CHECKLIST FOR MCTE PACKET

It is the responsibility of the applicant to have all required certification materials submitted together in one packet to add the Mathematics Consulting Teacher Endorsement to your Idaho Teaching Certificate. Applicants who carefully prepare their application packets using the following guidelines will receive their certificates in the least amount of time. Applications are processed in the order they are received. An application package cannot be evaluated until all materials have been received in the Office of Teacher Education, E722. A complete packet should consist of these completed items:

_______ ID Educator Certification Application Form – Application for Initial, Reinstatement, Revision or Interim Idaho Certificate/Credential (adding this endorsement is a “Revision”)

_______ B15 Form - Mathematics Consulting Teacher Endorsement (you only complete the top of the form – we handle the rest of it)

_______ Program Requirements Spreadsheet

_______ Official Boise State University Transcript (The transcript must be official and received in a sealed envelope.)

_______ Payment - Check or money order for $25 payable to Idaho State Department of Education (ISDE)

Please ensure that all these forms are complete.

Once all materials are received in the Office of Teacher Education (E722), your application will be reviewed. Our office will generate and forward an Institutional Recommendation, along with your materials, to the Idaho State Department of Education. To check status of your application at ISDE, call 332-6881.

If you have questions, please contact Lori Pierce-French at 208-426-1528 or lfrench@boisestate.edu.

Packets must be mailed to the following address:

Boise State University
Office of Teacher Education
1910 University Dr.
Boise, ID 83725-1746
ATTN: Lori Pierce-French, MS 1746