Enclose check or money order

DO NOT SEND CASH

APPLICATION for Licensure (IOWA INSTITUTION)

State of Iowa
Board of Educational Examiners
Licensure
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

Rev 10/07

I. TO BE COMPLETED BY APPLICANT (type or print) Please allow four weeks for processing.
Name changes require a photocopy of official legal documentation.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	☐ Male ☐ Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ( )	Work Phone ( )	Email Address	

Have you ever held an Iowa License? ☐Yes - ☐No --- If yes, do you wish to add an endorsement? ☐Yes ☐No

Degree(s) held and conferred:

Bachelor's
Institution date

Master's
Institution date

License Desired: If you are applying for an Iowa license (Make checks and money orders payable to the Bd. of Educational Examiners)
☐Initial ($85) ☐Substitute($85) ☐Class A (Conditional)($85) ☐Administrator ($85)

Note: If the applicant is **renewing** a license in addition to adding an endorsement, he/she needs to submit a **renewal form, transcripts** showing sufficient renewal credits (and master's degree if converting to the Master Educator License) and a certificate showing recent completion of an approved **mandatory reporter** of child and dependent adult abuse class. Do this as a separate process.

Background Information:
For any "Yes" response attach a written explanation on 8 1/2 x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

a. Yes☐ No☐ PR☐ Have you ever been convicted of a felony?
b. Yes☐ No☐ PR☐ Have you ever been convicted of a crime other than parking or speeding violations (report any OWIs)?
c. Yes☐ No☐ PR☐ Have you ever had a founded report of child abuse made against you?
d. Yes☐ No☐ PR☐ Have you ever had an educational license denied, revoked, or suspended?
e. Yes☐ No☐ PR☐ Are you a United States citizen?

If you answered "No," check if you are:
☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. (If so, please provide appropriate documentation.)
☐ a foreign national not physically present in the United States.
☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper.

Statement of Fraud: An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.
I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant _____ Date _____

SECTION II - Endorsement:To be completed by Institution
Include $50 for each endorsement being added to an existing license. (payable to the Board of Educational Examiners)
After our transcript analysis, we find that the applicant has completed this institution's approved program for adding the following endorsements:

☐ ☐ ☐ ☐ ☐ ☐ ☐

After our transcript analysis, we find that the applicant has completed the **BOEE's requirements** for adding the following endorsement(s).

☐ ☐ ☐ ☐ ☐ ☐ ☐

Signature of Recommending Official _____ Institution Name _____

Typed or printed Signature of Recommending Official _____ Date _____

Affix College Seal Here