFESSIONAL STANDARDS

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE / 711 TRS
WWW.SDE.IDAHO.GOV

CREATED 7/1/2025

WHO IS ELIGIBLE?

Individuals with 25 years or more of certified, public school experience who meet the renewal or interim certificate requirements for the following certificate types:

- Standard Instructional Certificate
- Degree Based Career Technical Certificate
- Standard Occupational Specialist Certificate
- Advanced Occupational Specialist Certificate
- Pupil Service Staff Certificate
- Administrator Certificate

QUALIFICATIONS FOR THE LIFETIME CERTIFICATE

Valid Five-Year renewable Certificate Holders, Expiring in the Current Year

An educator who currently holds a valid five-year, renewable certificate and is expiring in the current year, with 25 years or more of certified, public school experience may apply for a lifetime certificate as early as January 1 of the expiring year. Idaho experience will be verified by assignment data housed at the Department. ***An application submitted before January 1 of the expiration year will be returned.***

To be eligible for the lifetime certificate, renewal requirements must be met.

Renewal Requirements

- Six professional-development credits must be taken during the validity period of the five-year, renewable credential
- Unofficial transcripts may be submitted verifying at least three semester credits
- 45 clock-hours may be used for three of the six required semester credits. Submit clock-hours using the [Idaho Approved In-Service Form](#).
- Administrator certificate holders require a three-credit teacher evaluation course based on the statewide framework
- An Idaho approved Dyslexia course may be required. For more information, please visit the [Renewal of an Idaho Certificate](#) webpage.

Expired, Five-Year Idaho Credential

- An educator with an expired Idaho certificate and 25 years or more of certified experience in Idaho public schools can apply for the lifetime certificate, if the renewal credit requirement has been completed within the last five (5) years. Idaho experience will be verified by assignment data housed at the Department.
 - If the renewal credit requirement have NOT been met, the individual can apply for reinstatement of their certificate. The individual may apply for the lifetime certificate once the conditions of the reinstatement have been completed. NOTE: Reinstatement conditions include completion of six (6) professional development credits and two (2) years of proficient evaluations.

Out-of-State

- An educator whose certified public school experience occurred in another state(s) must include a signed [Certificated Professional Experience Report](#) from each prior out-of-state, public school employer with their lifetime certificate application. The Idaho experience plus the out-of-state experience must equal a total of 25 years or more. Idaho experience will be verified by assignment data housed at the Department.
- An educator with a valid out-of-state certificate and 25 years or more of out-of-state experience is not yet eligible for a lifetime certificate. The educator can apply for a three (3)-year Idaho interim certificate, allowing them time to meet Idaho-specific conditions. The educator can apply for the lifetime certificate once the interim certificate conditions have been completed. The educator must include a signed [Certificated Professional Experience Report](#) from each prior out-of-state, public school employer with their lifetime certificate application.

APPLICATION FEE

\$0 – No Fee

CAN A LIFETIME CERTIFICATE BE REVISED?

Yes. A lifetime certificate can be revised to add endorsements upon completion of all requirements as outlined in Idaho Code, IDAPA 08.02.02.21 and Board Policy IV.D - Educator Preparation and Certification.

ADDITIONAL GUIDANCE

A lifetime certificate holder must continue to comply with and maintain any professional licensing requirements, specific endorsement requirements, specialized training required by Idaho Code, the Department, Career and Technical Education, or any other special or specific requirements.

Educators who do not meet any of the circumstances listed above can contact:

Educator Certification at (208) 332-6882 or certification@sde.idaho.gov or
CTE Educator Certification at (208) 429-5513 or certification@cte.idaho.gov for additional information.

MAILING ADDRESS:

Idaho Department of Education
Attn: Educator Certification
PO Box 83720
Boise, ID 83720-0027

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FOR OFFICIAL USE ONLY	Fee	Date Received	Check #	BIC Status	Date Entered	Date Printed	Date Expired
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IDAHO LIFETIME CERTIFICATE APPLICATION

Section I: Personal Information

Last Name	First Name	Middle Name
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Maiden/Other Name	Date of Birth	Phone Number
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Mailing Address	City/State	Zip Code
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Email Address

Section II: Licensing History

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

IMPORTANT: Discrepancies in this section will result in a denial of an educator credential.

- Have you ever had an educator or teacher license/certificate application denied by any professional licensing authority?
Yes No
- Have you ever had disciplinary action taken against a professional license/certificate? Disciplinary action on a license/certificate includes revocation, suspension, probation, letters of reprimand, or conditions imposed by a professional licensing authority.
Yes No
- Have you ever voluntarily surrendered a professional license/certificate to avoid disciplinary proceedings by a professional licensing authority?
Yes No
- Are there pending disciplinary proceedings or investigations against your license/certificate by a professional licensing authority?
Yes 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.

Section III: Legal History

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

Note: If you have provided these documents with a previous application, you do not need to re-submit them.

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

- **Felonies** – To expedite your application, include a detailed written explanation and court records for each conviction.
- **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.

Section IV: Attestations and Signature

Read and initial 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/shared/ethics/code-of-ethics-for-professional-educators.pdf>).

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 Idaho Department of Education at all times. Failure to do so may result in not receiving legal/licensing documents related to my credential.

I attest I am an administrator and/or counselor **NOT** serving K-5 students. (*You may leave blank if this does not apply to you.*)

Failure to initial and sign will result in an incomplete application and the application will not be processed.

Signature of Applicant (Electronic signatures will not be accepted)	Date