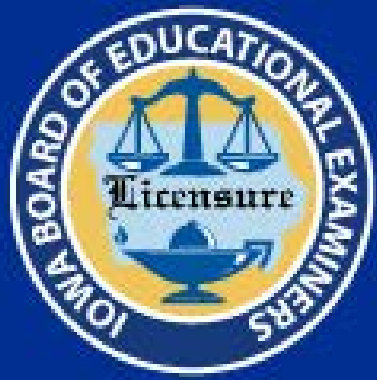


Iowa Board of
Educational Examiners

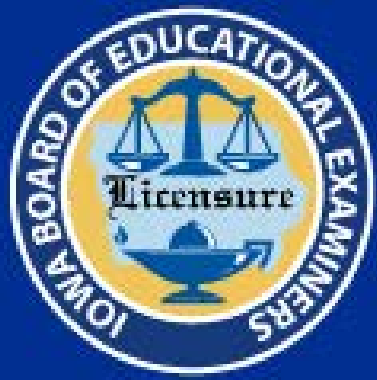
Spring 2017 IACTE Report
Joanne Tubbs, Lead Consultant



Iowa Board of Educational Examiners

Endorsement changes:

- Elementary education - minor changes to the literacy component (noticed Feb. 2016, effective August 2017 with time to adjust if needed).
- Adding CTE Technology – will need a methods course developed.
- Current CPR certification may be a requirement for coaches (in addition to PE and Health endorsement seekers). Our rule was session delayed, and there is a bill that will require CPR for coaches, but in this version will be up to the employer to check. Stay tuned!



Iowa Board of Educational Examiners

New Licensing system:

- Spring graduates will likely be issued licenses in our new licensing system. The system is very user friendly.
- Applicant files for spring graduates can still be built in the current system, and their folder numbers will automatically transfer over to the new system.
- We will notify you once the new system is up and running for Iowa graduates. We are testing the new system this week.
- Moving forward, students will start their own applications before sending fingerprints – they can then pay online or send a check



Welcome, New Applicant!

Please start your application with Iowa Board of Educational Examiners.

- **Important:** Review the Iowa Board of Educational Examiners [license requirements](#) before you gather and organize your materials. Then carefully review the following information regarding our online application process.
 - You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
 - The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 60 days later.
 - Your application will be considered "in process" until you complete it. **The Iowa Board of Educational Examiners will have the ability to view it, even if you do not complete it.**
 - All fields marked with the blue triangle are required.
 - **Do not type in ALL CAPITAL LETTERS.**

Activities for you:



START
begin the process

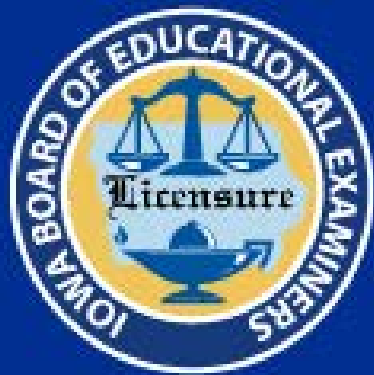


LOGIN
to existing account




IMPORT
from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Iowa Board of Educational Examiners.



Iowa Board of Educational Examiners

 Please enter all required information.

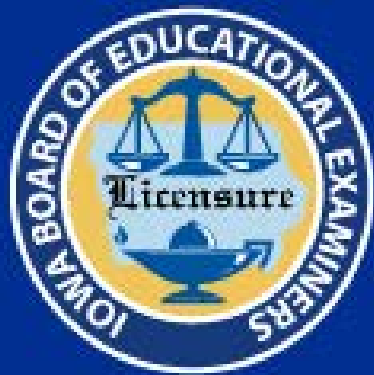
Name:
(Title) ▶ (First) ▶ (Middle Name) ▶ (Last) (Suffix)

Other name under which transcripts, certificates, and former applications may be listed:

Other:
(Title) (First) (Middle Name) (Last) (Suffix)

 The following information is needed for you to continue your application at a later date.


- Your email address will be used to communicate with you.
(be sure to use your full Internet email address ex: jean@aol.com)
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 60



Iowa Board of Educational Examiners

Iowa Board of Educational Examiners - License Application

ion My Licenses

 Please check the license types for which you would like to be considered.

Educators, Interns and Administrators

Administrator License

[ID 109](#): Out of State Administrator

Business License

[ID 111](#): Temporary/Initial School Business Official Authorization

Teaching License

[ID 149](#): Class B (conditional) Administrator

[ID 148](#): Class B (conditional) Teacher

[ID 150](#): Executive Director Decision license

[ID 107](#): Intern Teaching License



Please read and sign below.

Statement of Fraud: Fraud in procurement of a license or falsifying records for licensure purposes will constitute grounds for filing a complaint with the Iowa Board of Educational Examiners. I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding information is true and correct. I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or the FBI may be released as allowed by law. I hereby acknowledge that all individuals licensed by the Iowa Board of Educational Examiners must abide by the Code of Professional Conduct and Ethics. I understand that it is my responsibility to review and understand the Code of Professional Conduct and Ethics, and to seek guidance if its implications for my practice as a professional are unclear.

I am aware that I may obtain information on the procedures to change, correct or update an FBI identification record as set forth in Title 28, C.F.R. 16.34, by contacting the Board of Educational Examiners directly.

- ▶ Please sign that you have read and understand the above statements. (Type your name in box and click the button)



Iowa Board of Educational Examiners



Please answer the questions below.

- ▶ Have you ever been convicted of a felony? Yes No

- ▶ Have you ever been convicted of a crime other than minor traffic offenses?
(You may exclude violations such as parking, speeding, failure to obey a traffic control device or improperly tinted windows. You must disclose a conviction, even if: It happened a long time ago; It happened in another state, federal court, or military or foreign jurisdiction; You did not go to jail and the sentence was only a fine or probation; You received a deferred judgment or suspended sentence.) Note that any new incident that occurred since your last application requires that you answer 'yes' and provide further information as directed. Yes No

- ▶ Have you ever had a founded report of child abuse or dependent adult abuse made against you? Yes No

- ▶ Have you ever surrendered an educational license or had an educational license denied, revoked, or suspended? Yes No

If Yes, provide a detailed explanation.



Iowa Board of Educational Examiners

14th St. Des Moines, IA Please phone ahead to (515) 281 3245 to set up an appointment. [You may print and complete this form ahead of time to speed up your visit to our office. \(.pdf\)](#) Our fingerprinting hours are 8:00 a.m. to 4:00 p.m. on Monday through Friday. Bring the following items with you:

- a drivers license or passport
- a debit card, credit card, check or money order for \$75 (you may combine this with other fees on a single check or money order) if you have not already paid
- the completed waiver form from above (can be completed in our office if necessary)

If you are not able to come to our office to be fingerprinted we will send you a packet so that you can be fingerprinted by your local law enforcement office. Your local law enforcement may have limited times to provide this service and may charge a fee for fingerprinting.

Please select the process you prefer for fingerprinting.

- I will come to Grimes Building in person
- Please mail a packet to my address in this application
- An Iowa College, University, or AEA has or will arrange fingerprinting for me



Thanks, your payments have been received. Please continue to the next step.

All fees are non-refundable. If you have questions, please contact our office at (515) 281-3245

Standard Charges

Charge Description	Charge Amount	Paid Date
Convenience Fee	\$3.00	8/1/2016 4:09:59 PM
Convenience Fee	\$3.00	8/16/2016 3:10:06 PM
Convenience Fee	\$3.00	8/31/2016 8:37:41 AM
Background Check (In Office)	\$75.00	8/1/2016 4:09:59 PM

Charges for individual licenses/endorsements

License Code: 107 - Intern Teaching License

Charge Description	Charge Amount	Paid Date
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Your Application is ready to be updated.

Folder Number: 1021496

Please read the following before submitting your Application.

- You should [print preview](#) your Application. You may need to [download](#) Adobe Acrobat if the print doesn't work. This is what hiring administrators will see.
- If you do not wish to submit your Application yet, click [save as draft](#).
- If you want to mark your Application as '**completed**' and submit it to Iowa Board of Educational Examiners for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to [continue working](#).
- Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if you wish.

Submit Application



Curriculum Exhibits - Now in Google!!

- No need to switch now if you have recently submitted in the current system
- Current system will be maintained indefinitely as an archive
- New exhibits or new changes will need to be in the new Google system
- Only submit a full set of all exhibits if you have an accreditation visit next year (to balance our workflow)
- Changes to individual endorsements can be submitted
- You will have a “sandbox” to create exhibits if you want to try the new system