

Checklist for Applying for Licensure (Rates effective August 2010)

You will need to have all of the following completed and/or procured in order to submit your application for licensure:

___ Performance Assessments

- You must pass all performance assessment standards.

___ Application for Licensure

- You will apply for an initial license. This license is awarded to all newly licensed teachers and is good for two years in Iowa.

___ Official transcript

- Have the Registrar send your transcript to the Chair of the Education Department.

___ Completed waiver form

___ Fingerprint card

- You must have your fingerprints taken by someone who is trained to collect accurate prints. The Grinnell police department can provide this service. *Please note that the fingerprint card is valid for only 90 days.*

___ Processing fee (non-refundable)

- Money order made out to the Board of Educational Examiners for \$150.00. (85 dollars for the teaching license and 65 dollars for the background check.)

These forms are available in Steiner 209. After you have collected all of the above, please turn in your application to Retta Kelley in Steiner 209. It is recommended that you make copies of these documents for your own files.