

STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS

Grimes State Office Building – 400 E.14th St.
Second Floor State Board Room
Des Moines, IA 50319-0147

May 8, 2015

2014-2015 BoEE Goals

Goal 1: The Board will develop rules for practitioner licensure that maintain high standards, are research based, and provide flexibility in attainment, especially in shortage areas.

Goal 2: The Board will develop a plan to require ongoing ethics training for all licensees.

Goal 3: The Board will develop a plan to align BoEE goals with the Iowa Department of Education, the Governor's office, the Legislature, and Iowa colleges of education.

AGENDA

TIMES ARE APPROXIMATE

- 7:30 a.m. Professional Practices Committee Meeting – State Board Room**
- 8:30 a.m. Executive Committee Meeting – (Conference Rm. 3SW)**
- 9:00 a.m. Call Meeting to Order – State Board Room**
- Approve the Agenda** **Tab A**
- Consent Agenda**
- a. Minutes from April 10, 2015 board meeting **Tab B**
- Professional Practices - Licensee Discipline – Closed Session – Board Members Only (roll call)**
- Open Session**
- a. Results of closed session announced
- b. Approve closed session minutes from April 10, 2015 board meeting
- c. Reinstatement(s)
- Board Communications**
- a. Board Member Reports
- b. Legislative Update – Phil Wise
- c. Executive Director's Report **Tab C**
1. Financial Update
2. Member Recognition
3. Meeting with ISEA Leadership Team
- Communication from the Public**
- 11:00 a.m. Stakeholder Presentation**
Anne Brown and Tony Tatman, PhD from the Iowa Board for the Treatment of Sexual Abusers (IBTSA)
- 12:05 p.m. Lunch for Board Members (Conference Rm. 3N)**

Rules [Iowa Administrative Code – Chapter 282 (272)]

a. *Adopt*

1. IAC 282 Chapters 22, 17 and 13 - Career and Technical changes for clarification (1917C) **Tab D**
2. IAC 282 Chapter 13 - Teacher Licenses and Endorsements (1918C) **Tab E**
3. IAC 282 Chapter 12 – Fees (1919C) **Tab F**
4. IAC 282 Chapter 23 - Behind-the-wheel authorization classroom instruction (1920C) **Tab G**

b. *ARRC Review Pending*

1. IAC 282 Chapter 14 K-12 Special education endorsement; specializations, ARC 1884C – Session Delay **Tab H**

c. *Notice*

1. 282 – Chapter 20.5(2)f and 20.6(2)f Specific renewal requirements for the standard license and master educator license **Tab I**
2. 282 – Chapter 22.11(1) Authorization extension **Tab J**

d. *Items for Discussion*

1. IAC 282 Chapters 13, 16, 18, 20, 22, 23, and 24 – Ethics training as a requirement for renewal **Tab K**

Waivers

1. PFW 15-07 Tracy Bonday-deLeon **Tab L**
2. PFW 15-08 Leigh Ann Erickson **Tab M**
3. PFW 15-09 Erin Ambrose **Tab N**

Reports/Approvals

1. Retreat/Meeting in June (18&19) Schedule
2. Board Retreat Agenda Items **Tab O**
3. Board Operating Guidelines **Tab P**

2:00 p.m. Adjournment

**Next Meeting at Great Prairie AEA in Ottumwa, IA
June 18, 2015 (Board Retreat) and June 19, 2015 (Board Meeting)**

1 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(3)(e), and order this
2 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

3

4 Larry Hill moved, with a second by Brenda Garcia, that in **case number 14-164**, the
5 Board find probable cause to establish a violation of the following provisions of the
6 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(b)(2), and order
7 this case set for hearing. **MOTION CARRIED UNANIMOUSLY.** (Duane Magee left the
8 room during the discussion of this case in closed session.)

9

10 Anne Sullivan moved, with a second by Larry Hill, that in **case number 15-01**, the
11 Board find that the evidence gathered in the investigation, including witness
12 statements and the documentary evidence, does not substantiate the allegations in the
13 complaint, and that the Board therefore lacks probable cause to proceed with this
14 matter. **MOTION CARRIED UNANIMOUSLY.**

15

16 Larry Hill moved, with a second by Mary K. Overholtzer, that in **case number 15-03**,
17 the Board find probable cause to establish a violation of the following provisions of the
18 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(3)(e), and order this
19 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

20

21 Anne Sullivan moved, with a second by Brenda Garcia, that in **case number 15-04**,
22 the Board find that, although one or more of the allegations in the complaint may be
23 substantiated by the witnesses interviewed in the course of the investigation [and/or]
24 the documents gathered in the course of the investigation, and the allegations may
25 constitute a technical violation of the Board’s statute or administrative rules; the
26 evidence before the Board indicates that adequate steps have been taken to remedy
27 the violation and to ensure that incidents of a similar nature do not occur in the
28 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**
29 **CARRIED UNANIMOUSLY.**

30

31 Larry Hill moved, with a second by Mary K. Overholtzer, that in **case number 15-14**,

1 the Board find probable cause to establish a violation of the following provisions of the
2 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(4), (5), and (6),
3 and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

4
5 Brenda Garcia moved, with a second by Mary K. Overholtzer, that in **case number 15-**
6 **15**, the Board find probable cause to establish a violation of the following provisions of
7 the Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(3)(e), and order
8 this case set for hearing. Roll call vote: Dutcher – yes; Garcia – yes; Hill – yes;
9 Overholtzer – yes; Pattee – yes; Prescott – yes; Schoening – yes; Stevens – yes; Sullivan
10 – recused. **MOTION CARRIED.**

11
12 Anne Sullivan moved, with a second by Larry Hill, that in **case number 15-21**, the
13 Board finds that the evidence gathered in the investigation, including witness
14 statements and the documentary evidence, does not substantiate the allegations in the
15 complaint, and that the Board therefore lacks probable cause to proceed with this
16 matter. **MOTION CARRIED UNANIMOUSLY.**

17
18 Larry Hill moved, with a second by Mary K. Overholtzer, that in **case number 14-118**,
19 the Board finds that the evidence gathered in the investigation, including witness
20 statements and the documentary evidence, does not substantiate the allegations in the
21 complaint, and that the Board therefore lacks probable cause to proceed with this
22 matter. **MOTION CARRIED UNANIMOUSLY.**

23
24 Anne Sullivan moved, with a second by Mary K. Overholtzer, that in **case number 14-**
25 **119**, the Board finds that the evidence gathered in the investigation, including witness
26 statements and the documentary evidence, does not substantiate the allegations in the
27 complaint, and that the Board therefore lacks probable cause to proceed with this
28 matter. **MOTION CARRIED UNANIMOUSLY.**

29
30 Anne Sullivan moved, with a second by Larry Hill, that in **case number 15-06**, the
31 Board finds that the evidence gathered in the investigation, including witness
32 statements and the documentary evidence, does not substantiate the allegations in the

1 complaint, and that the Board therefore lacks probable cause to proceed with this
2 matter. **MOTION CARRIED UNANIMOUSLY.**

3
4 Larry Hill moved, with a second by Anne Sullivan, that in **case number 15-07**, the
5 Board finds that the evidence gathered in the investigation, including witness
6 statements and the documentary evidence, does not substantiate the allegations in the
7 complaint, and that the Board therefore lacks probable cause to proceed with this
8 matter. **MOTION CARRIED UNANIMOUSLY.**

9
10 Brenda Garcia moved, with a second by Mary K. Overholtzer, that in **case number 15-**
11 **08**, the Board finds that the evidence gathered in the investigation, including witness
12 statements and the documentary evidence, does not substantiate the allegations in the
13 complaint, and that the Board therefore lacks probable cause to proceed with this
14 matter. **MOTION CARRIED UNANIMOUSLY.**

15
16 Mary K. Overholtzer moved, with a second by Brenda Garcia, that in **case number 15-**
17 **13**, the Board finds that the evidence gathered in the investigation, including witness
18 statements and the documentary evidence, does not substantiate the allegations in the
19 complaint, and that the Board therefore lacks probable cause to proceed with this
20 matter. **MOTION CARRIED UNANIMOUSLY.**

21
22 Larry Hill moved, with a second by Brenda Garcia, that in **case number 13-42**, the
23 Board accept the Respondent's waiver of hearing and voluntary surrender and that the
24 Board issue an order permanently revoking the Respondent's license with no
25 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

26
27 Larry Hill moved, with a second by Mary K. Overholtzer, that in **case number 14-134**,
28 the Board accept the stipulation and settlement submitted by the parties, and issue
29 an Order incorporating the agreement of the parties and imposing the agreed upon
30 sanction. **MOTION CARRIED UNANIMOUSLY.**

31
32 Mary K. Overholtzer moved, with a second by Anne Sullivan, that the Board initiate
33 review of the proposed decision, **in case number 14-04, In the Matter of Kevin**

1 **Elwood**, to examine whether the proposed sanction is appropriate in light of the
2 findings. Roll call vote: Dutcher – yes; Garcia – yes; Hill – yes; Overholtzer – yes;
3 Pattee – yes; Prescott – yes; Schoening – recused; Stevens – yes; Sullivan – yes.
4 **MOTION CARRIED.** (Renner Walker, Jim McNellis, and Darcy Lane left the room
5 during the discussion of this case.)

6
7 The following cases were discussed in open session:

8
9 Anne Sullivan moved, with a second by Larry Hill, to extend the 180-day deadline for
10 issuance of the final decision **in case number 14-133**, based upon the need to
11 conduct the hearing and the need to review the proposed decision. **MOTION**
12 **CARRIED UNANIMOUSLY.** Background/Discussion: This complaint was received on
13 October 29, 2014. The Board found probable cause on February 13, 2015. Hearing is
14 set for May 5, 2015.

15
16 Brenda Garcia moved, with a second by Mary K. Overholtzer, to extend the 180-day
17 deadline for issuance of the final decision **in case number 14-135**, based upon the
18 need to conduct the hearing and the need to review the proposed decision. **MOTION**
19 **CARRIED UNANIMOUSLY.** Background/Discussion: This complaint was received on
20 November 6, 2014. The Board found probable cause on January 15, 2015. Hearing is
21 set for May 5, 2015.

22
23 Brenda Garcia moved, with a second by Mary K. Overholtzer, that the Board approve
24 the closed session minutes for February 13, 2015, and March 11, 2015. **MOTION**
25 **CARRIED UNANIMOUSLY.**

26
27 Board Member Reports:

28 Laura Stevens updated the Board on her move and how much she appreciates Iowa
29 licensure and TeachIowa. She is in the process of getting licensed in the state of
30 Washington. Ms. Stevens’s last board meeting will be May 8, 2015.

31
32 Mary K. Overholtzer complimented Executive Director Magee regarding the TeachIowa
33 system.

1 Legislative Update

2 Phil Wise and Darcy Lane updated the Board on the status of current legislation. Mr.
3 Wise distributed a list of bills that are of interest to the Department of Education (DE)
4 as well as the BoEE.

5
6 Executive Director's Report

7 Executive Director Magee reviewed the financial report.

8
9 The Board was reminded to email Mr. Magee any items/topics for discussion for the
10 June retreat. The retreat and meeting will take place in Ottumwa on June 18-19.

11
12 The Board Operating Guidelines Committee (Sara Arnold, Dan Dutcher, Jay Prescott
13 and Erin Schoening) will continue reviewing, providing feedback and sending
14 recommended modifications to Mr. Magee. The Board Operating Guidelines will be
15 reviewed and approved at an upcoming meeting.

16
17 Executive Director Magee complimented Dan Dutcher regarding an article which
18 appeared in the Sunday, March 15th, The Des Moines Register in which Mr. Dutcher
19 talked about University Avenue stretching from Des Moines to Waukee.

20
21 Executive Director Magee thanked Laura Stevens for her service on the Board and said
22 how much she will be missed.

23
24 Communication from the Public:

25 Matt Klemme addressed the Board regarding his petition for waiver request that the
26 Board will review at today's meeting.

27
28 Stakeholder Presentation:

29 Karen Stroymyer, Assistant Professor of Education/Special Education at Buena Vista
30 University, gave a presentation regarding Buena Vista's Special Education Connection
31 with Destination Imagination and Self-Direction program. Also presenting was Ms.
32 Stroymyer's Academic Assistant, JoAnna Pluym and Morgan Stark who was one of the
33 interns in the Self-Determination Program.

1 Rules:

2 Adopt:

3 None.

4

5 ARRC Review Pending:

6 IAC 282 Chapter 14 – Special Education Endorsement Requirements (1884C) –
7 (Currently under a session delay until the adjournment of the 2016 General Assembly.)

8 IAC 282 Chapters 22, 17 and 13 - Career and Technical changes for clarification
9 (1917C)

10 IAC 282 Chapter 13 - Teacher Licenses and Endorsements (1918C)

11 IAC 282 Chapter 12 – Fees (1919C)

12 IAC 282 Chapter 23 - Behind-the-wheel authorization classroom instruction (1920C)

13 IAC 282 Chapters 13, 16, 18, 20, 22, 23, and 24 – Ethics training as a requirement for
14 renewal

15

16 Notice:

17 None.

18

19 Items for Discussion

20 The Board discussed Chapter 20.5(2)f Specific renewal requirements for the standard
21 license. The BoEE, in collaboration with the Iowa Association of Colleges for Teacher
22 Education, has created a proposal to revise the current system of earning a renewal
23 unit for serving as a cooperating teacher. The proposal includes striking the current
24 language and creating clearer guidelines for earning units as approved by the Board.

25

26 The Board discussed Chapter 22.11(1) Authorization extension. The added language
27 will provide the opportunity for a one-year extension of all authorization types found in
28 Chapter 22.

29

30 Petitions for Waiver:

31 Dan Dutcher moved, with a second by Larry Hill, that in **PFW 15-03 Paul Peters**, the
32 Board deny the waiver. Reasons for denying: Mr. Peters holds an Associate of Science
33 degree in open studies from Minnesota State University, a Bachelor of Science degree

1 in human biology from Northwestern Health Sciences University, and a Doctorate of
2 Chiropractic from Palmer College of Chiropractic. Mr. Peters also holds a BoEE
3 coaching authorization, and states he has experience working with the IHSAA, school
4 districts, colleges, and “professional and Olympic programs.” The Board finds that Mr.
5 Peters lacks sufficient coursework in the areas of management and administration of
6 programs. Given the demands of a position as an activities director for a school or
7 school district, requiring the degree set forth in the rule does not impose an undue
8 hardship. Mr. Peters states in his petition that waiving the rule in question would not
9 prejudice the substantial legal rights of any person. The Board finds that allowing a
10 waiver in the absence of clearly documented coursework and/or experience in athletic
11 administration could indeed prejudice the substantial legal rights of other candidates
12 for activities administrator positions who have completed the required degree. The
13 Board finds that Mr. Peters has not provided clear and convincing evidence that,
14 under the unique circumstances presented here, substantially equal protection of
15 public health, safety, and welfare will be afforded by a means other than that
16 prescribed in the particular rule for which the waiver is requested. Although Mr.
17 Peters certainly has some coursework and experience that would be beneficial to an
18 activities administrator, the Board finds that his petition does not contain sufficient
19 evidence of the management and administration elements the Board intended to
20 require when it created this alternative pathway to certification as an activities
21 director. Roll call vote: Dutcher – yes; Garcia – yes; Hill – yes; Overholtzer – no; Pattee
22 – yes; Prescott – yes; Schoening – yes; Stevens – yes; Sullivan – yes; Wortmann – yes.

23 **MOTION CARRIED.**

24
25 Anne Sullivan moved, with a second by Andy Pattee, that in **PFW 15-04 Tim Green**,
26 the Board grant the waiver. Reasons for granting: Mr. Green holds a bachelor’s
27 degree from Nebraska Christian College. Nebraska Christian College is not a
28 regionally accredited institution, as required by the rule for the substitute
29 authorization. It is accredited by the Association of Biblical Higher Education. Mr.
30 Green completed the coursework required for substitute authorization and submitted
31 an application to the Board. His application was denied on or about March 13, 2015,
32 because his bachelor’s degree is not from a regionally accredited institution, as
33 required by rule. Based on the limited authority granted by the substitute

1 authorization, as well as Mr. Green's bachelor's degree from an institution accredited
2 by a religious accrediting agency, the Board found denying Mr. Green's request to
3 waive the requirement of a bachelor's degree from a regionally accredited institution
4 would impose an undue hardship. The Board has granted waivers in similar cases. In
5 light of this precedent, the Board found granting the waiver would not cause prejudice
6 to the substantial legal rights of any person. The substitute authorization carries
7 limited authority, as the holder cannot serve for extended periods of time in one
8 assignment. The Board found that granting the waiver, under the circumstances set
9 forth above, would not compromise public health, safety, and welfare. **MOTION**
10 **CARRIED UNANIMOUSLY.**

11
12 Larry Hill moved, with a second by Richard Wortmann, that in **PFW 15-05 Michael**
13 **Bohannon**, the Board grant the waiver. Reasons for granting: Mr. Bohannon
14 currently holds an initial license with the 5-12 Driver and Safety Education
15 endorsement. It expired on August 1, 2014. Mr. Bohannon also holds a coaching
16 authorization. Since obtaining his initial license, Mr. Bohannon has been unable to
17 obtain employment that would meet the experience requirement to convert to a
18 standard license. He has, however, taught driver's education, and has been offered a
19 position teaching driver's education during the summer of 2015. If Mr. Bohannon is
20 unable to renew his initial license, he will be unable to teach driver's education. This
21 would not be due to any deficiency in coursework for driver's education, but rather an
22 inability to find employment in his other endorsement areas that would meet the
23 experience requirement for converting an initial license to a standard license. Under
24 these unique circumstances, the Board finds that a denial of the waiver request would
25 impose an undue hardship. The Board finds that granting the waiver for a limited
26 term would not cause prejudice to the rights of others. The Board has filed a Notice of
27 Intended Action on a new proposed administrative rule that would allow Mr.
28 Bohannon to acquire and maintain a driver's education authorization until he is able
29 to renew his initial license with the required proof of employment. If this proposed
30 new rule is adopted by the Board, future waivers of this rule would not be necessary
31 under these circumstances. The Board finds that granting a waiver for a limited term
32 will not compromise public health, safety, and welfare. Mr. Bohannon has completed

1 a teacher preparation program and all required coursework for the Driver and Safety
2 Education endorsement. **MOTION CARRIED UNANIMOUSLY.**

3
4 Dan Dutcher moved, with a second by Mary K. Overholtzer, that in **PFW 15-06**
5 **Matthew Klemme**, the Board grant the waiver. Reasons for granting: Mr. Klemme
6 holds a bachelor's degree in business education from Buena Vista University, with a
7 minor in coaching. Mr. Klemme was eligible for a teaching license following
8 completion of his program at Buena Vista, but did not apply for a teaching license at
9 the time. He instead began a master's program in athletic administration at the
10 University of South Dakota. Prior to completion of the master's program, Mr. Klemme
11 accepted a position in sales. He has worked in sales for 23 years. He has also
12 coached athletics at the high school level and led athletic fundraising efforts for two
13 Iowa high schools. After consideration of Mr. Klemme's completed coursework and
14 relevant experience, the Board finds that, under these unique circumstances, the
15 application of the rule would impose an undue hardship in the form of additional and
16 possibly duplicative coursework to complete the required degree. The Board finds that
17 the waiver from the requirements of the rule in this specific case would not prejudice
18 the substantial legal rights of any person. To date, the Board has reviewed only one
19 other petition for waiver of the rule for the activities administration authorization. In
20 PFW 15-03, the Board denied the request for waiver. Unlike the petitioner in 15-03, a
21 chiropractor, Mr. Klemme has provided evidence of substantial, highly relevant
22 coursework and experience in the area of athletic administration. The Board finds
23 that substantially equal protection of public health, safety, and welfare will be afforded
24 by a means other than that prescribed in the particular rule for which the waiver is
25 requested. Despite not having the required degree in athletic administration, Mr.
26 Klemme has completed substantial, master's level coursework in that area. He has
27 also completed coursework required for a coaching authorization, coached high school
28 athletics as both a head coach and an assistant, and has significant experience
29 overseeing athletic fundraising efforts in two Iowa school districts. Roll call vote:
30 Dutcher – yes; Garcia – yes; Hill – no; Overholtzer – yes; Pattee – no; Prescott – yes;
31 Schoening – yes; Stevens – no; Sullivan – yes; Wortmann – no. **MOTION CARRIED.**
32 (Mr. Klemme was present at the meeting and did address the Board during the public
33 comment portion of the meeting.)

1 Reports/Approvals

2 Richard Wortmann moved, with a second by Erin Schoening, that the Board approve
3 licensure renewal units for serving as a cooperating teacher. **MOTION CARRIED**
4 **UNANIMOUSLY.**

5

6 Executive Director Magee had a discussion with Ron Thorpe (who was supposed to
7 present to the Board at a previous meeting but was ill and could not travel) regarding
8 a partnership with the National Board for Professional Teaching Standards. Mr.
9 Magee will draft a formal proposal for the Board to consider at a future meeting.

10

11 Andy Pattee moved, with a second by Richard Wortmann, to approve the board
12 meeting dates for FY16. **MOTION CARRIED UNANIMOUSLY.**

13

14 There being no further business, Mary K. Overholtzer moved, with a second by
15 Richard Wortmann to adjourn the meeting. Meeting adjourned at 1:20 p.m. **MOTION**
16 **CARRIED UNANIMOUSLY.**

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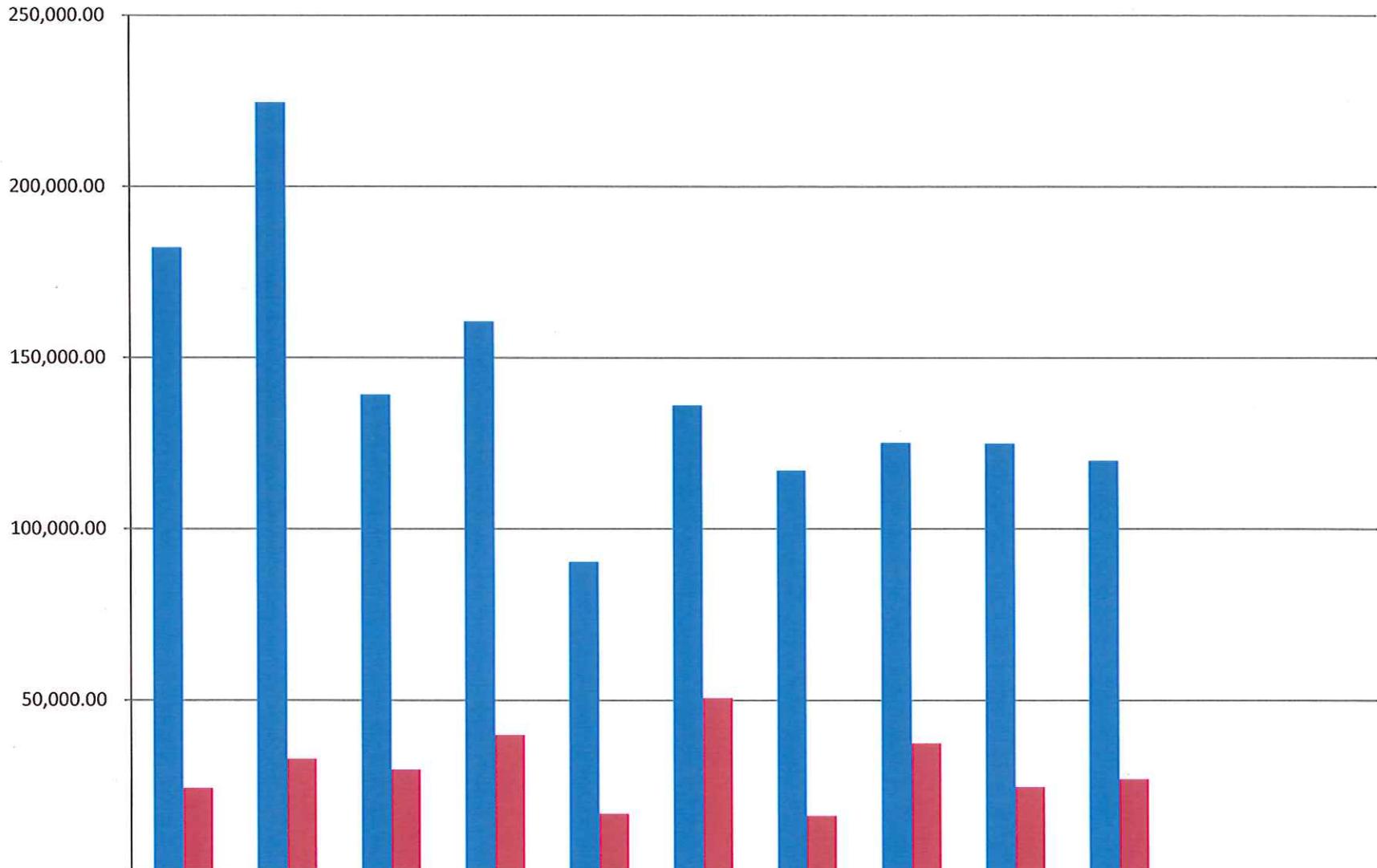
Board of Educational Examiners (BOEE)

Cash Balance

11-Year History

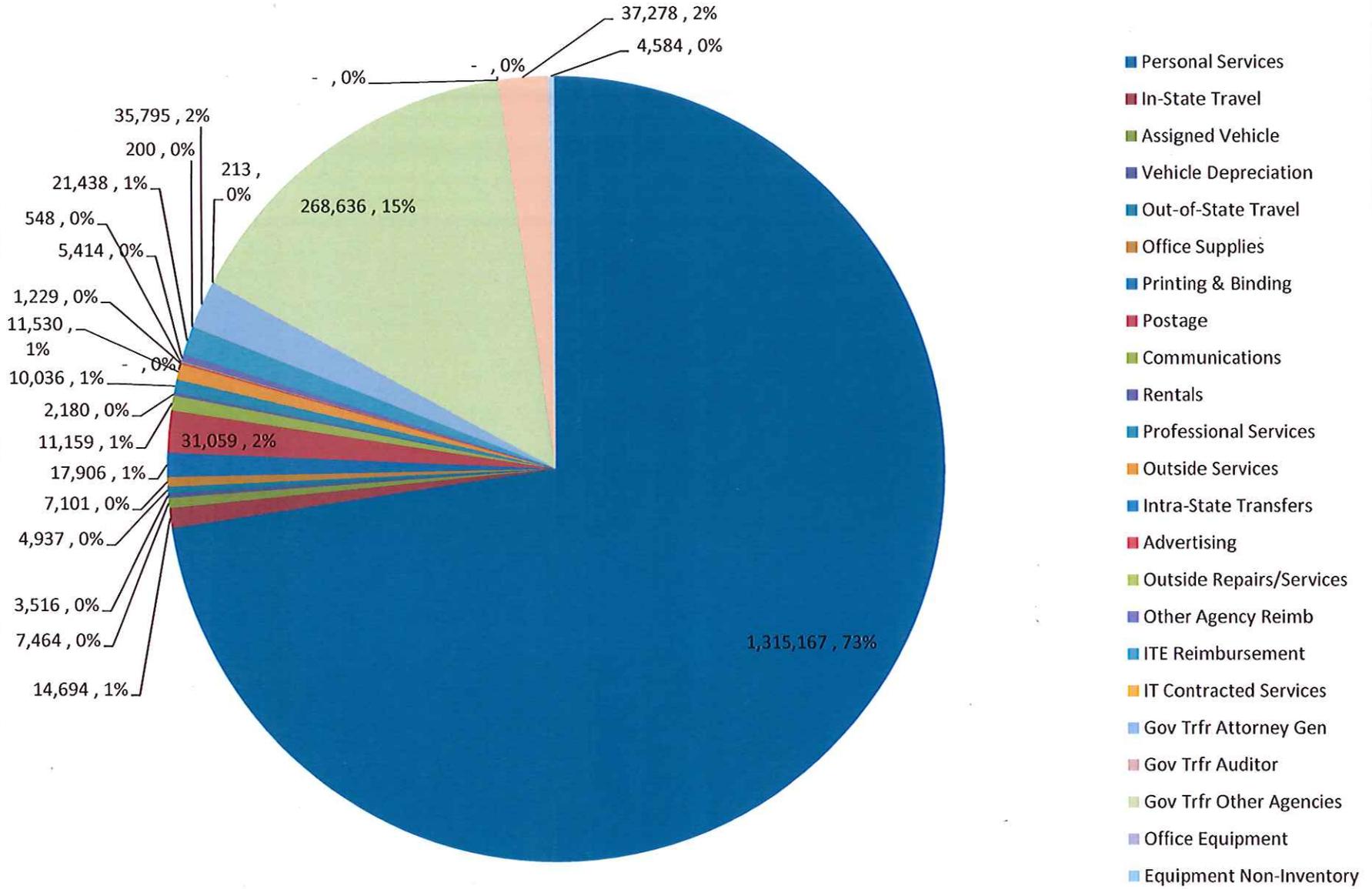
	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
BOEE Beginning Cash Balance	1,176,209	1,156,232	1,047,214	923,038	695,115	465,146	999,099	751,217	186,971	5,130	-	34,116
State Appropriation												40,974
Total Revenues	1,718,775	2,151,248	2,165,193	2,102,941	2,072,492	2,026,630	2,066,128	1,919,330	1,882,229	1,672,430	860,357	846,559
Total Expenditures	1,812,084	2,131,271	2,056,175	1,978,765	1,844,569	1,796,661	2,600,081	1,671,448	1,317,983	1,418,113	855,227	880,675
Surplus (Shortage)	(93,309)	19,977	109,018	124,176	227,923	229,969	(533,953)	247,882	564,246	254,317	5,130	40,974
BOEE Ending Cash Balance	1,082,900	1,176,209	1,156,232	1,047,214	923,038	695,115	465,146	999,099	751,217	186,971	5,130	-
Percentage Change	-8%	2%	10%	13%	33%	49%	-53%	33%	302%	3545%		

Receipts July 2014-June 2015

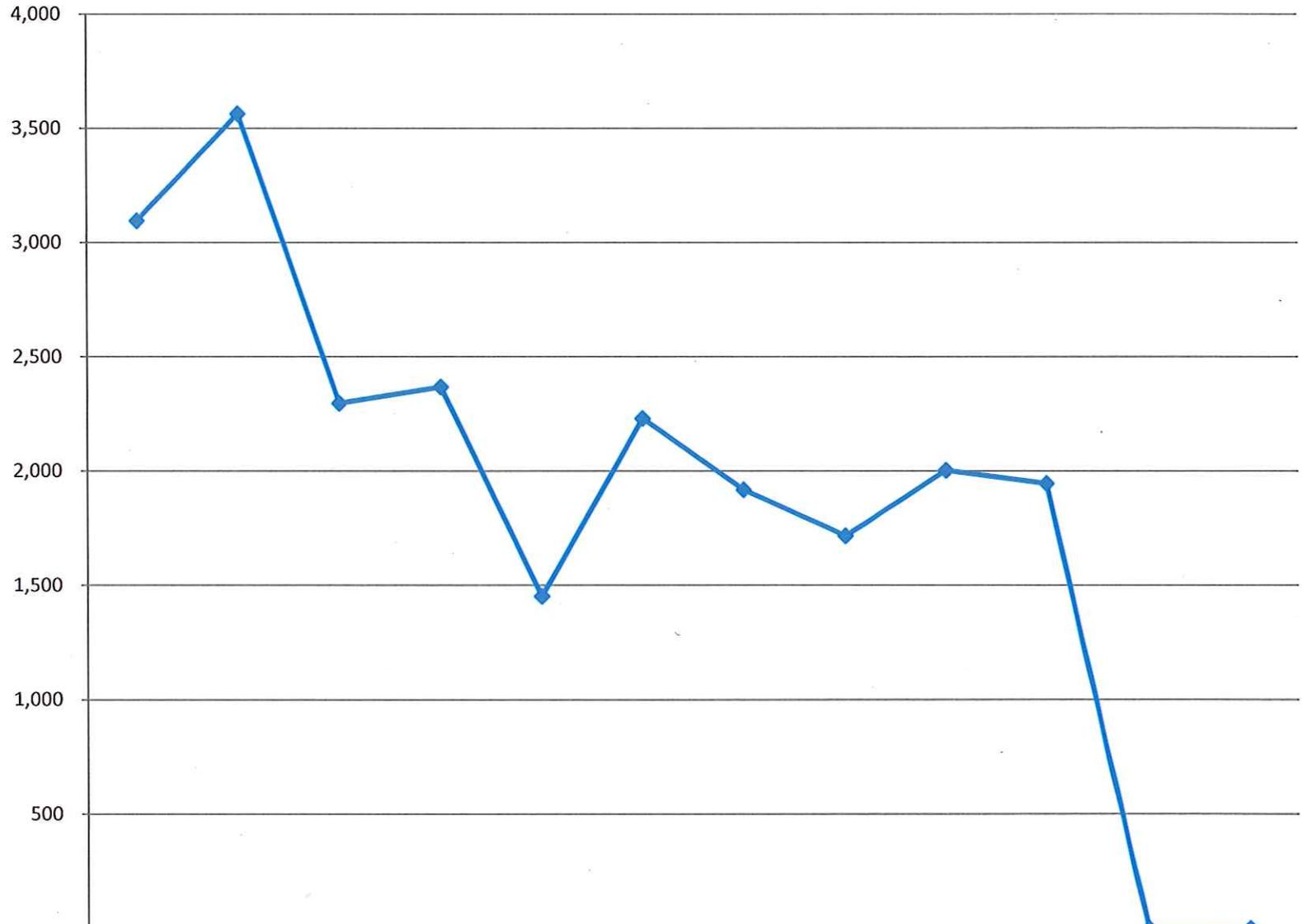


	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15
Licensure Fees	182,151.	224,507.	139,162.	160,516.	90,340.5	136,049.	117,003.	125,124.	124,909.	119,934.		-
DCI Check Fee	24,258.0	32,798.0	29,666.0	39,728.0	16,796.0	50,608.0	16,250.0	37,362.0	24,635.0	26,975.0		-

Expenditures July 2014-June 2015

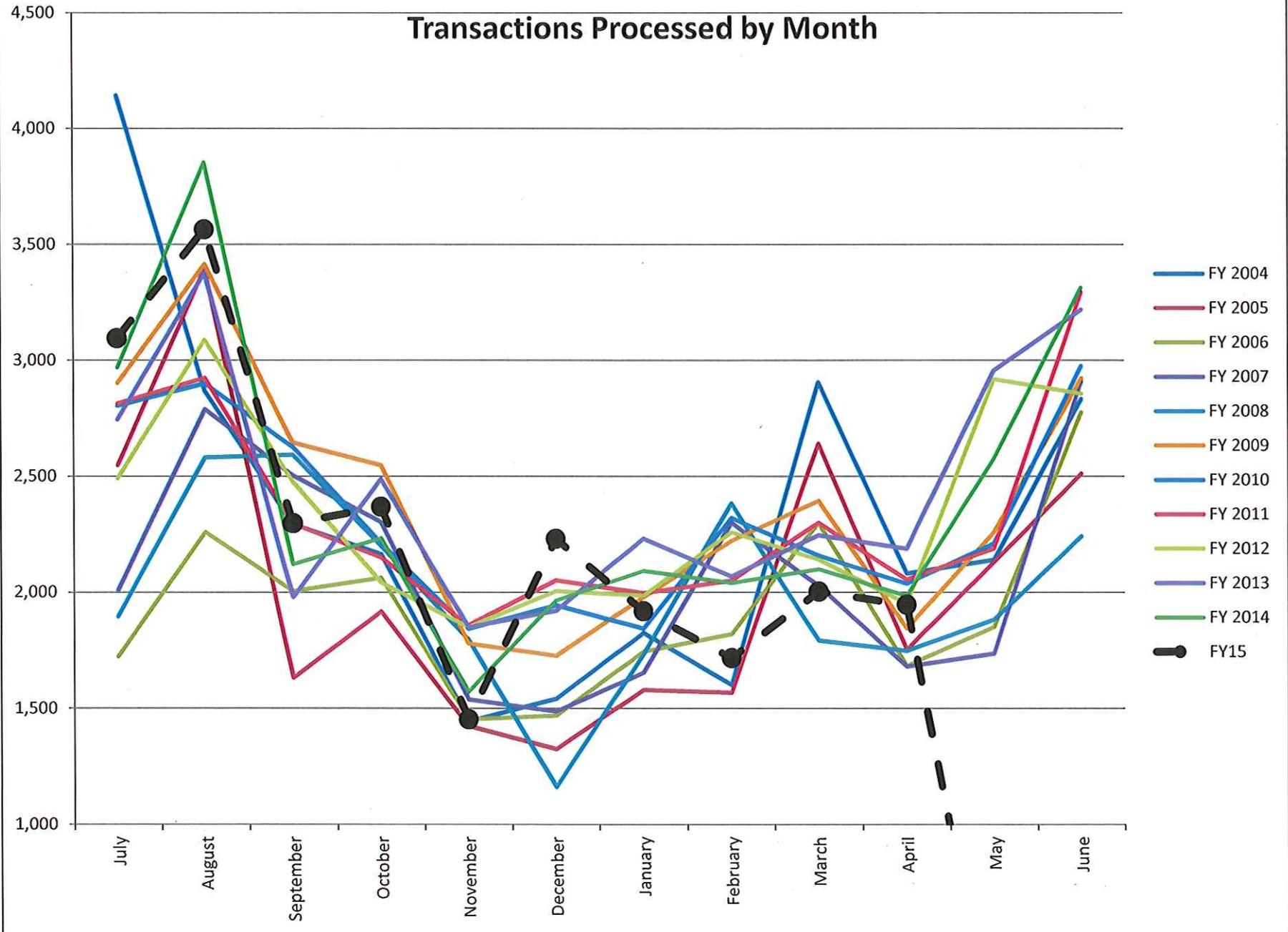


Total # of Transactions FY15



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # Licenses Issued	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	-	-

Transactions Processed by Month



Board of Education Examiners SFY 15 Financial Reporting by Orgn/Month

FY 15 Balance Sheet / Cash Flow Chart

Licensure Fees (orgn 9397)	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jun+30	Jun+60	Total
Receipts															
Brought Fwd from 14	100,000.00	1,076,209.26	-	-	-	-	-	-	-	-	-	-	-	-	1,176,209
Carry Fwd to 16															-
234 Gov Transfer in Other Agcy			63.75		63.75										128
401 Licensure Fees	182,151.25	224,507.25	139,162.50	160,516.50	90,340.50	136,049.25	117,003.75	125,124.50	124,909.25	119,934.00					1,419,699
704 DCI Check Fee	24,258.00	32,798.00	29,666.00	39,728.00	16,796.00	50,608.00	16,250.00	37,362.00	24,635.00	26,975.00					299,076
BoEE Total Receipts	206,409.25	257,305.25	168,892.25	200,244.50	107,200.25	186,657.25	133,253.75	162,486.50	149,544.25	146,909.00					1,718,902
401 Licensure Fees (GenFund)	60,179.75	74,254.75	46,053.75	53,140.50	29,842.75	45,028.75	38,561.25	41,419.50	41,285.75	39,655.00					469,422
Expenditures															
101 Personal Services	68,313.68	117,136.94	192,754.77	101,882.80	116,397.55	116,332.53	120,501.39	120,470.60	189,831.87	121,544.42		50,000.00	50,000.00		1,315,167
202 In-State Travel	134.25	134.35	1,821.45	2,103.43	1,688.24	303.91	2,437.95	2,616.40	578.38	2,875.61					14,694
203 Assigned Vehicle	20.01	302.51	243.48	482.12	707.19	175.91	245.73	99.44	415.29	1,772.49		3,000.00	3,000.00		7,464
204 Vehicle Depreciation	-	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00		276.00	276.00		3,516
205 Out-of-State Travel	-	-	-	2,930.10	1,391.16	256.09	-	-	-	-		360.00	360.00		4,937
301 Office Supplies	5,000.00	157.81	397.40	477.58	72.71	167.12	11.11	328.80	338.30			150.00	150.00		7,101
309 Printing & Binding	-	1,332.00	2,524.04	5,186.18	1,304.00	56.00	331.40	2,541.10	2,153.00	2,478.00					17,906
313 Postage	-	3,732.21	4,255.43	3,540.45	3,421.81	2,137.51	2,617.70	2,863.61	2,441.64	2,699.13		3,350.00	3,350.00		31,059
401 Communications	471.39	1,161.41	1,194.74	941.61	1,089.35	1,124.65	1,108.97	1,124.82	1,102.18	1,118.16		722.00	722.00		11,159
402 Rentals	1,410.00	309.78	75.00	-	328.37	56.41	-	-	-	-					2,180
405 Professional Services	-	100.00	120.00	652.70	6,182.08	176.29	648.66	671.26	-	705.03		780.00	780.00		10,036
406 Outside Services	-	380.76	1,914.92	2,297.70	2,249.78	451.00	1,787.94	25.00	1,966.74	346.21		110.00	110.00		11,530
407 Intra-State Transfers	-	-	-	-	-	-	-	-	-	-		-	-		-
408 Advertising	1,229.02	-	-	-	-	-	-	-	-	-		-	-		1,229
409 Outside Repairs/Services	192.98	-	-	137.14	-	-	93.61	-	-	124.24		-	-		548
414 Other Agency Reimb	-	346.26	1,013.26	346.26	346.26	1,013.26	346.26	343.26	1,010.26	343.26		306.00	306.00		5,414
416 ITE Reimbursement	-	2,186.32	3,477.26	6,052.48	(4,296.13)	2,430.58	2,212.96	1,882.52	2,344.21	2,447.63		2,700.00	2,700.00		21,438
418 IT Contracted Services	-	-	-	-	-	-	200.00	-	-	-		-	-		200
432 Gov Trfr Attorney Gen	-	3,333.33	3,334.36	3,333.33	3,333.33	4,917.78	3,333.33	3,536.41	3,333.33	3,389.72		3,950.00	3,950.00		35,795
433 Gov Trfr Auditor	-	-	-	-	96.14	-	-	116.49	-	-		-	-		213
434 Gov Trfr Other Agencies	-	-	48,581.00	27,020.74	6,019.19	42,998.00	48,149.00	20,765.49	24,764.00	20,338.52		30,000.00	30,000.00		268,636
502 Office Equipment	-	-	-	-	-	-	-	-	-	-		-	-		-
503 Equipment Non-Inventory	-	-	-	-	-	-	-	-	-	-		-	-		-
510 IT Equipment & Software	17,821.00	10,208.00	181.00	-	-	840.00	2,532.76	3,235.87	2,459.02	-		-	-		37,278
602 SWICAP/Other Expense	-	-	701.88	714.38	440.91	863.44	-	989.22	-	384.49		490.00	490.00		4,584
Total Expenditures	94,592.33	141,181.68	262,949.99	158,459.00	141,035.80	174,756.62	186,918.77	161,970.29	233,098.22	160,926.91		96,194.00	96,194.00		1,812,084
Excess (Deficiency) of Revenue over Expenditures	111,816.92	116,123.57	(94,121.49)	41,785.50	(33,899.30)	11,900.63	(53,665.02)	516.21	(83,553.97)	(14,017.91)		(96,194.00)	(96,194.00)		(93,309)
Beginning Cash Balance	100,000.00	211,816.92	1,404,149.75	1,310,092.01	1,351,877.51	1,318,041.96	1,329,942.59	1,276,277.57	1,276,793.78	1,193,239.81	1,179,221.90	1,179,221.90	1,083,027.90		-
Ending Cash Balance	211,816.92	1,404,149.75	1,310,092.01	1,351,877.51	1,318,041.96	1,329,942.59	1,276,277.57	1,276,793.78	1,193,239.81	1,179,221.90	1,179,221.90	1,083,027.90			(93,181)

June +30 expenses are anticipated expenses

Licensure Fee Receipts by Accounting Source and Month SFY 15

Acct	Class	Description	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jun+30	Jun+60	Total
		Brought Fwd not included															
153	234	Licensure Fees % - Other Agcy	-	-	63.75	-	63.75	-	-	-	-	-	-	-	-	-	127.50
154	401	Licensure Fees %	182,151.25	224,507.25	139,162.50	160,516.50	90,340.50	136,049.25	117,003.75	125,124.50	124,909.25	119,934.00	-	-	-	-	1,419,698.75
154	704	DCI Check Fee	24,258.00	32,798.00	29,666.00	39,728.00	16,796.00	50,608.00	16,250.00	37,362.00	24,635.00	26,975.00	-	-	-	-	299,076.00
Gen Fund	401	Licensure Fees	60,179.75	74,254.75	46,053.75	53,140.50	29,842.75	45,028.75	38,561.25	41,419.50	41,285.75	39,655.00	-	-	-	-	469,421.75
		Net Receipts	<u>266,589.00</u>	<u>331,560.00</u>	<u>214,946.00</u>	<u>253,385.00</u>	<u>137,043.00</u>	<u>231,686.00</u>	<u>171,815.00</u>	<u>203,906.00</u>	<u>190,830.00</u>	<u>186,564.00</u>	-	-	-	-	<u>2,188,324.00</u>
0914	401	Refunds	50.00	-	465.00	380.00	1,700.00	1,120.00	895.00	847.00	410.00	1,175.00	-	-	-	-	7,042.00

Obligations vs. Budget Report
Budget Fiscal Year: 2015

	Total Obligations FY-To-Date	SY 15 Spending Plan	Budget Balance	Percent of Budget Received /Spent
Resources:				
Balance Forward	\$ 1,176,209	\$ 1,176,209		
Receipts				
Salary adj				
401 Fees, Lic. & Permits	\$ 1,419,699	\$ 1,735,513		
704 Other	\$ 299,076	\$ 360,000		
Total Resources:	\$ 2,894,984	\$ 3,271,722	\$ 1,552,947	53%
<i>(Total Revenue)</i>	<u><u>\$ 1,718,775</u></u>			
Expenditures:				
101 Personal Services	\$ 1,315,167	\$ 1,533,123	\$ 217,956	86%
202 In-State Travel	\$ 14,694	\$ 25,000	\$ 10,306	59%
203 Assigned Vehicle	\$ 7,464	\$ 5,000	\$ (2,464)	149%
204 Vehicle Depreciation	\$ 3,516	\$ 4,000	\$ 484	88%
205 Out-of-State Travel	\$ 4,937	\$ 20,000	\$ 15,063	25%
301 Office supplies	\$ 7,101	\$ 12,000	\$ 4,899	59%
309 Printing & Binding	\$ 17,906	\$ 15,000	\$ (2,906)	119%
313 Postage	\$ 31,059	\$ 38,000	\$ 6,941	82%
401 ICN/Communications	\$ 11,159	\$ 15,000	\$ 3,841	74%
402 Rentals	\$ 2,180	\$ 3,500	\$ 1,320	62%
405 Professional Services	\$ 10,036	\$ 26,000	\$ 15,964	39%
406 Outside Services	\$ 11,530	\$ 5,000	\$ (6,530)	231%
407 Trans to Other agency	\$ -	\$ -	\$ -	#DIV/0!
408 Advertising	\$ 1,229	\$ 3,000	\$ 1,771	41%
409 Outside Repairs/Ser	\$ 548	\$ 4,000	\$ 3,452	14%
414 Other Agency Reimb	\$ 5,414	\$ 12,000	\$ 6,586	45%
416 ITD Reimbursement	\$ 21,438	\$ 22,000	\$ 562	97%
418 IT Contracted services	\$ 200	\$ 100,000	\$ 99,800	0%
432 Gov Transfer AG	\$ 35,795	\$ 41,000	\$ 5,205	87%
433 Gov Transfer Auditor	\$ 213	\$ 8,000	\$ 7,787	3%
434 Gov Trans Other Agency	\$ 268,636	\$ 360,000	\$ 91,364	75%
502 Equipment Inventory	\$ -	\$ 3,100	\$ 3,100	0%
503 Equipment Non-Inven	\$ -	\$ 19,000	\$ 19,000	0%
510 IT Equipment	\$ 37,278	\$ 60,000	\$ 22,722	62%
602 SWICAP	\$ 4,584	\$ 20,000	\$ 15,416	23%
705 Refunds	\$ 7,042	\$ 8,000	\$ 958	88%
Carryover		\$ -		
Expenditure Subtotal	\$ 1,819,126	\$ 2,361,723	\$ 542,597	77%
<i>Revenue Less Expenditures</i>	<u><u>\$ (100,351)</u></u>			

(off from Finance report by
\$8,000+ due to inclusion of
refunds)

FY 2015 Actual Revenue for each License Issued

Number of Transactions Processed by Month

Record Year in Green

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
FY 2015 Actual	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	0	0	22,590
<i>Running Total</i>	3,095	6,659	8,956	11,324	12,776	15,006	16,924	18,641	20,644	22,590	22,590	22,590	
FY 2014 Actual	2,968	3,852	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	28,812
<i>Running Total</i>	2,968	6,820	8,940	11,172	12,743	14,707	16,799	18,839	20,938	22,922	25,498	28,812	
FY 2013 Actual	2,744	3,375	1,978	2,488	1,849	1,920	2,237	2,068	2,246	2,188	2,956	3,219	29,262
<i>Running Total</i>	2,744	6,119	8,097	10,585	12,434	14,354	16,585	18,653	20,899	23,087	26,043	29,262	
FY 2012 Actual	2,490	3,087	2,475	2,041	1,849	2,005	1,985	2,259	2,141	1,951	2,920	2,857	28,060
<i>Running Total</i>	2,490	5,577	8,052	10,093	11,942	13,947	15,932	18,191	20,332	22,283	25,203	28,060	
FY 2011 Actual	2,812	2,923	2,294	2,149	1,857	2,051	1,996	2,050	2,299	2,055	2,189	3,293	27,968
<i>Running Total</i>	2,812	5,735	8,029	10,178	12,035	14,086	16,082	18,132	20,431	22,486	24,675	27,968	
FY 2010 Actual	2,804	2,899	2,626	2,210	1,842	1,944	1,843	2,321	2,158	2,037	2,211	2,976	27,871
<i>Running Total</i>	2,804	5,703	8,329	10,539	12,381	14,325	16,168	18,489	20,647	22,684	24,895	27,871	
FY 2009 Actual	2,902	3,413	2,644	2,547	1,779	1,726	1,979	2,221	2,393	1,844	2,259	2,923	28,630
<i>Running Total</i>	2,902	6,315	8,959	11,506	13,285	15,011	16,990	19,211	21,604	23,448	25,707	28,630	
FY 2008 Actual	1,895	2,580	2,592	2,199	1,795	1,161	1,733	2,384	1,792	1,748	1,883	2,242	27,344
<i>Running Total</i>	1,895	4,475	7,067	9,266	11,061	12,222	13,955	16,339	18,131	19,879	21,762	24,004	
FY 2007 Actual	2,008	2,788	2,503	2,302	1,538	1,486	1,654	2,300	2,028	1,680	1,736	2,910	26,747
<i>Running Total</i>	2,008	4,796	7,299	9,601	11,139	12,625	14,279	16,579	18,607	20,287	22,023	24,933	
FY 2006 Actual	1,722	2,259	2,005	2,062	1,452	1,469	1,744	1,820	2,299	1,683	1,851	2,776	23,142
<i>Running Total</i>	1,722	3,981	5,986	8,048	9,500	10,969	12,713	14,533	16,832	18,515	20,366	23,142	
FY 2005 Actual	2,547	3,394	1,631	1,916	1,423	1,324	1,579	1,567	2,640	1,753	2,130	2,511	24,415
<i>Running Total</i>	2,547	5,941	7,572	9,488	10,911	12,235	13,814	15,381	18,021	19,774	21,904	24,415	
FY 2004 Actual	4,142	2,867	2,293	2,164	1,443	1,541	1,825	1,600	2,906	2,082	2,141	2,834	27,838
<i>Running Total</i>	4,142	7,009	9,302	11,466	12,909	14,450	16,275	17,875	20,781	22,863	25,004	27,838	
Proj FY15 for Budget	2,489	3,067	2,287	2,215	1,696	1,705	1,884	2,103	2,210	1,892	2,271	2,902	27,281
<i>Running Total</i>	2,489	5,546	7,833	10,048	11,743	13,448	15,332	17,435	19,644	21,537	23,808	26,710	

FY 2015 Actual Number of Transactions Processed per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Duplicate Lic - Online	32	41	20	20	16	9	32	12	26	25			233
Late Fees - online	23	21	8	5	3	7	8	7	10	9			101
Master Ed - Online	127	139	95	83	78	77	105	72	82	78			936
Prof Adm - Online	19	10	15	14	10	19	19	6	18	9			139
Prof Service License	5	8	5	2	3	8	7	6	4	8			56
Standard Lic - Online	270	252	154	147	154	154	210	154	160	144			1,799
Background	259	382	374	533	214	712	171	589	369	395			3,998
Background in Office	113	127	90	51	41	58	66	0	0				546
Initial Teacher lic	192	254	287	422	103	633	174	429	201	218			2,913
Extended initial	16	31	20	34	21	36	41	45	35	17			296
Standard License	259	419	217	171	133	145	138	158	168	146			1,954
Master Ed	180	195	190	140	96	161	164	152	158	150			1,586
Professional Adm	125	75	79	73	54	58	75	61	51	53			704
Coach Authorization	315	501	267	316	225	198	225	269	334	261			2,911
Substitute License	123	207	151	147	93	80	119	106	88	87			1,201
Substitute Auth	57	107	114	82	67	63	80	79	72	74			795
Endorsement	204	288	108	116	54	121	132	134	82	82			1,321
Duplicate Lic	31	29	14	18	5	11	15	11	18	17			169
Tx Evaluation	196	180	89	97	53	68	63	107	127	120			1,100
Late Payment	117	191	100	346	124	84	61	88	83	82			1,276
Out-of-state T or A	150	125	68	76	41	65	58	74	84	75			816
Out-of-country	1	0	2	8	0	1	1	1	4	5			23
BTW Driving Instr	13	10	3	5	13	28	11	22	17	18			140
Class A	266	89	119	126	78	103	124	94	129	169			1,297
Class B	255	306	105	142	41	29	24	15	28	38			983
Class E	37	54	25	30	10	8	4	9	17	19			213
Class G	1	3	5	2	2	0	0	0	1	2			16
Coach Auth Extend	7	14	5	8	4	4	4	3	4	6			59
Evaluator (New)	0	6	0	0	0	0	0	0	0	0			6
Initial Admn Lic	0	11	11	1	0	0	0	4	2	0			29
Extended initial Adm	0	0	0	0	0	0	0	0	0	0			0
Career & Tech	3	2	4	1	2	2	2	1	0	2			19
Paraeducator	143	114	72	42	59	110	43	36	29	57			705
Para Add Con	15	28	3	3	5	9	4	3	1	7			78
Orientation & Mobility	0	0	0	0	0	0	0	1	0	0			1
SPR	18	28	15	15	6	11	14	24	18	19			168
Teacher Intern Lic	7	6	1	2	0	0	0	0	0	0			16
Initial Prof Service	2	11	1	0	0	0	0	4	1	2			21
Professional Service	21	13	19	9	11	6	14	8	8	11			120
PSL - Class A	2	0	0	1	0	0	0	1	0	2			6
PSL - Class B	0	0	0	0	0	0	0	0	0	0			0
IPREP-Portfolio Review	1	0	0	0	0	0	0	0	1	2			4
SBO	0	2	6	4	9	12	11	22	25	20			111
Native Language Authorization	0	1	1	0	0	0	0	0	1	0			3
SAM	2	4	1	8	6	0	1	0	0	0			22
IJAG Authorization	0	1	6	3	0	1	1	0	6	2			20
Activities Admin. Auth.							3	7	3	1			14
Over Payment	5	4	4	5	3	2	1	2	0	4			30
Total # Licenses Issued	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	-	-	23,003
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

FY 2015 Actual Revenue for each Transaction Processed

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Rev
Duplicate Lic - Online	\$ 576	\$ 738	\$ 360	\$ 360	\$ 288	\$ 162	\$ 576	\$ 216	\$ 468	\$ 450			\$ 4,194
Late Fees - online	\$ 1,200	\$ 1,125	\$ 550	\$ 425	\$ 200	\$ 175	\$ 325	\$ 300	\$ 725	\$ 725			\$ 5,760
Master Ed - Online	\$ 11,176	\$ 12,232	\$ 8,360	\$ 7,304	\$ 6,864	\$ 6,776	\$ 9,240	\$ 6,336	\$ 7,216	\$ 6,864			\$ 82,368
Prof Adm - Online	\$ 1,672	\$ 880	\$ 1,320	\$ 1,232	\$ 880	\$ 1,672	\$ 1,672	\$ 528	\$ 1,584	\$ 792			\$ 12,232
Prof Service License	\$ 440	\$ 704	\$ 440	\$ 176	\$ 264	\$ 704	\$ 616	\$ 528	\$ 352	\$ 704			\$ 4,928
Standard Lic - Online	\$ 23,760	\$ 22,176	\$ 13,552	\$ 12,936	\$ 13,552	\$ 13,552	\$ 18,480	\$ 13,552	\$ 14,080	\$ 12,672			\$ 158,312
Background	\$ 16,848.00	\$ 24,842.00	\$ 24,310.00	\$ 34,645.00	\$ 13,897	\$ 46,267	\$ 11,115	\$ 38,269	\$ 23,985	\$ 25,675			\$ 259,843
Background in Office	\$ 5,876.00	\$ 6,604.00	\$ 4,680.00	\$ 2,652.00	\$ 2,132	\$ 3,016	\$ 3,432	\$ -	\$ -	\$ -			\$ 28,392
Initial Teacher lic	\$ 16,320.00	\$ 21,585.00	\$ 24,395.00	\$ 35,850.00	\$ 8,755	\$ 53,845	\$ 14,790	\$ 36,465	\$ 17,110	\$ 18,530			\$ 247,645
Extended initial	\$ 400.00	\$ 775.00	\$ 500.00	\$ 850.00	\$ 525	\$ 900	\$ 1,025	\$ 1,125	\$ 875	\$ 425			\$ 7,400
Standard License	\$ 22,015.00	\$ 35,620.00	\$ 18,440.00	\$ 14,540.00	\$ 11,305	\$ 12,325	\$ 11,730	\$ 13,425	\$ 14,300	\$ 12,410			\$ 166,110
Master Ed	\$ 15,300.00	\$ 16,575.00	\$ 16,150.00	\$ 11,900.00	\$ 8,160	\$ 13,685	\$ 13,935	\$ 12,920	\$ 13,430	\$ 12,750			\$ 134,805
Professional Adm	\$ 10,625.00	\$ 6,375.00	\$ 6,715.00	\$ 6,195.00	\$ 4,590	\$ 4,930	\$ 6,375	\$ 5,185	\$ 4,335	\$ 4,505			\$ 59,830
Coach Authorization	\$ 26,790.00	\$ 42,603.00	\$ 22,660.00	\$ 26,890.00	\$ 19,125	\$ 16,790	\$ 19,125	\$ 22,845	\$ 28,370	\$ 22,145			\$ 247,343
Substitute License	\$ 10,455.00	\$ 17,595.00	\$ 12,835.00	\$ 12,495.00	\$ 7,905	\$ 6,800	\$ 10,115	\$ 9,010	\$ 7,480	\$ 7,395			\$ 102,085
Substitute Auth	\$ 4,845.00	\$ 9,095.00	\$ 9,685.00	\$ 6,970.00	\$ 5,695	\$ 5,355	\$ 6,800	\$ 6,715	\$ 6,120	\$ 6,290			\$ 67,570
Endorsement	\$ 10,200.00	\$ 14,400.00	\$ 5,375.00	\$ 5,785.00	\$ 2,700	\$ 6,060	\$ 6,600	\$ 6,700	\$ 4,100	\$ 4,100			\$ 66,020
Duplicate Lic	\$ 465.00	\$ 435.00	\$ 210.00	\$ 270.00	\$ 75	\$ 165	\$ 225	\$ 165	\$ 270	\$ 255			\$ 2,535
Tx Evaluation	\$ 11,740.00	\$ 10,773.00	\$ 5,340.00	\$ 5,820.00	\$ 3,180	\$ 4,080	\$ 3,780	\$ 6,420	\$ 7,630	\$ 7,230			\$ 65,993
Late Payment	\$ 2,920.00	\$ 4,770.00	\$ 2,505.00	\$ 8,645.00	\$ 3,100	\$ 2,090	\$ 1,615	\$ 2,190	\$ 2,085	\$ 2,045			\$ 31,865
Out-of-state T or A	\$ 12,785.00	\$ 10,640.00	\$ 5,780.00	\$ 6,460.00	\$ 3,484	\$ 5,525	\$ 4,930	\$ 6,310	\$ 7,140	\$ 6,375			\$ 69,429
Out-of-country	\$ 85.00	\$ -	\$ 170.00	\$ 680.00	\$ -	\$ 85	\$ 85	\$ 85	\$ 340	\$ 425			\$ 1,955
BTW Driving Instr	\$ 520.00	\$ 400.00	\$ 120.00	\$ 200.00	\$ 520	\$ 1,120	\$ 440	\$ 880	\$ 680	\$ 720			\$ 5,600
Class A	\$ 22,610.00	\$ 7,565.00	\$ 10,115.00	\$ 10,710.00	\$ 6,630	\$ 8,755	\$ 10,540	\$ 7,990	\$ 10,965	\$ 14,365			\$ 110,245
Class B	\$ 21,675.00	\$ 25,985.00	\$ 8,890.00	\$ 12,070.00	\$ 3,510	\$ 2,465	\$ 2,040	\$ 1,275	\$ 2,375	\$ 3,230			\$ 83,515
Class E	\$ 5,505.00	\$ 8,110.00	\$ 3,785.00	\$ 4,480.00	\$ 1,480	\$ 1,230	\$ 670	\$ 1,330	\$ 2,595	\$ 2,830			\$ 32,015
Class G	\$ 85.00	\$ 255.00	\$ 425.00	\$ 170.00	\$ 170	\$ -	\$ -	\$ -	\$ 85	\$ 170			\$ 1,360
Coach Auth Extend	\$ 280.00	\$ 550.00	\$ 200.00	\$ 320.00	\$ 160	\$ 160	\$ 160	\$ 120	\$ 160	\$ 230			\$ 2,340
Evaluator (New)	\$ -	\$ 510.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 510
Initial Adm Lic	\$ -	\$ 935.00	\$ 935.00	\$ 85.00	\$ -	\$ -	\$ -	\$ 340	\$ 170	\$ -			\$ 2,465
Extended initial Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Career & Tech	\$ 255.00	\$ 170.00	\$ 340.00	\$ 85.00	\$ 170	\$ 170	\$ 170	\$ 85	\$ -	\$ 170			\$ 1,615
Paraeducator	\$ 5,720.00	\$ 4,560.00	\$ 2,880.00	\$ 1,680.00	\$ 2,360	\$ 4,400	\$ 1,705	\$ 1,440	\$ 1,160	\$ 2,280			\$ 28,185
Para Add Con	\$ 375.00	\$ 700.00	\$ 75.00	\$ 75.00	\$ 125	\$ 225	\$ 100	\$ 75	\$ 25	\$ 175			\$ 1,950
Orientation & Mobility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -			\$ 85
SPR	\$ 1,530.00	\$ 2,380.00	\$ 1,275.00	\$ 1,275.00	\$ 510	\$ 935	\$ 1,190	\$ 2,040	\$ 1,530	\$ 1,615			\$ 14,280
Teacher Intern Lic	\$ 875.00	\$ 750.00	\$ 125.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 2,000
Initial Prof Service	\$ 170.00	\$ 935.00	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 340	\$ 85	\$ 170			\$ 1,785
Professional Service	\$ 1,785.00	\$ 1,105.00	\$ 1,615.00	\$ 765.00	\$ 935	\$ 510	\$ 1,190	\$ 680	\$ 680	\$ 935			\$ 10,200
PSL- Class A	\$ 170.00	\$ -	\$ -	\$ 85.00	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ 170			\$ 510
PSL- Class B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
IPREP-Portfolio Review	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 1,000			\$ 2,000
SBO	\$ -	\$ 170.00	\$ 510.00	\$ 335.00	\$ 765	\$ 1,020	\$ 935	\$ 1,870	\$ 2,125	\$ 1,700			\$ 9,430
Native Language Authorization	\$ -	\$ 85.00	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -			\$ 255
SAM	\$ 170.00	\$ 340.00	\$ 85.00	\$ 680.00	\$ 510	\$ -	\$ 85	\$ -	\$ -	\$ -			\$ 1,870
IJAG	\$ -	\$ 85.00	\$ 543.00	\$ 255.00	\$ -	\$ 85	\$ 85	\$ -	\$ 510	\$ 170			\$ 1,733
Activities Admin. Auth.							\$ 255	\$ 595	\$ 255	\$ 85			\$ 1,190
Over Payment	\$ 66.00	\$ 95.00	\$ 206.00	\$ 156.00	\$ 25.00	\$ 28.00	\$ 13.00	\$ 115.00	\$ -	\$ 99.00			\$ 803.00
Grand Total	\$ 268,784	\$ 316,227	\$ 216,626	\$ 236,756	\$ 134,546	\$ 226,062	\$ 166,064	\$ 208,624	\$ 185,980	\$ 182,876	\$ -	\$ -	\$ 2,142,545
Background Total	\$ 22,724	\$ 31,446	\$ 28,990	\$ 37,297	\$ 16,029	\$ 49,283	\$ 14,547	\$ 38,259	\$ 23,985	\$ 25,675	\$ -	\$ -	\$ 288,235
BoEE Revenue	\$ 184,545	\$ 213,586	\$ 140,727	\$ 149,594	\$ 88,888	\$ 132,584	\$ 113,638	\$ 127,774	\$ 121,496	\$ 117,901	\$ -	\$ -	\$ 1,390,733
General Fund Total	\$ 61,515	\$ 71,195	\$ 46,909	\$ 49,865	\$ 29,629	\$ 44,195	\$ 37,879	\$ 42,591	\$ 40,499	\$ 39,300	\$ -	\$ -	\$ 463,578
BoEE+GenFund	\$ 246,060	\$ 284,781	\$ 187,636	\$ 199,459	\$ 118,517	\$ 176,779	\$ 151,517	\$ 170,365	\$ 161,995	\$ 157,201	\$ -	\$ -	\$ 1,854,310
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

ADOPTION MEMO

Date: May 8, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Career and Technical changes for clarification

The proposed amendments were published as ARC 1917C on March 18, 2015. The public hearing took place on April 8, 2015. There were no attendees at the public hearing and the board has not received any written comments to date. The ARRC reviewed the proposed amendments at its meeting on April 10, 2015.

The changes below to career and technical licensure will provide the following clarity:

- creates a clear distinction between fully-licensed teachers and those seeking authority through experience by changing the title to “authorization” instead of “license”
- requires that a school district is wishing to hire the applicant
- provides clarity to the definition of “recent” experience
- creates an updated list of required coursework
- eliminates redundant endorsements for teachers

282—17.2 22.9 (272) Requirements for the initial career and technical secondary license authorization. This license is valid for five years.

22.9 (1) Authorization. This license authorization is provided to noneducators entering the education profession to instruct in occupations and specialty “fields” that are recognized in career and technical service areas and career cluster areas.

An applicant for this license must have completed 6,000 hours of recent and relevant career and technical experience in the teaching endorsement area sought. In those subjects, career and technical areas or endorsement areas which require state registration, certification or licensure, the applicant must hold the appropriate license, registration or certificate before the initial career and technical secondary license or the career and technical secondary license will be issued.

22.9 (2) Application process. Any person interested in the career and technical secondary authorization shall submit the application to the board of educational examiners for an evaluation. Application materials are available from the office of the board of educational examiners online at <http://www.boee.iowa.gov/>.

Applicants must commit to complete the following requirements within the term of this license. Holders of this license are expected to make annual progress at a minimum rate of one course per year to complete the studies.

a. A new teachers’ workshop of a minimum of 30 clock hours and specified competencies, to be completed during the first year of license validity.

b. Competency development in the methods and techniques of teaching.

c. Competency development in course and curriculum development.

d. Competency development in the measurement and evaluation of programs and students.

e. Competency development in the history and philosophy (foundations) of career and technical education.

f. An approved human relations course as described in rule 282—13.22(272).

22.9(3) Specific Requirements for the initial career and technical authorization.

a. The applicant must meet the background check requirements for licensure set forth in 282—13.1.

b. The applicant must obtain a recommendation from a school district administrator verifying that the school district wishes to hire the applicant.

c. An applicant for this authorization must have completed 6,000 hours of recent and relevant career and technical experience in the teaching endorsement area sought. If the candidate also holds a bachelor's degree, the experience requirement is 4,000 hours. This experience should be no more than ten years old at the time of application. Experience that does not meet this criteria may be considered at the discretion of the executive director. In subjects which require state registration, certification or licensure, the applicant must hold the appropriate license, registration or certificate before the initial career and technical secondary authorization or the career and technical secondary authorization will be issued.

d. The applicant must provide documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

e. Applicants must commit to complete the following requirements within the term of this authorization. Coursework must be completed for college credit from a regionally-accredited institution:

- A new teachers' workshop of a minimum of 30 clock hours and specified competencies, to be completed during the first three years of authorization validity.
- Coursework in the methods and techniques of career and technical education.
- Coursework in course and curriculum development.
- Coursework in the measurement and evaluation of programs and students.
- An approved human relations course.
- Coursework in the instruction of exceptional learners to include the education of individuals with disabilities and the gifted and talented

a. Individuals who believe that their previous college coursework, professional experiences or formal education and preparation indicate mastery of competencies in **meets** the required study areas may have the specific requirements waived. Transcripts or other supporting data should be provided to a teacher educator at one of the institutions which has an approved teacher education program. The results of the competency determination will be forwarded with recommendations to the board of educational examiners. Board personnel will make final determination as to the competencies mastered and cite studies which yet need to be completed, if any.

22.9(4) Validity. The initial career and technical authorization is valid for three years.

22.9(5) Renewal. The initial career and technical authorization may be renewed once if the candidate can demonstrate that coursework progress has been made.

22.9(6) Conversion. The initial career and technical authorization may be converted to a career and technical secondary authorization if the applicants have met the following:

a. Completion of the required coursework set forth in 17.2(3)(e).

b. Documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial authorization and be no more than three years old at the time of application.

282—17.3(272) 22.9(7) Specific requirements for the career and technical secondary license authorization.

a. This license authorization is valid for five years.

17.3(1) Initial requirements. b. An applicant for this license authorization must first meet the requirements for the initial career and technical secondary license authorization.

17.3(2) c. Renewal requirements for the career and technical secondary license authorization. Applicants for renewal must meet the requirements set forth in 282—20.5 (272) (1) and (2)a-d.

Six units are needed for renewal. These units may be earned in any combination of the units listed below.

a. One renewal unit may be earned for each semester hour of credit which advances an applicant toward the completion of a degree program.

b. One renewal unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater technical depth/competence to the endorsement(s) held.

c. Renewal units may be earned upon the completion of staff development programs approved through guidelines established by the board of educational examiners or a technical update program approved by the board of educational examiners.

17.3(3) The applicant must complete an approved human relations component if the applicant has not previously done so.

17.3(4) An applicant who renews a license issued by the board of educational examiners must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

a. A person is engaged in active duty in the military service of this state or of the United States.

b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.

c. A person is practicing a licensed profession outside this state.

d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

22.9(8)Revocation and suspension. Criteria of professional practice and rules of the board of educational examiners shall be applicable to the holders of the initial career and technical authorization or career and technical authorization. If a school district hires an applicant without a valid license or authorization, a complaint may be filed against the teacher and the superintendent of the school district.

282—17.1 (272) Requirements for secondary level (grades 7-12) license. The initial license with the appropriate endorsement will be issued if the requirements of rules 282—13.6(272) and 282—13.18(272) for initial licensing have been met.

~~17.1(1) Secondary level career and technical endorsements. The following are required for adding secondary level career and technical endorsements to an initial, standard, master educator, or permanent professional teaching license.~~

~~a. Agricultural sciences and agribusiness.~~

~~(1) Completion of 24 semester credit hours in agriculture and agriculture education to include:~~

~~1. Foundations of vocational and career education.~~

~~2. Planning and implementing courses and curriculum.~~

~~3. Methods and techniques of instruction to include evaluation of programs and students.~~

~~4. Coordination of cooperative education programs.~~

~~5. Coursework in each of the following areas and at least 3 semester credit hours in five of the following areas:~~

~~● Agribusiness systems;~~

~~● Power, structural, and technical systems;~~

~~● Plant systems;~~

~~● Animal systems;~~

~~● Natural resources systems;~~

~~● Environmental service systems; and~~

~~● Food products and processing systems.~~

~~(2) One thousand hours of work experience in one or more of the areas listed in 17.1(1)“e.”~~

~~b. Marketing/distributive education. Completion of 24 semester hours in business to include a minimum of 6 semester hours each in marketing, management, and economics. Three thousand hours of recent, relevant work experience in occupations where the distribution of goods and services was the prime function. Coursework in foundations of career and technical education, in curriculum design oriented to marketing, and in the coordination of cooperative education programs.~~

~~c. Office education. Completion of 24 semester hours in business to include coursework in office management, business communications, word and data processing, and computer applications in business. Three thousand hours of recent, relevant work experience in an office related occupation.~~

~~Coursework in foundations of career and technical education, in curriculum design oriented to office education, and in the coordination of cooperative education programs.~~

~~d. Consumer and homemaking education. Completion of 24 semester hours in food and nutrition, consumer education, family living and parenthood education, child development, housing, home and resource management, and clothing and textiles. Four hundred hours of work experience in one or more homemaking or consumer related occupations. Coursework in consumer and homemaking education to education, course and curriculum development, and evaluation of programs and students.~~

~~e. Career and technical home economics.~~

~~(1) Option 1. Completion of the requirements for consumer and homemaking education (see 17.1(1)“d”) and special preparation in the career and technical area or 400 hours of employment related specifically to the career and technical area.~~

~~(2) Option 2. Completion of a baccalaureate degree with a major in the career and technical area, coursework in methods and techniques of teaching, course and curriculum development, evaluation of programs and students, foundations of career and technical education, coordination of cooperative programs and a teaching practicum (supervised or assessment of other teaching experience), and 400 hours of employment related specifically to the career and technical area.~~

17.1(2) 13.28(33) Multioccupations. Completion of any 7⁵-12 endorsement, and in addition thereto, coursework in foundations of career and technical education, coordination of cooperative programs, and competency-based curriculum development. Four thousand hours of career and technical experience in two or more occupations. The multioccupations endorsement also authorizes the holder to supervise students in cooperative programs, school-to-work programs, and similar programs in which the student is placed in school-sponsored, on-the-job situations.

17.1(3) Specialized secondary career and technical endorsement programs. These are bachelor's degree programs which include specific preparation in career and technical teacher education.

a. Health occupations. Four thousand hours of health care related career and technical experience within five years preceding application for licensure in the occupation to be taught. Program completion leading to registration, certification, or licensure in Iowa in the health specialty to be taught.

Coursework in foundations of career and technical education, planning and implementing courses and curriculum, methods and techniques of instruction, and evaluation of programs and students.

b. Trade and industrial subjects. Demonstrated career and technical competence in an industrial, trade, or technical field by completion of a minimum of 4,000 hours of practical, hands-on experience in the area in which the endorsement is sought or written examination. Coursework in foundations of career and technical education, planning and implementing courses and curriculum, methods and techniques of instruction, and evaluation of programs and students.

c. Engineering.

(1) Completion of a baccalaureate degree in engineering.

(2) Demonstrated career and technical competence in engineering by completion of a minimum of 4,000 hours of practical, hands-on experience in engineering.

(3) Coursework in foundations of career and technical education, planning and implementing courses and curriculum, methods and strategies of STEM instruction, and assessment of STEM programs and students.

DTM/jt

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)"b."

Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.

Pursuant to the authority of Iowa Code section 272.2(1)"a," the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, "Issuance of Teacher Licenses and Endorsements," rescind Chapter 17, "Career and Technical Endorsements and Licenses," and amend Chapter 22, "Authorizations," Iowa Administrative Code.

The proposed amendments to the Board's rules regarding career and technical licensure would change the title from "license" to "authorization" in order to create a clear distinction between fully licensed teachers and those seeking authority to teach through experience. The amendments would require that an applicant for the career and technical authorization have a job offer prior to obtaining the authorization. Additionally, the proposed amendments clarify the meaning of "recent" experience, update the list of required coursework for career and technical applicants, and eliminate redundant endorsements for teachers.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, April 10, 2015. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 8, 2015, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendments. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, at the above address, or at (515)281-5849, prior to the date of the public hearing.

Any person who intends to attend the public hearing and requires special accommodations for specific needs, such as a sign language interpreter, should contact the office of the Executive Director at (515)281-5849.

These amendments are subject to waiver pursuant to 282—Chapter 6.

After analysis and review of this rule making, there is no anticipated impact on jobs.

These amendments are intended to implement Iowa Code section 272.2(1)"a."

The following amendments are proposed.

ITEM 1. Adopt the following new subrule 13.28(33):

13.28(33) Multioccupations. Completion of any 5-12 endorsement and, in addition thereto, coursework in foundations of career and technical education, coordination of cooperative programs, and competency-based curriculum development. Four thousand hours of career and technical experience in two or more occupations. The multioccupations endorsement also authorizes the holder to supervise students in cooperative programs, school-to-work programs, and similar programs in which the student is placed in school-sponsored, on-the-job situations.

ITEM 2. Rescind and reserve 282—Chapter 17.

ITEM 3. Adopt the following new rule 282—22.9(272):

282—22.9(272) Requirements for the career and technical secondary authorization.

22.9(1) Authorization. This authorization is provided to noneducators entering the education profession to instruct in occupations and specialty fields that are recognized in career and technical service areas and career cluster areas.

22.9(2) Application process. Any person interested in the career and technical secondary authorization shall submit the application to the board of educational examiners for an evaluation. Application materials are available from the office of the board of educational examiners online at <http://www.boee.iowa.gov/>.

22.9(3) Specific requirements for the initial career and technical secondary authorization.

a. The applicant must meet the background check requirements for licensure set forth in rule 282—13.1(272).

b. The applicant must obtain a recommendation from a school district administrator verifying that the school district wishes to hire the applicant.

c. An applicant for this authorization must have completed 6,000 hours of recent and relevant career and technical experience in the teaching endorsement area sought. If the candidate also holds a bachelor's degree, the experience requirement is 4,000 hours. This experience shall have been accrued within the ten years prior to the date of application. Experience that does not meet these criteria may be considered at the discretion of the executive director. In subjects for which state registration, certification or licensure is required, the applicant must hold the appropriate license, registration or certificate before the initial career and technical secondary authorization or the career and technical secondary authorization will be issued.

d. The applicant must provide documentation of completion of a code of professional conduct and ethics training approved by the board of educational examiners.

e. Coursework requirements.

(1) Applicants must commit to complete the following requirements within the term of the initial authorization. Coursework must be completed for college credit from a regionally accredited institution.

1. A new teachers' workshop of a minimum of 30 clock hours and specified competencies, to be completed during the term of the initial authorization.

2. Coursework in the methods and techniques of career and technical education.

3. Coursework in course and curriculum development.

4. Coursework in the measurement and evaluation of programs and students.

5. An approved human relations course.

6. Coursework in the instruction of exceptional learners to include the education of individuals with disabilities and the gifted and talented.

(2) Applicants who believe that their previous college coursework meets the coursework requirements in 22.9(3)“e”(1) may have the specific requirements waived. Transcripts or other supporting data should be provided to a teacher educator at one of the institutions which has an approved teacher education program. The results of the competency determination shall be forwarded with recommendations to the board of educational examiners. Board personnel will make final determination as to the competencies mastered and cite coursework which yet needs to be completed, if any.

22.9(4) Validity—initial authorization. The initial career and technical secondary authorization is valid for three years.

22.9(5) Renewal. The initial career and technical secondary authorization may be renewed once if the candidate can demonstrate that coursework progress has been made.

22.9(6) Conversion. The initial career and technical secondary authorization may be converted to a career and technical secondary authorization if the applicant has met the following:

a. Completion of the required coursework set forth in paragraph 22.9(3)“e.”

b. Documentation of completion of a code of professional conduct and ethics training approved by the board of educational examiners. The training must be completed after the issuance of the initial authorization and no more than three years prior to the date of application.

22.9(7) *Specific requirements for the career and technical secondary authorization.*

a. This authorization is valid for five years.

b. An applicant for this authorization must first meet the requirements for the initial career and technical secondary authorization.

c. Renewal requirements for the career and technical secondary authorization. Applicants for renewal must meet the requirements set forth in 282—subrule 20.5(1) and 282—paragraphs 20.5(2) “a” to “d.”

22.9(8) *Revocation and suspension.* Criteria of professional practice and rules of the board of educational examiners shall be applicable to the holders of the initial career and technical secondary authorization or the career and technical secondary authorization. If a school district hires an applicant without a valid license or authorization, a complaint may be filed against the teacher and the superintendent of the school district.

ADOPTION MEMO

Date: May 8, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 13 (and subsequent references in 14, 18, 19, and 27)

The proposed amendments were published as ARC 1918C on March 18, 2015. The public hearing took place on April 8, 2015. There was one attendee at the public hearing, and the board received two written comments. The ARRC reviewed the proposed amendments at its meeting on April 10, 2015.

The proposed changes to Chapter 13 remove conflicting language, as well as redundant language that is set forth elsewhere, either in Board of Educational Examiners rules or in Department of Education rules. The following language changes are proposed to better reflect the substance of certain licenses: 1) the “Class A” license is renamed the “Class A extension” license; 2) the “exception” under a Class B license is renamed the “executive director decision”; and 3) the “Class E” license is renamed the “Emergency Extension” license. The executive director is authorized to allow holders of a substitute license to serve outside their authority in unique circumstances. The duration of the international teacher exchange license is changed from three years to one year unless the applicant can verify continued participation in the program, to reflect the duration of the most common teacher exchange programs in Iowa. The proposed changes note the upcoming sunset of the “teacher—elementary classroom” endorsement requirements on August 31 of 2015, and expand the authority of the “elementary school teacher librarian” endorsement from kindergarten through eighth grade to prekindergarten through eighth grade.

The proposed changes to the board’s other rule chapters remove cross-references that would be rendered incorrect by the proposed changes to Chapter 13, and remove additional redundant language. The proposed changes would add the requirement for cultural competency for initial administrator license applicants who currently hold a professional service license. Finally, the proposed changes would allow out-of-state candidates for administrator licensure to submit an expired out-of-state administrator license if their out-of-state license is not current. This is reflective of the requirements for out-of-state candidates for teacher licensure, and provides relief to candidates who face significant hurdles in renewing expired out-of-state licenses in order to become licensed in Iowa. These candidates will continue to be required to verify completion of all Iowa-required coursework and other Iowa requirements.

~~**282—13.2(272) Applicants from recognized Iowa institutions.** An applicant for initial licensure shall complete either the teacher, administrator, or school service personnel preparation program from a recognized Iowa institution or an alternative program recognized by the Iowa board of educational examiners. A recognized Iowa institution is one which has its program of preparation approved by the state board of education according to standards established by said~~

board, or an alternative program recognized by the state board of educational examiners. Applicants shall complete the requirements set out in rule 282—13.1(272) and shall also have the recommendation for the specific license and endorsement(s) or the specific endorsement(s) from the designated recommending official at the recognized education institution where the preparation was completed.

282—13.3 (272) Applicants from non-Iowa institutions.

13.3(1) Requirements for applicants from non-Iowa institutions. An applicant for licensure who completes the teacher, administrator, or school service personnel preparation program from a non-Iowa institution shall verify the requirements of either subrule 13.18(4) or 13.18(5).

13.3(2) Requirements for applicants from non-Iowa traditional teacher preparation programs. Provided all requirements for Iowa licensure have been met through a state-approved regionally accredited teacher education program at the graduate or undergraduate level in which college or university credits were given and student teaching was required, the applicant shall:

- a. Provide a recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized institution where the preparation was completed, and
- b. Submit a copy of a valid or expired regular teaching certificate or license exclusive of a temporary, emergency or substitute license or certificate, and
- c. Provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013. If the teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification of successfully passing the mandated assessment(s) in the state in which the applicant is currently licensed or must provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa department of education.

13.3(3) Requirements for applicants from out-of-state nontraditional teacher preparation programs. An applicant who holds a valid license from another state and whose preparation was completed through a state-approved nontraditional teacher preparation program must:

- a. Hold a baccalaureate degree with a minimum cumulative grade point average of 2.50 on a 4.0 scale from a regionally accredited institution.
- b. Provide a valid or expired out-of-state teaching license based on a state-approved nontraditional teacher preparation program.
- c. Provide a recommendation from a regionally accredited institution, department of education, or a state's standards board indicating the completion of an approved nontraditional teacher preparation program.
- d. Provide an official institutional transcript(s) to be analyzed for the requirements necessary for full Iowa licensure based on 13.9(4) "a" (1) to (7), 13.9(4) "c" (1) to (5), 13.18(2), 282—13.28(272), and 282—14.2(272).
- e. Meet the recency requirements listed in 13.10(3).
- f. Provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the nontraditional teacher preparation program was completed on or after January 1, 2013. If the nontraditional teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification from the state licensing agency/department in the state where the nontraditional teacher preparation program was completed indicating that the applicant has successfully passed that state's

mandated assessment(s) or must provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa department of education.

g. Complete a student teaching or internship experience or verify three years of teaching experience.

h. If through a transcript analysis the professional education core requirements set forth in 13.9(4)“a”(1) to (7), 13.9(4)“c”(1) to (5), and 13.18(2) and the content endorsement requirements pursuant to 282—13.28(272) may be identified by course titles, published course descriptions, and grades, then the transcripts will be reviewed to determine the applicant’s eligibility for an Iowa teaching license. However, if the professional education core requirements of 13.9(4)“a”(1) to (7),

13.9(4)“c”(1) to (5), and 13.18(2) and the content endorsement requirements cannot be reviewed in this manner, a portfolio review and evaluation process will be utilized.

13.3(4) Portfolio review and evaluation process. An applicant whose professional education core requirements pursuant to 13.9(4)“a”(1) to (7), 13.9(4)“c”(1) to (5), and 13.18(2) or whose content endorsement requirements for special education (282—subrule 14.2(2)) could not be reviewed through transcript analysis may submit to the board a portfolio in the approved format for review and evaluation.

a. An applicant must demonstrate proficiency in seven of the nine standards in the Iowa professional education core, set forth in 13.18(4)“a” to “i,” to be eligible to receive a license.

b. An applicant must have completed at least 75 percent of the endorsement requirements through a two- or four-year institution in order for the endorsement to be included on the license. An applicant who does not have at least 75 percent of one content endorsement area as described in 282—13.28(272) completed will not be issued a license.

c. An applicant must meet with the board of educational examiners to answer any of the board’s questions concerning the portfolio.

d. Any deficiencies in the professional education core as set forth in 13.18(4)“a” to “i” or in the special education content endorsement area that are identified during the portfolio review and evaluation process shall be met through coursework with course credits completed at a state-approved, regionally accredited institution or through courses approved by the executive director. Other content deficiencies may be met through coursework in a two- or four-year institution in which course credits are given.

13.3(5) Definitions.

“*Nontraditional*” means any method of teacher preparation that falls outside the traditional method of preparing teachers, that provides at least a one- or two-year sequenced program of instruction taught at regionally accredited and state-approved colleges or universities, that includes commonly recognized pedagogy classes being taught for course credit, and that requires a student teaching component.

“*Proficiency*,” for the purposes of 13.3(4)“a,” means that an applicant has passed all parts of the standard.

“*Recognized non-Iowa teacher preparation institution*” means an institution that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located.

13.3(6) Requirements for applicants whose preparation was completed through out-of-state teacher preparation programs and who have attained National Board Certification. An applicant who holds a valid license from another state and who has attained National Board Certification must:

- ~~a. Hold a baccalaureate degree with a minimum cumulative grade point average of 2.50 on a 4.0 scale from an accredited institution.~~
- ~~b. Provide a valid or expired out-of-state teaching license based on a state-approved teacher preparation program.~~
- ~~c. Provide a recommendation from a regionally accredited institution, a state department of education, or a state's standards board indicating the completion of a state-approved teacher preparation program.~~
- ~~d. Provide an official institutional transcript(s).~~
- ~~e. Meet the recency requirements listed in 13.10(3).~~
- ~~f. Provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013. If the teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification of successfully passing the mandated assessment(s) in the state in which the applicant is currently licensed or pass the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa department of education.~~
- ~~g. Provide valid, current National Board Certification. If through a transcript analysis the professional education core requirements set forth in 13.18(4) "a" to "m" and 13.18(5), the content endorsement requirements set forth in 282—13.26(272) to 282—13.28(272) and 282—14.2(272), and the Iowa requirements are not met, the applicant may be eligible for the equivalent Iowa endorsement areas, as designated by the Iowa board of educational examiners, based on the National Board Certification.~~

~~**282—13.4(272) Applicants from foreign institutions.** An applicant for initial licensure whose preparation was completed in a foreign institution must obtain a course-by-course credential evaluation report completed by one of the board-approved credential evaluation services and then file this report with the Iowa board of educational examiners for a determination of eligibility for licensure. After receiving the notification of eligibility by the Iowa board of educational examiners, the applicant must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education.~~

282—13.2(272) reserved

282—13.3(272) reserved

282—13.4(272) reserved

282—13.5 (272) Teacher licenses. A license may be issued to applicants who fulfill the general requirements set out in subrule 13.5(1) and the specific requirements set out for each license.

13.5(1) General requirements. The applicant shall:

- a. Have a baccalaureate degree from a regionally accredited institution.
- b. Have completed a state-approved teacher education program which meets the requirements of the professional education core.
- c. Have completed an approved human relations component **the teacher preparation coursework set forth in 281-79.15(2)-(5).**

- d. Have completed the exceptional learner component student teaching in the subject area and grade level endorsement desired.
- e. Have completed the requirements for one of the basic teaching endorsements.
- f. Meet the recency requirement of subrule 13.10(3). Provide a recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized institution where the preparation was completed.

13.5(2) Renewal requirements. Renewal requirements for teacher licenses are set out in 282—Chapter 20. **Applicants from non-Iowa institutions.** In addition to the requirements set forth in 282-13.5(1), applicants from non-Iowa institutions will be required to:

- a. Submit a copy of a valid or expired regular teaching certificate or license exclusive of a temporary, emergency or substitute license or certificate from the state in which the teacher preparation program was completed.
- b. Provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013. If the teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification of successfully passing the mandated assessment(s) in the state in which the applicant is currently licensed (or verify highly qualified status), or must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education.
- c. Provide an official institutional transcript(s) to be analyzed for the requirements necessary for Iowa licensure. An applicant must have completed at least 75 percent of the coursework as outlined in 281-79.15(2)-(5) and an endorsement requirement through a two- or four-year institution in order for the endorsement to be included on the license. An applicant who does not have at least 75 percent of at least one of the basic Iowa teaching endorsements completed will not be issued a license.
- d. Recency: Provide verification of either one year of teaching experience or six semester hours of college credit during the five-year period immediately preceding the date of application.
- e. If through a transcript analysis, the teacher preparation coursework as outlined in 281-79.15(2)-(5) or one of the basic teaching endorsement requirements for Iowa are not met, the applicant may be eligible for the equivalent Iowa endorsement areas, as designated by the Iowa board of educational examiners, based on current and valid National Board Certification.

f. If the program was considered non-traditional, candidates will be asked to verify the following:

- that the program was for secondary education
- a cumulative grade point average of 2.50 on a 4.0 scale from a regionally accredited institution
- the completion of a student teaching or internship experience or three years of teaching experience

g. If the teacher preparation coursework as outlined in 281-79.15(2)-(5) cannot be reviewed through a traditional transcript evaluation, a portfolio review and evaluation process may be utilized.

- An applicant must demonstrate proficiency in a minimum of at least 75 percent of the teacher preparation coursework as outlined in 281-79.15(2)-(5).
- An applicant must meet with the board of educational examiners to answer any of the board's questions concerning the portfolio.

h. The applicant is not subject to any pending disciplinary proceedings in any state or country.

i. The applicant complies with all requirements with regard to application processes and payment of licensure fees.

j. Definitions.

“Nontraditional” means any method of teacher preparation that falls outside the traditional method of preparing teachers, that provides at least a one- or two-year sequenced program of instruction taught at regionally accredited and state-approved colleges or universities, that includes commonly recognized pedagogy classes being taught for course credit, and that requires a student teaching component.

“Proficiency,” for the purposes of 13.5(2) “g,” means that an applicant has passed all parts of the standard.

“Recognized non-Iowa teacher preparation institution” means an institution that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located.

282—13.4(272)-13.5(3) Applicants from foreign institutions. An applicant for initial licensure whose preparation was completed in a foreign institution must obtain a course-by-course credential evaluation report completed by one of the board-approved credential evaluation services and then file this report with the Iowa board of educational examiners for a determination of eligibility for licensure. After receiving the notification of eligibility by the Iowa board of educational examiners, the applicant must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education.

282—13.6(272) Specific requirements for an initial license. An initial license valid for two years may be issued to an applicant who meets the general requirements set forth in subrule 13.5(4).

282—13.7(272) Specific requirements for a standard license. A standard license valid for five years may be issued to an applicant who:

1. Meets the general requirements set forth in subrule 13.5(4), and
2. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years' successful teaching experience. In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years' successful teaching experience in an Iowa nonpublic school or three years' successful teaching experience in an out-of-state K-12 educational setting.

282—13.9 (272) Teacher intern license.

13.9(1) Authorization. The teacher intern is authorized to teach in grades 7 to 12.

13.9(2) Term. The term of the teacher intern license will be one school year. This license is nonrenewable. ~~The fee for the teacher intern license is in 282—Chapter 12.~~

13.9(3) Teacher intern requirements. A teacher intern license shall be issued upon application, provided that the following requirements have been met. The applicant shall: **may be issued to applicants who have been recommended by an institution with a state-approved intern program, and who have met the background check requirements set forth in 282-13.1.**

a. Hold a baccalaureate degree with a minimum cumulative grade point average of 2.50 on a 4.0 scale from a regionally accredited institution or meet the admission criteria set forth in 281—subrule 77.11(2).

b. Meet the requirements of at least one of the board's secondary (5–12) teaching endorsements listed in rule 282—13.28(272).

c. Possess a minimum of three years of post baccalaureate work experience. An authorized official at a college or university with an approved teacher intern program will evaluate this experience.

d. Successfully complete the teacher intern program requirements listed in subrule 13.9(4) and approved by the state board of education.

e. Successfully pass a basic skills test at the level approved by the teacher education institution.

13.9(4) Program requirements. The teacher intern shall:

a. Complete the following requirements prior to the internship year:

(1) Learning environment/classroom management. The intern uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

(2) Instructional planning. The intern plans instruction based upon knowledge of subject matter, students, the community, curriculum goals, and state curriculum models.

(3) Instructional strategies. The intern understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

(4) Student learning. The intern understands how students learn and develop and provides learning opportunities that support intellectual, career, social, and personal development.

(5) Diverse learners. The intern understands how students differ in their approaches to learning and creates instructional opportunities that are equitable and are adaptable to diverse learners.

(6) Collaboration, ethics and relationships. The intern fosters relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development.

(7) Assessment. The intern understands and uses formal and informal assessment strategies to evaluate the continuous intellectual, social, and physical development of the learner.

(8) Field experiences that provide opportunities for interaction with students in an environment that supports learning in context. These experiences shall total at least 50 contact hours in the

field prior to the beginning of the academic year of the candidate's initial employment as a teacher intern.

b. Complete four semester hours of a teacher intern seminar during the teacher internship year to include support and extension of coursework from the teacher intern program.

c. Complete the coursework and competencies in the following areas:

(1) Foundations, reflection, and professional development. The intern continually evaluates the effects of the practitioner's choices and actions on students, parents, and other professionals in the learning community and actively seeks out opportunities to grow professionally.

(2) Communication. The intern uses knowledge of effective verbal, nonverbal, and media communication techniques, and other forms of symbolic representation, to foster active inquiry and collaboration and to support interaction in the classroom.

(3) Exceptional learner program, which must include preparation that contributes to the education of individuals with disabilities and the gifted and talented.

(4) Preparation in the integration of reading strategies into the content area.

(5) Computer technology related to instruction.

(6) An advanced study of the items set forth in 13.9(4) "a" (1) to (7) above.

13.9(5) Local school district requirements. The local school district shall:

a. Provide an offer of employment to an individual who has been evaluated by a college or university for eligibility or acceptance in the teacher intern program is eligible for the teacher intern license.

b. Participate in a mentoring and induction program.

c. Provide a district mentor for the teacher intern.

d. Provide other support and supervision, as needed, to maximize the opportunity for the teacher intern to succeed.

e. Not overload the teacher intern with extracurricular duties not directly related to the teacher intern's teaching assignment.

f. Provide evidence to the board from a licensed evaluator that the teacher intern is participating in a mentoring and induction program.

g. At the board's request, provide information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.

13.9(6)(4) Requirements to convert the teacher intern license to the initial license.

a. An initial license shall be issued upon application provided that the teacher intern has met all of the following requirements **as verified by the recommendation from the state-approved program.:**

(1) Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education.

(2) Verification from a licensed evaluator that the teacher intern served successfully for a minimum of 160 days.

(3) Verification from a licensed evaluator that the teacher intern is participating in a mentoring and induction program and is being assessed on the Iowa teaching standards.

(4) Recommendation by a college or university offering an approved teacher intern program that the individual is eligible for an initial license.

(5) At the board's request, the teacher intern shall provide to the board information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.

b. The teacher intern year will count as one of the years that is needed for the teacher intern to convert the initial license to the standard license if the conditions listed in paragraph 13.9(6) "a" have been met.

~~13.9(7)(6) Requirements to obtain the initial license if the teacher intern does not complete the internship year.~~

~~*a.* An initial license shall be issued upon application provided that the teacher intern has met the requirements for one of the following options:~~

~~(1) Option #1:~~

~~1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and~~

~~2. Verification by a college or university that the teacher intern successfully completed the college's or university's state-approved student teaching requirements; and~~

~~3. Recommendation by a college or university offering an approved teacher intern program that the individual is eligible for an initial license.~~

~~(2) Option #2:~~

~~1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and~~

~~2. Verification by the approved teacher intern program that the teacher intern successfully completed 40 days of paid substitute teaching; and~~

~~3. Verification by the teacher intern program that the teacher intern successfully completed 40 days of co-teaching; and~~

~~4. Recommendation by the approved teacher intern program that the individual is eligible for an initial license.~~

~~*b.* At the board's request, the teacher intern shall provide to the board information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.~~

13.9(8) Requirements to extend the teacher intern license if the teacher intern does not complete all of the education coursework during the term of the teacher intern license.

a. A one-year extension of the teacher intern license may be issued upon application provided that the teacher intern has met both of the following requirements:

(1) Successful completion of 160 days **one year** of teaching experience during the teacher internship.

(2) Verification by the recommending official at the approved teacher intern program that the teacher intern has not completed all of the coursework required for the initial license.

b. Only one year of teaching experience during the term of the teacher intern license or the extension of a teacher intern license may be used to convert the teacher intern license to a standard teaching license.

13.9(9) Requirements to obtain a teacher intern license if teaching in an international school. A teacher intern candidate shall:

a. Hold a baccalaureate degree from an accredited institution.

b. Meet the requirements of at least one of the board's secondary (5-12) teaching endorsements listed in rule 282—13.28(272).

c. Successfully complete the teacher intern program requirements listed in 13.9(4)“a”(1) to (7), 13.9(4)“b” and 13.9(4)“c”(1) to (6) through a four year college or university and approved by the state board of education.

13.9(10) *Requirements to convert the teacher intern license to the initial license if teaching in an international school. An initial license shall be issued upon application provided that the teacher intern has met all of the following requirements:*

a. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education.

b. Verification that the teacher intern served successfully for a minimum of 160 days.

282—13.10 (272) Specific requirements for a Class A **Extension license.** A nonrenewable Class A **extension** license valid for one year may be issued to an individual who has completed a teacher education program under any one of the following conditions:

13.10(1) *Professional core requirements.* The individual has not completed all of the required courses in the professional core, 13.18(4)“a” through “j.”

13.10(2) *Human relations component.* The individual has not completed an approved human relations component.

13.10(3) *Recency.* The individual meets the requirements for a valid license, but has had fewer than 160 days of teaching experience during the five year period immediately preceding the date of application or has not completed six semester hours of college credit from a recognized institution within the five year period. To obtain the desired license, the applicant must complete recent credits and, where recent credits are required, these credits shall be taken in professional education or in the applicant's endorsement area(s).

13.10(4) *Degree not granted until next regular commencement.* Rescinded IAB 9/9/09, effective 10/14/09.

13.10(5) *Based on an expired Iowa certificate or license, exclusive of a Class A or Class B license.*

*a. The holder of an expired license, exclusive of a Class A or Class B license, shall be eligible to receive a Class A **extension** license upon application. This license shall be endorsed for the type of service authorized by the expired license on which it is based.*

b. The holder of an expired license who is currently under contract with an Iowa educational unit (area education agency/local education agency/local school district) and who does not meet the renewal requirements for the license held shall be required to secure the signature of the superintendent or designee before the license will be issued.

13.10(6)(2) *Based on a mentoring and induction program.* An applicant may be eligible for a Class A **extension** license if the school district, after conducting a comprehensive evaluation, recommends and verifies that the applicant shall participate in the mentoring program for a third year. **No further extensions are available for this type of Class A extension.**

13.10(7) *Based on an administrative decision.* The executive director is authorized to issue a Class A license to an applicant whose services are needed to fill positions in unique need circumstances.

282—13.11 (272) Specific requirements for a Class B license. A Class B license, which is valid for two years and which is nonrenewable, may be issued to an individual under the following conditions:

13.11(1) *Endorsement in progress.* The individual has a valid initial, standard, master educator, permanent professional, Class A (~~one-year extension of an initial, standard, or master educator~~), exchange, or professional service license and one or more endorsements but is seeking to obtain some other endorsement. A Class B license may be issued if requested by an employer and if the individual seeking to obtain some other endorsement has completed at least two-thirds of the requirements, or one-half of the content requirements in a state-designated shortage area, leading to completion of all requirements for the endorsement. A Class B license may not be issued for the driver's education endorsement.

13.11(3) *Request for exception* **executive director decision.** ~~A school district administrator may file a written request with the board for an exception to the minimum content requirements on the basis of documented need and benefit to the instructional program. The board will review the request and provide a written decision either approving or denying the request.~~ **If the minimum content requirements have not been met for the Class B license, a one-year executive director decision license may be issued if requested by the school district, and the school district can demonstrate that a candidate with the proper endorsement was not found after a diligent search. It may not be renewed and it will expire on June 30 of the fiscal year in which it was issued.**

13.11(4) *Provisional occupational license.* ~~If an individual is eligible for a provisional occupational license but has not met all of the experience requirements, a Class B license may be issued while the individual earns the necessary experience.~~

13.11(5) *Expiration.* ~~This~~ **The Class B** license will expire on June 30 of the fiscal year in which it was issued plus one year.

282—13.14 (272) Specific requirements for a Class E **Emergency Extension** license. A nonrenewable license valid for one year may be issued to an individual as follows:

13.14(1) *Expired license.* Based on an expired Class A, **or** Class B, ~~or teacher exchange~~ license, the holder of the expired license shall be eligible to receive a Class E license upon application and submission of all required materials.

13.14(2) *Application.* The application process will require transcripts of coursework completed during the term of the expired license, a program of study indicating the coursework necessary to obtain full licensure, and registration for coursework to be completed during the term of the Class E license. The Class E license will be denied if the applicant has not completed any coursework during the term of the Class A or Class B license unless extenuating circumstances are verified.

282—13.16 (272) Specific requirements for a substitute teacher's license.

13.16(1) *Substitute teacher requirements.* A substitute teacher's license may be issued to an individual who provides verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013, and who:

a. Has completed a traditional teacher preparation program and been the holder of, or presently holds, **or is eligible to hold,** a license in Iowa; ~~or holds or held a regular teacher's license or certificate in another state, exclusive of temporary, emergency, or substitute certificate or license; or~~

b. ~~Has successfully completed all requirements of an approved teacher education program, but did not apply for an Iowa teacher's license at the time of completion of the approved program; or~~
e. Holds a valid or expired teaching certificate based on a nontraditional teacher preparation program, is able to verify three years of teaching experience, and provides passing scores on tests mandated by the state that issued the certificate. The license issued will contain a disclaimer stating that the holder of this license may not be eligible for full Iowa teaching licensure.

13.16(2) Validity. A substitute license is valid for five years and for not more than 90 days of teaching in one assignment during any one school year. A school district administrator may file a written request with the board for an extension of the 90-day limit in one assignment on the basis of documented need and benefit to the instructional program. The board will review the request and provide a written decision either approving or denying the request.

13.16(3) Authorization. The holder of a substitute license is authorized to **substitute** teach in any school system in any position in which a regularly licensed teacher was ~~is~~ employed ~~to begin the school year~~ except in the driver's education classroom. In addition to the authority inherent in the initial, standard, master educator, professional administrator, ~~two-year~~ **regional** exchange, and permanent professional licenses and the endorsement(s) held, the holder of one of these regular licenses may substitute on the same basis as the holder of a substitute license while the regular license is in effect. **The executive director may grant permission for a substitute to serve outside of their regular authority under unique circumstances.**

282—13.17 (272) Specific requirements for exchange licenses. ~~An applicant seeking Iowa licensure who completes the teacher preparation program from a recognized non-Iowa institution shall verify the requirements of subrules 13.18(4) and 13.18(5) through traditional course-based preparation program and transcript review. A recognized non-Iowa teacher preparation institution is one that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located. Applicants for nontraditional exchange licenses are not required to have received their preparation through regionally approved teacher education programs.~~

13.17(1) ~~One-year~~ **Teacher exchange license.**

a. For an applicant applying under 13.3**(5)**(2), a one-year nonrenewable exchange license may be issued to the applicant under **any of** the following conditions:

(1) ~~The applicant has completed a state-approved, regionally accredited teacher education program; and~~ **The applicant has met the minimum coursework requirements for licensure, but has some coursework deficiencies. Any course deficiencies must be completed for college credit through a regionally-accredited institution, with the exception of human relations which may be taken for licensure renewal credit through an approved provider.**

(2) ~~The applicant has the recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized non-Iowa institution where the preparation was completed; and~~

(3) ~~The applicant holds and submits a copy of a valid or expired certificate or license, exclusive of a temporary, emergency or substitute license or certificate;~~

~~1. Reserved.~~

(2) ~~If~~ **T**he applicant submits verification that the applicant has applied for and will receive the applicant's first teaching license and is waiting for the processing or printing of a valid and

current out-of-state license; a regional exchange license may be issued and the lack of a valid and current out-of-state license will be listed as a deficiency; and

(3) The applicant has not met the requirement for recency set forth in 282-13.5(2)d.

(4) The applicant must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013. If the teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification of successfully passing the mandated assessment(s) in the state in which the applicant is currently licensed or must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education; and

(5) Each exchange license shall be limited to the area(s) and level(s) of instruction as determined by an analysis of the application, the transcripts and the license or certificate held in the state in which the basic preparation for licensure was completed or of the application and the credential evaluation report.

The applicant must have completed at least 75 percent of the endorsement requirements through a two or four year institution in order for the endorsement to be included on the exchange license; and

(6) The applicant is not subject to any pending disciplinary proceedings in any state or country; and

(7) The applicant complies with all requirements with regard to application processes and payment of licensure fees.

13.17(2) Two-year nontraditional exchange license. For an applicant applying under 13.3(3) and 13.3(4), a two-year nontraditional teacher exchange license may be issued to the applicant from state-approved preparation programs, under the following conditions:

a. The applicant has met the requirements of 13.3(4) "a" and "b."

b. The applicant has met the requirements of 13.17(1) "a" (3) through (7).

c. To convert the two-year nontraditional exchange license, the applicant must meet all deficiencies as well as meet the Iowa teaching standards as determined by a comprehensive evaluation by a licensed evaluator, and the applicant shall have two years of successful teaching experience in

Iowa. The evaluator may recommend extending the license for a third year to meet Iowa teaching standards.

d. The license may be extended to meet the requirements for two years of successful teaching in Iowa with proof of employment.

13.17(3) International teacher exchange license.

a. A nonrenewable international exchange license may be issued to an applicant under the following conditions:

(1) The applicant has completed a teacher education program in another country; and

(2) The applicant is not subject to any pending disciplinary proceedings in any state or country; and

(3) The applicant complies with all requirements with regard to application processes and payment of licensure fees; and

- (4) The applicant is a participant in a teacher exchange program administered through the Iowa department of education, the U.S. Department of Education, or the U.S. Department of State.
- b. Each exchange license shall be limited to the area(s) and level(s) of instruction as determined by an analysis of the application and the credential evaluation report.
- c. This license shall not exceed ~~three years~~ **one year unless the applicant can verify continued participation in the exchange program past one year.**

(YELLOW HAS BEEN NOTICED)

13.17(4) Military exchange license.

- ~~a.~~ **b.** Spouses of active duty military **service** applying under 13.35(2). A three-year nonrenewable military exchange license may be issued to the applicant under the following conditions:
- (1) The applicant has completed a traditional teacher preparation program at a regionally accredited and state-approved two- or four-year college.
 - (2) The applicant is the holder of a valid and current or an expired teaching license from another state.
 - (3) The applicant provides verification of the applicant's connection to or the applicant's spouse's connection to the military by providing a copy of current military orders with either a marriage license or a copy of a military ID card for the applicant's spouse.
 - (4) This license may be converted to a one-year regional exchange license upon application and payment of fees.

~~b.~~ **c.** ~~Recent~~ **Veterans** (~~retired or discharged within the past five years as of the date of application~~) or their spouses applying under 13.35(2). A ~~five~~ **three**-year ~~teaching~~ **military exchange** license ~~or a one-year exchange license~~ may be issued to an applicant who meets the requirements of 13.17(4) "~~a.~~"(1) and (2). A veteran must provide a copy of the veteran's DD 214. A spouse must provide a copy of the veteran spouse's DD 214 and the couple's marriage license.

~~e.~~ **d.** Spouses of active duty military **service**, ~~recent veterans,~~ or ~~recent veterans'~~ spouses applying under 13.3(3). If the applicant has completed a nontraditional teacher preparation program but is not eligible for a teaching license, the applicant will be issued a substitute license, and the initial review for the portfolio review process will be completed by board staff. An applicant must provide verification of connection to the military outlined in 13.17(4) "~~a.~~"(3) or 13.17(4) "~~b.~~"

e. Military education, training, and service credit. An applicant for the military exchange license may apply for credit for verified military education, training, or service toward any experience or educational requirement for licensure by submitting documentation to the board of educational examiners. The applicant shall identify the experience or licensure requirement to which the credit would be applied if granted. The board of educational examiners shall promptly determine whether the verified military education, training, or service will satisfy all or any part of the identified experience or educational licensure requirement.

~~d.~~ **f.** Fees. Fees for the background check, evaluation and license issued pursuant to 13.17(4) will be limited to the fee outlined in rule 282—12.1(272); **for the issuance of a license.** ~~paragraph "2."~~

282—13.18(272) **reserved**

General requirements for an original teaching subject area endorsement. Following are the general requirements for the issuance of a license with an endorsement.

13.18(1) Baccalaureate degree from a regionally accredited institution.

13.18(2) Completion of an approved human relations component.

13.18(3) Completion of the exceptional learner program, which must include preparation that contributes to the education of individuals with disabilities and the gifted and talented.

13.18(4) Professional education core. Completed coursework or evidence of competency in:

a. Student learning. The practitioner understands how students learn and develop, and provides learning opportunities that support intellectual, career, social and personal development.

b. Diverse learners. The practitioner understands how students differ in their approaches to learning and creates instructional opportunities that are equitable and are adaptable to diverse learners.

c. Instructional planning. The practitioner plans instruction based upon knowledge of subject matter, students, the community, curriculum goals, and state curriculum models.

d. Instructional strategies. The practitioner understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

e. Learning environment/classroom management. The practitioner uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

f. Communication. The practitioner uses knowledge of effective verbal, nonverbal, and media communication techniques, and other forms of symbolic representation, to foster active inquiry, collaboration, and support interaction in the classroom.

g. Assessment. The practitioner understands and uses formal and informal assessment strategies to evaluate the continuous intellectual, social, and physical development of the learner.

h. Foundations, reflection and professional development. The practitioner continually evaluates the effects of the practitioner's choices and actions on students, parents, and other professionals in the learning community, and actively seeks out opportunities to grow professionally.

i. Collaboration, ethics and relationships. The practitioner fosters relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development.

j. Computer technology related to instruction.

k. Completion of pre-student teaching field-based experiences.

l. Methods of teaching with an emphasis on the subject and grade level endorsement desired.

m. Student teaching in the subject area and grade level endorsement desired.

n. Preparation in reading programs, including reading recovery, and integration of reading strategies into content area methods coursework.

13.18(5) Content/subject matter specialization. The practitioner understands the central concepts, tools of inquiry, and structure of the discipline(s) the practitioner teaches and creates learning experiences that make these aspects of subject matter meaningful for students. This is evidenced by completion of a 30-semester-hour teaching major which must minimally include the requirements for at least one of the basic endorsement areas, special education teaching endorsements, or secondary level occupational endorsements.

282—13.21 (272) reserved

Human relations requirements for practitioner licensure. Preparation in human relations shall be included in programs leading to teacher licensure. Human relations study shall include interpersonal and intergroup relations and shall contribute to the development of sensitivity to and understanding of the values, beliefs, lifestyles and attitudes of individuals and the diverse groups found in a pluralistic society.

13.21(1) Beginning on or after August 31, 1980, each applicant for an initial practitioner's license shall have completed the human relations requirement.

13.21(2) On or after August 31, 1980, each applicant for the renewal of a practitioner's license shall have completed an approved human relations requirement.

13.21(3) Credit for the human relations requirement shall be given for licensed persons who can give evidence that they have completed a human relations program which meets board of educational examiners criteria (see rule 282—13.22(272)).

282—13.22(272) reserved

Development of human relations components.

Human relations components shall be developed by teacher preparation institutions. In service human relations components may also be developed by educational agencies other than teacher preparation institutions, as approved by the board of educational examiners.

13.22(1) Advisory committee. Educational agencies developing human relations components shall give evidence that in the development of their programs they were assisted by an advisory committee.

The advisory committee shall consist of equal representation of various minority and majority groups.

13.22(2) Standards for approved components. Human relations components will be approved by the board of educational examiners upon submission of evidence that the components are designed to develop the ability of participants to:

- a. Be aware of and understand the values, lifestyles, history, and contributions of various identifiable subgroups in our society.
- b. Recognize and deal with dehumanizing biases such as sexism, racism, prejudice, and discrimination and become aware of the impact that such biases have on interpersonal relations.
- c. Translate knowledge of human relations into attitudes, skills, and techniques which will result in favorable learning experiences for students.
- d. Recognize the ways in which dehumanizing biases may be reflected in instructional materials.
- e. Respect human diversity and the rights of each individual.
- f. Relate effectively to other individuals and various subgroups other than one's own.

13.22(3) Evaluation. Educational agencies providing the human relations components shall indicate the means to be utilized for evaluation.

282—13.26 (272) Requirements for elementary endorsements.

13.26(1) Teacher—prekindergarten-kindergarten.

a. *Authorization.* The holder of this endorsement is authorized to teach at the prekindergarten/ kindergarten level.

b. *Program requirements.*

- ~~(1) Degree—baccalaureate, and~~
- ~~(2) Completion of an approved human relations program, and~~
- ~~(3) Completion of the professional education core. See subrule 13.18(3).~~

~~e. Content.~~

~~(1) Human growth and development: infancy and early childhood, unless completed as part of the professional education core. See subrule 13.18(4).~~

13.26(2) Teacher—prekindergarten through grade three.

a. Authorization. The holder of this endorsement is authorized to teach children from birth through grade three.

b. Program requirements.

- ~~(1) Degree—baccalaureate.~~
- ~~(2) Completion of an approved human relations program.~~
- ~~(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).~~
- ~~(4) Highly qualified teacher (HQT) status. Applicants from non-Iowa institutions who have completed the requirements for this endorsement must verify their HQT status. The board shall determine the test and the minimum passing score for HQT status. Verification must be provided through one of the following:~~

- ~~1. Written verification from the department of education in the state in which the applicant completed the elementary teacher preparation program that the applicant has achieved HQT status in that state; or~~
- ~~2. Written verification from the department of education in the state where the applicant is currently teaching that the applicant has achieved HQT status in that state; or~~
- ~~3. Submission of the official test score report indicating the applicant has met the qualifying score for licensure in the state in which the applicant completed the elementary teacher preparation program; or~~
- ~~4. Obtaining the qualifying score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants from outside the United States.~~
- ~~5. For applicants who have completed the requirements for one of the Iowa elementary endorsements, verification of HQT status by meeting the minimum score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants who have been teaching outside the United States.~~

~~e. Content.~~

~~(1) Child growth and development with emphasis on cognitive, language, physical, social, and emotional development, both typical and atypical, for infants and toddlers, preprimary, and primary school children (grades one through three), unless combined as part of the professional education core. See subrule 13.18(4) of the licensure rules for the professional core.~~

13.26(3) Teacher—prekindergarten through grade three, including special education.

a. Authorization. The holder of this endorsement is authorized to teach children from birth through grade three.

b. Program requirements.

- (1) Degree—baccalaureate, and
 - (2) Completion of an approved human relations program, and
 - (3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).
 - (4) Highly qualified teacher (HQT) status. Applicants from non-Iowa institutions who have completed the requirements for this endorsement must verify their HQT status. The board shall determine the test and the minimum passing score for HQT status. Verification must be provided through one of the following:
 1. Written verification from the department of education in the state in which the applicant completed the elementary teacher preparation program that the applicant has achieved HQT status in that state; or
 2. Written verification from the department of education in the state where the applicant is currently teaching that the applicant has achieved HQT status in that state; or
 3. Submission of the official test score report indicating the applicant has met the qualifying score for licensure in the state in which the applicant completed the elementary teacher preparation program; or
 4. Obtaining the qualifying score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants from outside the United States.
 5. For applicants who have completed the requirements for one of the Iowa elementary endorsements, verification of HQT status by meeting the minimum score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants who have been teaching outside the United States.
- e. Content.*

13.26(4) Teacher—elementary classroom. **These requirements will sunset on August 31, 2015.**

a. Authorization. The holder of this endorsement is authorized to teach in kindergarten and grades one through six.

b. Program requirements.

- (1) Degree—baccalaureate, and
- (2) Completion of an approved human relations component, and
- (3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).
- (4) Highly qualified teacher (HQT) status. Applicants from non-Iowa institutions who have completed the requirements for this endorsement must verify their HQT status. The board shall determine the test and the minimum passing score for HQT status. Verification must be provided through one of the following:
 1. Written verification from the department of education in the state in which the applicant completed the elementary teacher preparation program that the applicant has achieved HQT status in that state; or
 2. Written verification from the department of education in the state where the applicant is currently teaching that the applicant has achieved HQT status in that state; or

3. Submission of the official test score report indicating the applicant has met the qualifying score for licensure in the state in which the applicant completed the elementary teacher preparation program; or
4. Obtaining the qualifying score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants from outside the United States.
5. For applicants who have completed the requirements for one of the Iowa elementary endorsements, verification of HQT status by meeting the minimum score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants who have been teaching outside the United States.

e. Content.

(1) Child growth and development with emphasis on the emotional, physical and mental characteristics of elementary age children, unless completed as part of the professional education core. See subrule 13.18(4).

13.26(5) Teacher—elementary classroom. Effective September 1, 2015, the following requirements apply to persons who wish to teach in the elementary classroom:

a. Authorization. The holder of this endorsement is authorized to teach in kindergarten and grades one through six.

b. Program requirements.

(1) Degree—baccalaureate, and

(2) Completion of an approved human relations component, and

(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).

(4) Highly qualified teacher (HQT) status. Applicants from non-Iowa institutions who have completed the requirements for this endorsement must verify their HQT status. The board shall determine the test and the minimum passing score for HQT status. Verification must be provided through one of the following:

1. Written verification from the department of education in the state in which the applicant completed the elementary teacher preparation program that the applicant has achieved HQT status in that state; or

2. Written verification from the department of education in the state where the applicant is currently teaching that the applicant has achieved HQT status in that state; or

3. Submission of the official test score report indicating the applicant has met the qualifying score for licensure in the state in which the applicant completed the elementary teacher preparation program; or

4. Verification that the applicant has obtained the qualifying score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment in June 2006 of the federal highly qualified teacher provisions of the Individuals with Disabilities Education Act (IDEA). This option may also be utilized by applicants from outside the United States.

5. For applicants who have completed the requirements for one of the Iowa elementary endorsements, verification of HQT status by meeting the minimum score set by the Iowa board

of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment in June 2006 of the federal highly qualified teacher provisions of IDEA. This option may also be utilized by applicants who have been teaching outside the United States.

e. Content.

(1) Child growth and development with emphasis on the emotional, physical and mental characteristics of elementary age children, unless completed as part of the professional education core.

See ~~subrule 13.18(4)~~.

282—13.27 (272) Requirements for middle school endorsements.

13.27(1) Authorization. The holder of this endorsement is authorized to teach in the two concentration areas in which the specific requirements have been completed as well as in other subject areas in grades five through eight which are not the core content areas. The holder is not authorized to teach art, industrial arts, music, reading, physical education, **talented and gifted**, **English as a second language**, and special education.

13.27(2) Program requirements.

a. Be the holder of a currently valid Iowa teacher's license with either the general elementary endorsement or one of the subject matter secondary level endorsements set out in rule 282—13.28(272) ~~or 282—subrules 17.1(1) and 17.1(3)~~.

b. A minimum of 9 semester hours of required coursework in the following:

(1) Coursework in the growth and development of the middle school age child, specifically addressing the social, emotional, physical and cognitive characteristics and needs of middle school age children in addition to related studies completed as part of the professional education core ~~in subrule 13.18(4)~~.

(2) Coursework in middle school design, curriculum, instruction, and assessment including, but not limited to, interdisciplinary instruction, teaming, and differentiated instruction in addition to related studies completed as part of the professional education core ~~in subrule 13.18(4)~~.

13.28(3) Business—all. 5-12. Completion of 30 semester hours in business to include 6 semester hours in accounting, 3 semester hours in business law to include contract law, 3 semester hours in computer and technical applications in business, 6 semester hours in marketing to include consumer studies, 3 semester hours in management, 6 semester hours in economics, and 3 semester hours in business communications to include formatting, language usage, and oral presentation. Coursework in entrepreneurship and in financial literacy may be a part of, or in addition to, the coursework listed above. ~~Individuals who were licensed in Iowa prior to October 1, 1988, and were allowed to teach marketing without completing the endorsement requirements must complete the endorsement requirements by July 1, 2010, in order to teach or continue to teach marketing. A waiver provision is available through the board of educational examiners for individuals who have been successfully teaching marketing.~~

13.28(20) English as a second language (ESL). K-12.

a. Authorization. The holder of this endorsement is authorized to teach English as a second language in kindergarten and grades one through twelve.

b. Program requirements.

- (1) Degree—baccalaureate, and
- (2) Completion of an approved human relations program, and
- (3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).

e. Content. Completion of 18 semester hours of coursework in English as a second language to include the following:

d. Other. Individuals who were licensed in Iowa prior to October 1, 1988, and were allowed to teach English as a second language without completing the endorsement requirements must complete the endorsement requirements by July 1, 2012, in order to teach or continue to teach English as a second language. A waiver provision is available through the board of educational examiners for individuals who have been successfully teaching English as a second language.

13.28(21) Elementary school teacher librarian.

a. Authorization. The holder of this endorsement is authorized to serve as a teacher librarian in **grades pre**kindergarten and grades one through eight.

b. Program requirements.

- (1) Degree—baccalaureate.
- (2) Completion of an approved human relations program.
- (3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).

e. Content—prior to September 1, 2012. The following requirements apply for endorsements issued prior to September 1, 2012. Completion of 24 semester hours in school library coursework to include the following:

- (1) Knowledge of materials and literature in all formats for elementary children.
- (2) Selection, utilization and evaluation of library resources and equipment.
- (3) Design and production of instructional materials.
- (4) Acquisition, cataloging and classification of library materials.
- (5) Information literacy, reference services and networking.
- (6) Planning, evaluation and administration of school library programs.
- (7) Practicum in an elementary school media center/library.

d. Content—effective on and after September 1, 2012. The following requirements apply for endorsements issued on and after September 1, 2012. Completion of 24 semester hours in school library coursework to include the following:

13.28(22) Secondary school teacher librarian.

a. Authorization. The holder of this endorsement is authorized to serve as a teacher librarian in grades five through twelve.

b. Program requirements.

- (1) Degree—baccalaureate.
- (2) Completion of an approved human relations program.
- (3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).

e. Content—prior to September 1, 2012. The following requirements apply for endorsements issued prior to September 1, 2012. Completion of 24 semester hours in school library coursework to include the following:

- (1) Knowledge of materials and literature in all formats for adolescents.

- ~~(2) Selection, utilization and evaluation of library resources and equipment.~~
- ~~(3) Design and production of instructional materials.~~
- ~~(4) Acquisition, cataloging and classification of library materials.~~
- ~~(5) Information literacy, reference services and networking.~~
- ~~(6) Planning, evaluation and administration of school library programs.~~
- ~~(7) Practicum in a secondary school media center/library.~~

~~d. Content—effective on and after September 1, 2012.~~ The following requirements apply for endorsements issued on and after September 1, 2012. Completion of 24 semester hours in school library coursework to include the following:

13.28(23) School teacher librarian. PK-12.

a. Authorization. The holder of this endorsement is authorized to serve as a teacher librarian in prekindergarten through grade twelve. The applicant must be the holder of or eligible for the initial license.

b. Program requirements. Degree—master’s.

~~c. Content—prior to September 1, 2012.~~ The following requirements apply for endorsements issued prior to September 1, 2012. Completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements. This sequence is to be at least 30 semester hours in school library coursework, to include the following:

- ~~(1) Planning, evaluation and administration of school library programs.~~
- ~~(2) Curriculum development and teaching and learning strategies.~~
- ~~(3) Instructional development and communication theory.~~
- ~~(4) Selection, evaluation and utilization of library resources and equipment.~~
- ~~(5) Acquisition, cataloging and classification of library materials.~~
- ~~(6) Design and production of instructional materials.~~
- ~~(7) Methods for instruction and integration of information literacy skills into the school curriculum.~~
- ~~(8) Information literacy, reference services and networking.~~
- ~~(9) Knowledge of materials and literature in all formats for elementary children and adolescents.~~
- ~~(10) Reading, listening and viewing guidance.~~
- ~~(11) Utilization and application of computer technology.~~
- ~~(12) Practicum at both the elementary and secondary levels.~~
- ~~(13) Research in library and information science.~~

~~d. Content—effective on and after September 1, 2012.~~ The following requirements apply for endorsements issued on and after September 1, 2012. Completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements. This sequence is to be at least 30 semester hours in school library coursework, to include the following:

13.28(24) Talented and gifted teacher.

~~e. Other.~~ Individuals who were licensed in Iowa prior to August 31, 1995, and were allowed to teach talented and gifted classes without completing the endorsement requirements must complete the endorsement requirements by July 1, 2012, in order to teach or continue to teach talented and gifted classes. A waiver provision is provided through the board of educational

examiners for individuals who have been successfully teaching students who are talented and gifted.

13.28(25) American Sign Language endorsement.

a. Authorization. The holder of this endorsement is authorized to teach American Sign Language in kindergarten and grades one through twelve.

b. Program requirements.

~~(1) Degree—baccalaureate.~~

~~(2) Completion of an approved human relations program.~~

~~(3) Completion of the professional education core.~~

e. Content. Completion of 18 semester hours of coursework in American Sign Language to include the following:

~~*d. c. Other.* Be the holder of or be eligible for one other teaching endorsement listed in rules 282—13.26(272) and 282—13.27(272) and this rule.~~

13.28(28) School nurse endorsement. The school nurse endorsement does not authorize general classroom teaching, although it does authorize the holder to teach health at all grade levels. Alternatively, a nurse may obtain a statement of professional recognition (SPR) from the board of educational examiners, in accordance with the provisions set out in 282—Chapter 16, Statements of Professional Recognition (SPR).

a. Authorization. The holder of this endorsement is authorized to provide service as a school nurse at the prekindergarten and kindergarten levels and in grades one through twelve.

b. Program requirements.

~~(1) Degree—baccalaureate, and~~

~~(2) Completion of an approved human relations program, and~~

~~(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).~~

e. Content.

~~*d. c. Other.* Hold a license as a registered nurse issued by the Iowa board of nursing.~~

282—13.29 (272) Adding, removing or reinstating a teaching endorsement.

13.29(1) Adding an endorsement. After the issuance of a teaching license, an individual may add other endorsements to that license upon proper application, provided current requirements for that endorsement have been met. An updated license with expiration date unchanged from the original or renewed license will be prepared.

a. Options. To add an endorsement, the applicant must follow one of these options:

~~(3) Option 3. Receive verification from a state approved and regionally accredited institution that the Iowa minimum requirements for the endorsement have been met.~~

~~(4) Option 4.~~ Apply for a review of the transcripts by the board of educational examiners' staff to determine if all Iowa requirements have been met. The applicant must submit documentation that all of the Iowa requirements have been met by filing transcripts and supporting documentation for review.

b. Additional requirements for adding an endorsement.

(1) In addition to meeting the requirements **for Iowa licensure** listed in rules 282—13.18(272) and 282—13.28(272), applicants for endorsements shall have completed a methods class appropriate for teaching the general subject area of the endorsement added.

282—14.2 (272) Specific requirements.

14.2(2) Instructional strategist I: mild and moderate.

b. Option 2—K-8 mild and moderate.

(1) Child growth and development with emphasis on the emotional, physical, and mental characteristics of elementary age children, unless completed as part of the professional education core. ~~See rule 282—13.18(272).~~

d. Option 2—5-12 mild and moderate.

(1) Adolescent growth and development with emphasis on the emotional, physical, and mental characteristics of adolescent age children, unless completed as part of the professional education core. ~~See rule 282—13.18(272).~~

(5) Secondary methods unless completed as part of the professional education core. ~~See 282—paragraph 13.18(4)“l.”~~

14.2(8) Deaf or hard of hearing endorsement.

b. Option 2.

(1) Child growth and development with emphasis on the emotional, physical, and mental characteristics of elementary age children unless completed as part of the professional education core. ~~See 282—Chapter 13.~~

(6) Adolescent growth and development with emphasis on the emotional, physical, and mental characteristics of adolescent age children unless completed as part of the professional education core. ~~See rule 282—13.18(272).~~

(8) Secondary methods unless completed as part of the professional education core. ~~See 282—paragraph 13.18(4)“l.”~~

14.2(9) Visually disabled endorsement.

b. Option 2.

(1) Child growth and development with emphasis on the emotional, physical, and mental characteristics of elementary age children unless completed as part of the professional education core. ~~See 282—Chapter 13.~~

(6) Adolescent growth and development with emphasis on the emotional, physical, and mental characteristics of adolescent age children unless completed as part of the professional education core.

~~See 282—subrule 13.18(4).~~

(8) Secondary methods unless completed as part of the professional education core. ~~See 282—paragraph 13.18(4)“l.”~~

~~**282—18.2(272) Applicants from recognized Iowa institutions.** An applicant for initial licensure shall complete the administrator preparation program from a recognized Iowa institution or an alternative program recognized by the Iowa board of educational examiners. A~~

~~recognized Iowa institution is one which has its program of preparation approved by the state board of education according to standards established by said board, or an alternative program recognized by the state board of educational examiners. Applicants shall complete the requirements set out in rule 282—18.1(272) and shall also have the recommendation for the specific license and endorsement(s) or the specific endorsement(s) from the designated recommending official at the recognized education institution where the preparation was completed.~~

282—18.2(272) reserved.

282—18.4 (272) General requirements for an administrator license.

18.4(1) Eligibility for applicants who have completed a teacher preparation program.

Applicants for the administrator license must first comply with the requirements for all Iowa practitioners set out in

~~282—Chapter 13. Additionally, the requirements of rules 282—13.2(272) and 282—13.3(272) and the license-specific requirements set forth under each license must be met before an applicant is eligible for an administrator license.~~

18.4(2) Specific requirements for an initial administrator license for applicants who have completed a teacher preparation program. An initial administrator license valid for one year may be issued to an applicant who:

~~a. Is the holder of or is eligible for a standard license; and~~

~~b. Has three years of teaching experience; and~~

~~e. Has completed a state-approved PK-12 principal and PK-12 supervisor of special education program (see subrule 18.9(1)); and~~

~~d. Has completed an approved human relations component; and~~

~~e. Has completed an exceptional learner component; and~~

~~f. b. Has completed an evaluator approval program; and~~

~~c. Provides a recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized institution where the preparation was completed; and~~

~~d. Has met the experience requirement set forth for the desired administrator endorsement; and~~

~~e. Is not subject to any pending disciplinary proceedings in any state; and~~

~~f. Complies with all requirements with regard to application processes and payment of licensure fees.~~

18.4(4) Specific requirements for an initial administrator license for applicants who have completed a professional service endorsement. An initial administrator license valid for one year may be issued to an applicant who:

a. Is the holder of an Iowa professional service license; and

b. Has three years of experience in an educational setting in the professional service endorsement area; and

c. Has completed a state-approved PK-12 principal and PK-12 supervisor of special education program (see subrule 18.9(1)); and

d. Is assuming a position as a PK-12 principal and PK-12 supervisor of special education (see subrule 18.9(1)) for the first time or has one year of out-of-state or nonpublic administrative experience; and

- ~~e.~~ Has completed the required coursework in an approved human relations, **cultural competency**, component; and
- ~~f.~~ Has completed an exceptional **diverse** learners, component; and reading instruction set forth in **281-17.15(2)-(3), and**
- ~~g.~~ Has completed the professional education core in 282—paragraphs 13.18(4)“a” through “j” **281-17.15(5)“b” through “k”**; and
- ~~h.~~ **g.** Has completed an evaluator approval program.

282—18.6 (272) Specific requirements for an administrator prepared out of state.

An applicant seeking Iowa licensure who completes an administrator preparation program from a recognized non-Iowa institution shall verify the requirements of rules 282—18.1(272) and 282—18.4(272) through traditional course-based preparation program and transcript review. A recognized non-Iowa administrator preparation institution is one that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located.

Applicants must hold and submit a copy of a valid or expired regular administrator certificate or license in the state in which the preparation was completed, exclusive of a temporary, emergency or substitute license or certificate.

18.6(1) Specific requirements. Administrator exchange license. A one-year nonrenewable administrator exchange license may be issued to an individual who completes the requirements in paragraphs 18.4(2)“a” through “f” and satisfies the following:

- ~~a.~~ Has completed a state-approved, regionally accredited administrator preparation program in a college or university approved by the state board of education or the state licensing agency in the individual’s preparation state; and
- ~~b.~~ Has the recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized non-Iowa institution where the preparation was completed; and
- ~~c.~~ Holds and submits a copy of a valid regular administrator certificate or license in the state in which the preparation was completed, exclusive of a temporary, emergency or substitute license or certificate; and
- ~~d.~~ Meets the experience requirements for the administrator endorsement(s). Verified successful completion of three years of full-time teaching experience in other states, on a valid license, shall be considered equivalent experience necessary for the principal endorsement. Verified successful completion of six years of full-time teaching and administrative experience in other states, on a valid license, shall be considered equivalent experience for the superintendent endorsement provided that at least three years were as a teacher and at least three years were as a building principal or other PK-12 districtwide administrator; and
- ~~e.~~ Is not subject to any pending disciplinary proceedings in any state; and
- ~~f.~~ Complies with all requirements with regard to application processes and payment of licensure fees

has not met any of the following requirements:

- a. Professional core requirements.** The individual has not completed all of the required courses in the professional core **281-17.15(2)-(3), and 281-17.15(5)“b” through “k”**.
- b. Endorsement requirements.** The applicant has not completed at least 75% of the coursework complete for the PK-12 principal and PK-12 supervisor of special education endorsement, and any additional administrator endorsements desired.

c. Regular administrator certificate or license in the state in which the preparation was completed. The individual is eligible for and has applied for a regular administrator certificate or license in the state in which the preparation was completed but has not yet received the certificate or license.

d. Based on evaluator requirement. The applicant has not completed the approved evaluator training requirement.

18.6(2) Conversion. Each applicant receiving the one-year regional exchange license must complete any identified licensure deficiencies in order to be eligible for an initial administrator license or a professional administrator license in Iowa. Any course deficiencies must be completed for college credit through a regionally-accredited institution, with the exception of human relations which may be taken for licensure renewal credit through an approved provider.

282—18.7 (272) Specific requirements for a Class A **Extension** license.

18.7(1) A nonrenewable Class A administrator exchange license valid for one year may be issued to an applicant who has completed an administrator preparation program under any one of the following conditions:

a. Professional core requirements. The individual has not completed all of the required courses in the professional core, 282— paragraphs 13.18(4)“a” through “j.”

b. Human relations component. The individual has not completed an approved human relations component.

c. Regular administrator certificate or license in the state in which the preparation was completed. The individual has applied for a regular administrator certificate or license in the state in which the preparation was completed but has not yet received the certificate or license.

d. Based on evaluator requirement. The applicant has not completed the approved evaluator training requirement.

18.7(2) A nonrenewable Class A **extension** license valid for one year may be issued to an applicant based on an expired Iowa professional administrator license.

a. The holder of an expired professional administrator license shall be eligible to receive a Class A license upon application. This license shall be endorsed for the type of service authorized by the expired license on which it is based.

b. Renewal. The holder of an expired professional administrator license who is currently under contract with an Iowa educational unit (area education agency/local education agency/local school district) and who does not meet the renewal requirements for the administrator license held shall be required to secure the signature of the superintendent or designee before the license will be issued. If the superintendent does not meet the renewal requirements, the superintendent shall be required to secure the signature of the school board president before the license will be issued.

18.7(3) Authorization. Each Class A license shall be limited to the area(s) and level(s) of administration as determined by an analysis of the application, the transcripts, and the license or certificate held in the state in which the basic preparation for the administrator license was completed.

18.7(4) Conversion. Each applicant receiving the one-year Class A license must complete any identified licensure deficiencies in order to be eligible for an initial administrator license or a professional administrator license in Iowa.

282—18.9 (272) Area and grade levels of administrator endorsements.

18.9(1) PK-12 principal and PK-12 supervisor of special education.

c. Other.

(1) The applicant must have had three years of teaching experience at the early childhood through grade twelve level **while holding a valid license.**

18.9(2) PK-8 principal—out-of-state applicants. This endorsement is only for applicants from out-of-state institutions.

c. Other. The applicant must have had three years of teaching experience at the early childhood through grade eight level **while holding a valid license.**

18.9(3) 5-12 principal—out-of-state applicants. This endorsement is only for applicants from out-of-state institutions.

c. Other. The applicant must have had three years of teaching experience at the secondary level (5-12) **while holding a valid license.**

282—18.10 (272) Superintendent/AEA administrator.

18.10(3) Administrative experience. The applicant must meet one of the following:

a. The applicant must have had three years of experience as a building principal **while holding a valid license.**

c. The applicant must have six years of teaching and administrative experience, provided that at least two years are teaching experience and one year is administrative **all while holding a valid license.**

282—18.12 (272) Specific requirements for a Class E **emergency license.** A nonrenewable Class E **emergency** license valid for one year may be issued to an individual as follows.

282—19.6(272) reserved.

~~**282—19.6(272) Out-of-state applicants.** An out-of-state applicant who seeks an administrator license after July 1, 2003, will be granted a Class A administrator exchange license valid for one year in order to complete the evaluator endorsement requirements. The Class A administrator exchange license is valid for one year and is nonrenewable. The requirements for the evaluator endorsement must be met before the issuance of the initial or professional administrator license.~~

282—27.1 (272) Professional service license. A professional service licensee is an individual prepared to provide professional services in Iowa schools but whose preparation has not required completion of the professional education core as described in **the teacher preparation coursework set forth in 281-79.15.**

282—27.2 (272) Requirements for a professional service license.

27.2(1) Initial professional service license. An initial professional service license valid for two years may be issued to an applicant for licensure to serve as a school audiologist, school psychologist, school social worker, speech-language pathologist, supervisor of special education (support), director of special education of an area education agency, or school counselor who:

d. Meets the recency requirement of 282—subrule 13.40(3) **5(2)d.**

27.2(2) Standard professional service license. A standard professional service license valid for five years may be issued to an applicant who:

c. Meets the recency requirement of 282—subrule 13.10(3) **5(2)d.**

282—27.3 (272) Specific requirements for professional service license endorsements.

27.3(1) Elementary professional school counselor.

a. *Authorization.* The holder of this endorsement has not completed the professional education core (282—subrule 13.18(4)) **teacher preparation coursework set forth in 281-79.15** but is authorized to serve as a professional school counselor in kindergarten and grades one through eight.

27.3(2) Secondary professional school counselor.

a. *Authorization.* The holder of this endorsement has not completed the core (282—subrule 13.18(4)) **teacher preparation coursework set forth in 281-79.15** but is authorized to serve as a professional school counselor in grades five through twelve.

DTM/jt

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”

Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.

Pursuant to the authority of Iowa Code section 272.2(1)“a,” the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, “Issuance of Teacher Licenses and Endorsements,” Chapter 14, “Special Education Endorsements,” Chapter 18, “Issuance of Administrator Licenses and Endorsements,” Chapter 19, “Evaluator Endorsement and License,” and Chapter 27, “Issuance of Professional Service Licenses,” Iowa Administrative Code.

The proposed amendments to Chapter 13 remove a significant amount of redundant language that is set forth elsewhere in rules of either the Board of Educational Examiners or the Department of Education. The following amendments are proposed to better reflect the substance of certain licenses:

1. The “Class A” license is renamed the “Class A extension” license;
2. The “exception” under a Class B license is renamed the “executive director decision”; and
3. The “Class E” license is renamed the “Class E emergency extension” license.

In addition, the proposed amendments to Chapter 13 reflect the following:

1. The Executive Director is authorized to allow holders of a substitute license to serve outside their authority in unique circumstances.
2. To reflect the duration of the most common teacher exchange programs in Iowa, the duration of the international teacher exchange license is changed from three years to one year unless the applicant can verify continued participation in the program.
3. The “teacher—elementary classroom” endorsement requirements will sunset on August 31, 2015.
4. The authority of the “elementary school teacher librarian” endorsement is expanded from kindergarten through eighth grade to prekindergarten through eighth grade.

The proposed amendments to the Board’s other chapters remove cross references that would be rendered incorrect by the proposed changes to Chapter 13 and remove additional redundant language. The proposed amendments would add the requirement for cultural competency for initial administrator license applicants who currently hold a professional service license. Finally, the proposed amendments would allow out-of-state candidates for administrator licensure to submit an expired out-of-state administrator license if their out-of-state license is not current. This change is reflective of the requirements for out-of-state candidates for teacher licensure and provides relief to candidates who face significant hurdles in renewing expired out-of-state licenses in order to become licensed in Iowa. These candidates will continue to be required to verify completion of all Iowa-required coursework and other Iowa requirements.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, April 10, 2015. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 8, 2015, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendments. Persons who wish to make oral presentations

at the public hearing may contact the Executive Director, Board of Educational Examiners, at the above address, or at (515)281-5849, prior to the date of the public hearing.

Any person who intends to attend the public hearing and requires special accommodations for specific needs, such as a sign language interpreter, should contact the office of the Executive Director at (515)281-5849.

These amendments are subject to waiver pursuant to 282—Chapter 6.

After analysis and review of this rule making, there is no anticipated impact on jobs.

These amendments are intended to implement Iowa Code section 272.2(1)“a.”

The following amendments are proposed.

ITEM 1. Rescind and reserve rules 282—13.2(272) to 282—13.4(272).

ITEM 2. Amend rules 282—13.5(272) to 282—13.7(272) as follows:

282—13.5(272) Teacher licenses. A license may be issued to applicants who fulfill the general requirements set out in subrule 13.5(1) and the specific requirements set out for each license.

13.5(1) General requirements. The applicant shall:

- a. Have a baccalaureate degree from a regionally accredited institution.
- b. Have completed a state-approved teacher education program ~~which meets the requirements of the professional education core.~~
- c. Have completed an approved human relations component the teacher preparation coursework set forth in 281—subrules 79.15(2) to 79.15(5).
- d. Have completed the exceptional learner component student teaching in the subject area and grade level endorsement desired.
- e. Have completed the requirements for one of the basic teaching endorsements.
- f. Meet the recency requirement of subrule 13.10(3). Provide a recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized institution where the preparation was completed.

13.5(2) Renewal requirements. Applicants from non-Iowa institutions. Renewal requirements for teacher licenses are set out in 282—Chapter 20.

a. Definitions.

“Nontraditional” means any method of teacher preparation that falls outside the traditional method of preparing teachers, that provides at least a one- or two-year sequenced program of instruction taught at regionally accredited and state-approved colleges or universities, that includes commonly recognized pedagogy classes being taught for course credit, and that requires a student teaching component.

“Proficiency,” for the purposes of paragraph 13.5(2)“e,” means that an applicant has passed all parts of the standard.

“Recognized non-Iowa teacher preparation institution” means an institution that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located.

b. In addition to the requirements set forth in subrule 13.5(1), applicants from non-Iowa institutions:

(1) Shall submit a copy of a valid or expired regular teaching certificate or license exclusive of a temporary, emergency or substitute license or certificate.

(2) Shall provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013. If the teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification of successfully passing the mandated assessment(s) in the state in which the applicant is currently licensed (or verify highly qualified status) or must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education.

(3) Shall provide an official institutional transcript(s) to be analyzed for the requirements necessary for Iowa licensure. An applicant must have completed at least 75 percent of the coursework as outlined in 281—subrules 79.15(2) to 79.15(5) and an endorsement requirement through a two- or four-year

institution in order for the endorsement to be included on the license. An applicant who has not completed at least 75 percent of the coursework for at least one of the basic Iowa teaching endorsements completed will not be issued a license.

(4) Shall demonstrate recency of experience by providing verification of either one year of teaching experience or six semester hours of college credit during the five-year period immediately preceding the date of application.

(5) Shall not be subject to any pending disciplinary proceedings in any state or country.

(6) Shall comply with all requirements with regard to application processes and payment of licensure fees.

c. If through a transcript analysis, the teacher preparation coursework as outlined in 281—subrules 79.15(2) to 79.15(5) or one of the basic teaching endorsement requirements for Iowa is not met, the applicant may be eligible for the equivalent Iowa endorsement areas, as designated by the Iowa board of educational examiners, based on current and valid National Board Certification.

d. If the teacher preparation program was considered nontraditional, candidates will be asked to verify the following:

(1) That the program was for secondary education;

(2) A cumulative grade point average of 2.50 on a 4.0 scale from a regionally accredited institution; and

(3) The completion of a student teaching or internship experience or three years of teaching experience.

e. If the teacher preparation coursework as outlined in 281—subrules 79.15(2) to 79.15(5) cannot be reviewed through a traditional transcript evaluation, a portfolio review and evaluation process may be utilized.

(1) An applicant must demonstrate proficiency in a minimum of at least 75 percent of the teacher preparation coursework as outlined in 281—subrules 79.15(2) to 79.15(5).

(2) An applicant must meet with the board of educational examiners to answer any of the board's questions concerning the portfolio.

13.5(3) Applicants from foreign institutions. An applicant for initial licensure whose preparation was completed in a foreign institution must obtain a course-by-course credential evaluation report completed by one of the board-approved credential evaluation services and then file this report with the Iowa board of educational examiners for a determination of eligibility for licensure. After receiving the notification of eligibility by the Iowa board of educational examiners, the applicant must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education.

282—13.6(272) Specific requirements for an initial license. An initial license valid for two years may be issued to an applicant who meets the general requirements set forth in subrule 13.5(1) rule 282—13.5(272).

282—13.7(272) Specific requirements for a standard license. A standard license valid for five years may be issued to an applicant who:

1. Meets the general requirements set forth in subrule 13.5(1) rule 282—13.5(272), and

2. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years' successful teaching experience. In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years' successful teaching experience in an Iowa nonpublic school or three years' successful teaching experience in an out-of-state K-12 educational setting.

ITEM 3. Amend rules 282—13.9(272) to 282—13.11(272) as follows:

282—13.9(272) Teacher intern license.

13.9(1) Authorization. The teacher intern is authorized to teach in grades 7 to 12.

13.9(2) *Term.* The term of the teacher intern license will be one school year. This license is nonrenewable. The fee for the teacher intern license is in 282—Chapter 12.

13.9(3) *Teacher intern requirements.* A teacher intern license shall be issued upon application, provided that the following requirements have been met. The applicant shall: may be issued to an applicant who has been recommended by an institution with a state-approved intern program and who has met the background check requirements set forth in rule 282—13.1(272).

a.—Hold a baccalaureate degree with a minimum cumulative grade point average of 2.50 on a 4.0 scale from a regionally accredited institution or meet the admission criteria set forth in 281—subrule 77.11(2).

b.—Meet the requirements of at least one of the board's secondary (5-12) teaching endorsements listed in rule 282—13.28(272).

c.—Possess a minimum of three years of postbaccalaureate work experience. An authorized official at a college or university with an approved teacher intern program will evaluate this experience.

d.—Successfully complete the teacher intern program requirements listed in subrule 13.9(4) and approved by the state board of education.

e.—Successfully pass a basic skills test at the level approved by the teacher education institution.

13.9(4) *Program requirements.* The teacher intern shall:

a.—Complete the following requirements prior to the internship year:

(1) Learning environment/classroom management. The intern uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self motivation.

(2) Instructional planning. The intern plans instruction based upon knowledge of subject matter, students, the community, curriculum goals, and state curriculum models.

(3) Instructional strategies. The intern understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

(4) Student learning. The intern understands how students learn and develop and provides learning opportunities that support intellectual, career, social, and personal development.

(5) Diverse learners. The intern understands how students differ in their approaches to learning and creates instructional opportunities that are equitable and are adaptable to diverse learners.

(6) Collaboration, ethics and relationships. The intern fosters relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development.

(7) Assessment. The intern understands and uses formal and informal assessment strategies to evaluate the continuous intellectual, social, and physical development of the learner.

(8) Field experiences that provide opportunities for interaction with students in an environment that supports learning in context. These experiences shall total at least 50 contact hours in the field prior to the beginning of the academic year of the candidate's initial employment as a teacher intern.

b.—Complete four semester hours of a teacher intern seminar during the teacher internship year to include support and extension of coursework from the teacher intern program.

c.—Complete the coursework and competencies in the following areas:

(1) Foundations, reflection, and professional development. The intern continually evaluates the effects of the practitioner's choices and actions on students, parents, and other professionals in the learning community and actively seeks out opportunities to grow professionally.

(2) Communication. The intern uses knowledge of effective verbal, nonverbal, and media communication techniques, and other forms of symbolic representation, to foster active inquiry and collaboration and to support interaction in the classroom.

(3) Exceptional learner program, which must include preparation that contributes to the education of individuals with disabilities and the gifted and talented.

(4) Preparation in the integration of reading strategies into the content area.

(5) Computer technology related to instruction.

(6) An advanced study of the items set forth in 13.9(4) "a"(1) to (7) above.

13.9(5) *Local school district requirements.* The local school district shall:

~~a. — Provide an offer of employment to an individual who has been evaluated by a college or university for eligibility or acceptance in the teacher intern program.~~

~~b. — Participate in a mentoring and induction program.~~

~~c. — Provide a district mentor for the teacher intern.~~

~~d. — Provide other support and supervision, as needed, to maximize the opportunity for the teacher intern to succeed.~~

~~e. — Not overload the teacher intern with extracurricular duties not directly related to the teacher intern's teaching assignment.~~

~~f. — Provide evidence to the board from a licensed evaluator that the teacher intern is participating in a mentoring and induction program.~~

~~g. — At the board's request, provide information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.~~

~~13.9(6) 13.9(4) Requirements to convert the teacher intern license to the initial license.~~

~~a. An initial license shall be issued upon application provided that the teacher intern has met all of the following requirements: as verified by the recommendation from the state-approved program.~~

~~(1) Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education.~~

~~(2) Verification from a licensed evaluator that the teacher intern served successfully for a minimum of 160 days.~~

~~(3) Verification from a licensed evaluator that the teacher intern is participating in a mentoring and induction program and is being assessed on the Iowa teaching standards.~~

~~(4) Recommendation by a college or university offering an approved teacher intern program that the individual is eligible for an initial license.~~

~~(5) At the board's request, the teacher intern shall provide to the board information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.~~

~~b. The teacher intern year will count as one of the years that is needed for the teacher intern to convert the initial license to the standard license if the conditions listed in paragraph 13.9(6) "a" have been met.~~

~~13.9(7) Requirements to obtain the initial license if the teacher intern does not complete the internship year:~~

~~a. An initial license shall be issued upon application provided that the teacher intern has met the requirements for one of the following options:~~

~~(1) Option #1:~~

~~1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and~~

~~2. Verification by a college or university that the teacher intern successfully completed the college's or university's state-approved student teaching requirements; and~~

~~3. Recommendation by a college or university offering an approved teacher intern program that the individual is eligible for an initial license.~~

~~(2) Option #2:~~

~~1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and~~

~~2. Verification by the approved teacher intern program that the teacher intern successfully completed 40 days of paid substitute teaching; and~~

~~3. Verification by the teacher intern program that the teacher intern successfully completed 40 days of co-teaching; and~~

~~4. Recommendation by the approved teacher intern program that the individual is eligible for an initial license.~~

b. — At the board's request, the teacher intern shall provide to the board information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.

~~13.9(8)~~ **13.9(5)** *Requirements to extend the teacher intern license if the teacher intern does not complete all of the education coursework during the term of the teacher intern license.*

a. A one-year extension of the teacher intern license may be issued upon application provided that the teacher intern has met both of the following requirements:

(1) Successful completion of ~~160 days~~ one year of teaching experience during the teacher internship.

(2) Verification by the recommending official at the approved teacher intern program that the teacher intern has not completed all of the coursework required for the initial license.

b. Only one year of teaching experience during the term of the teacher intern license or the extension of a teacher intern license may be used to convert the teacher intern license to a standard teaching license.

~~13.9(9)~~ *Requirements to obtain a teacher intern license if teaching in an international school. A teacher intern candidate shall:*

a. — Hold a baccalaureate degree from an accredited institution.

b. — Meet the requirements of at least one of the board's secondary (5-12) teaching endorsements listed in rule 282—13.28(272).

c. — Successfully complete the teacher intern program requirements listed in 13.9(4)“a”(1) to (7), 13.9(4)“b” and 13.9(4)“e”(1) to (6) through a four-year college or university and approved by the state board of education.

~~13.9(10)~~ *Requirements to convert the teacher intern license to the initial license if teaching in an international school. An initial license shall be issued upon application provided that the teacher intern has met all of the following requirements:*

a. — Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education.

b. — Verification that the teacher intern served successfully for a minimum of 160 days.

282—13.10(272) *Specific requirements for a Class A extension license. A nonrenewable Class A extension license valid for one year may be issued to an individual who has completed a teacher education program under any one of the following conditions:*

~~13.10(1)~~ *Professional core requirements. The individual has not completed all of the required courses in the professional core, 13.18(4)“a” through “j.”*

~~13.10(2)~~ *Human relations component. The individual has not completed an approved human relations component.*

~~13.10(3)~~ *Recency. The individual meets the requirements for a valid license, but has had fewer than 160 days of teaching experience during the five-year period immediately preceding the date of application or has not completed six semester hours of college credit from a recognized institution within the five-year period. To obtain the desired license, the applicant must complete recent credits and, where recent credits are required, these credits shall be taken in professional education or in the applicant's endorsement area(s).*

~~13.10(4)~~ *Degree not granted until next regular commencement. Rescinded IAB 9/9/09, effective 10/14/09.*

~~13.10(5)~~ **13.10(1)** *Based on an expired Iowa certificate or license, exclusive of a Class A extension or Class B license.*

a. The holder of an expired license, exclusive of a Class A extension or Class B license, shall be eligible to receive a Class A extension license upon application. This license shall be endorsed for the type of service authorized by the expired license on which it is based.

b. The holder of an expired license who is currently under contract with an Iowa educational unit (area education agency/local education agency/local school district) and who does not meet the

renewal requirements for the license held shall be required to secure the signature of the superintendent or designee before the license will be issued.

~~13.10(6)~~ **13.10(2)** *Based on a mentoring and induction program.* An applicant may be eligible for a Class A extension license if the school district, after conducting a comprehensive evaluation, recommends and verifies that the applicant shall participate in the mentoring program for a third year. No further extensions are available for this type of Class A extension license.

~~13.10(7)~~ *Based on an administrative decision.* The executive director is authorized to issue a Class A license to an applicant whose services are needed to fill positions in unique need circumstances.

282—13.11(272) Specific requirements for a Class B license. A Class B license, which is valid for two years and which is nonrenewable, may be issued to an individual under the following conditions:

13.11(1) Endorsement in progress. The individual has a valid initial, standard, master educator, permanent professional, Class A ~~(one-year extension of an initial, standard, or master educator)~~ extension, exchange, or professional service license and one or more endorsements but is seeking to obtain some other endorsement. A Class B license may be issued if requested by an employer and if the individual seeking to obtain some other endorsement has completed at least two-thirds of the requirements, or one-half of the content requirements in a state-designated shortage area, leading to completion of all requirements for the endorsement. A Class B license may not be issued for the driver's education endorsement.

13.11(2) No change.

13.11(3) Request for exception executive director decision. ~~A school district administrator may file a written request with the board for an exception to the minimum content requirements on the basis of documented need and benefit to the instructional program. The board will review the request and provide a written decision either approving or denying the request. If the minimum content requirements have not been met for the Class B license, a one-year executive director decision license may be issued if requested by the school district and if the school district can demonstrate that a candidate with the proper endorsement was not found after a diligent search. The executive director decision license may not be renewed and will expire on June 30 of the fiscal year in which it was issued.~~

13.11(4) Provisional occupational license. If an individual is eligible for a provisional occupational license but has not met all of the experience requirements, a Class B license may be issued while the individual earns the necessary experience.

~~13.11(5)~~ **13.11(4) Expiration.** This The Class B license will expire on June 30 of the fiscal year in which it was issued plus one year.

ITEM 4. Amend rule 282—13.14(272) as follows:

282—13.14(272) Specific requirements for a Class E emergency extension license. A nonrenewable license valid for one year may be issued to an individual as follows:

13.14(1) Expired license. Based on an expired Class A, or Class B, or teacher exchange license, the holder of the expired license shall be eligible to receive a Class E emergency extension license upon application and submission of all required materials.

13.14(2) Application. The application process will require transcripts of coursework completed during the term of the expired license, a program of study indicating the coursework necessary to obtain full licensure, and registration for coursework to be completed during the term of the Class E emergency extension license. The Class E emergency extension license will be denied if the applicant has not completed any coursework during the term of the Class A or Class B license unless extenuating circumstances are verified.

ITEM 5. Amend rules 282—13.16(272) and 282—13.17(272) as follows:

282—13.16(272) Specific requirements for a substitute teacher's license.

13.16(1) Substitute teacher requirements. A substitute teacher's license may be issued to an individual who provides verification of successfully passing the Iowa-mandated assessment(s) by

meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013, and who:

a. Has completed a traditional teacher preparation program and been the holder of, or presently holds, or is eligible to hold, a license in Iowa; or holds or held a regular teacher's license or certificate in another state, exclusive of temporary, emergency, or substitute certificate or license; or

b. Has successfully completed all requirements of an approved teacher education program, but did not apply for an Iowa teacher's license at the time of completion of the approved program; or

e. b. Holds a valid or expired teaching certificate based on a nontraditional teacher preparation program, is able to verify three years of teaching experience, and provides passing scores on tests mandated by the state that issued the certificate. The license issued will contain a disclaimer stating that the holder of this license may not be eligible for full Iowa teaching licensure.

13.16(2) Validity. A substitute license is valid for five years and for not more than 90 days of teaching in one assignment during any one school year. A school district administrator may file a written request with the board for an extension of the 90-day limit in one assignment on the basis of documented need and benefit to the instructional program. The board will review the request and provide a written decision either approving or denying the request.

13.16(3) Authorization. The holder of a substitute license is authorized to substitute teach in any school system in any position in which a regularly licensed teacher was employed to begin the school year except in the driver's education classroom. In addition to the authority inherent in the initial, standard, master educator, professional administrator, two-year regional exchange, and permanent professional licenses and the endorsement(s) held, the holder of one of these regular licenses may substitute on the same basis as the holder of a substitute license while the regular license is in effect. The executive director may grant permission for a substitute to serve outside of a substitute's regular authority under unique circumstances.

282—13.17(272) Specific requirements for exchange licenses. ~~An applicant seeking Iowa licensure who completes the teacher preparation program from a recognized non-Iowa institution shall verify the requirements of subrules 13.18(4) and 13.18(5) through traditional course-based preparation program and transcript review. A recognized non-Iowa teacher preparation institution is one that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located. Applicants for nontraditional exchange licenses are not required to have received their preparation through regionally approved teacher education programs.~~

13.17(1) One-year teacher Teacher exchange license.

a. For an applicant applying under ~~13.3(2)~~ 13.5(2), a one-year nonrenewable exchange license may be issued to the applicant under any of the following conditions:

(1) ~~The applicant has completed a state-approved, regionally accredited teacher education program; and The applicant has met the minimum coursework requirements for licensure but has some coursework deficiencies. Any coursework deficiencies must be completed for college credit through a regionally accredited institution, with the exception of human relations which may be taken for licensure renewal credit through an approved provider.~~

(2) ~~The applicant has the recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized non-Iowa institution where the preparation was completed; and~~

(3) ~~The applicant holds and submits a copy of a valid or expired certificate or license, exclusive of a temporary, emergency or substitute license or certificate;~~

~~1.—Reserved.~~

~~2. (2) If the The applicant submits verification that the applicant has applied for and will receive the applicant's first teaching license and is waiting for the processing or printing of a valid and current out-of-state license, a regional exchange license may be issued and the. The lack of a valid and current out-of-state license will be listed as a deficiency; and.~~

~~(3) The applicant has not met the requirement for recency set forth in 13.5(2) "b"(4).~~

~~(4) The applicant must provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013. If the teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification of successfully passing the mandated assessment(s) in the state in which the applicant is currently licensed or must provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa department of education; and~~

~~(5) Each exchange license shall be limited to the area(s) and level(s) of instruction as determined by an analysis of the application, the transcripts and the license or certificate held in the state in which the basic preparation for licensure was completed or of the application and the credential evaluation report. The applicant must have completed at least 75 percent of the endorsement requirements through a two- or four-year institution in order for the endorsement to be included on the exchange license; and~~

~~(6) The applicant is not subject to any pending disciplinary proceedings in any state or country; and~~

~~(7) The applicant complies with all requirements with regard to application processes and payment of licensure fees.~~

b. After the term of the exchange license has expired, the applicant may apply to be fully licensed if the applicant has completed all requirements and is eligible for full licensure.

~~13.17(2) Two-year nontraditional exchange license.~~ For an applicant applying under 13.3(3) and 13.3(4), a two-year nontraditional teacher exchange license may be issued to the applicant from state approved preparation programs, under the following conditions:

a. The applicant has met the requirements of 13.3(4) "a" and "b."

b. The applicant has met the requirements of 13.17(1) "a" (3) through (7).

e. To convert the two-year nontraditional exchange license, the applicant must meet all deficiencies as well as meet the Iowa teaching standards as determined by a comprehensive evaluation by a licensed evaluator, and the applicant shall have two years of successful teaching experience in Iowa. The evaluator may recommend extending the license for a third year to meet Iowa teaching standards.

d. The license may be extended to meet the requirements for two years of successful teaching in Iowa with proof of employment.

~~13.17(3) 13.17(2) International teacher exchange license.~~

a. A nonrenewable international exchange license may be issued to an applicant under the following conditions:

(1) The applicant has completed a teacher education program in another country; and

~~(2) The applicant is not subject to any pending disciplinary proceedings in any state or country; and~~

~~(3) The applicant complies with all requirements with regard to application processes and payment of licensure fees; and~~

~~(4) (2) The applicant is a participant in a teacher exchange program administered through the Iowa department of education, the U.S. Department of Education, or the U.S. Department of State.~~

b. Each exchange license shall be limited to the area(s) and level(s) of instruction as determined by an analysis of the application and the credential evaluation report.

c. This license shall not exceed three years one year unless the applicant can verify continued participation in the exchange program beyond one year.

d. After the term of the exchange license has expired, the applicant may apply to be fully licensed if the applicant has completed all requirements and is eligible for full licensure.

~~13.17(4) 13.17(3) Military exchange license.~~

a. No change.

b. ~~Spouses of active duty military service members applying under 13.3(2) 13.5(2).~~ A three-year nonrenewable military exchange license may be issued to the applicant under the following conditions:

(1) to (4) No change.

c. ~~Veterans or their spouses applying under 13.3(2) 13.5(2).~~ A ~~five~~ three-year teaching military exchange license ~~or a one-year exchange license~~ may be issued to an applicant who meets the

requirements of 13.17(4)(3) "b"(1) and (2). A veteran must provide a copy of the veteran's DD 214. A spouse must provide a copy of the veteran spouse's DD 214 and the couple's marriage license.

d. Spouses of active duty military service veterans, or veterans' spouses applying under 13.3(3) 13.5(2). If the applicant has completed a nontraditional teacher preparation program but is not eligible for a teaching license, the applicant will be issued a substitute license, and the initial review for the portfolio review process will be completed by board staff. An applicant must provide verification of connection to the military outlined in 13.17(4)(3) "b"(3) or 13.17(4)(3) "c."

e. No change.

f. Fees. Fees for the background check, evaluation and license issued pursuant to 13.17(4)(3) will be limited to the fee outlined in rule 282—12.1(272), ~~paragraph "2."~~ for the issuance of a license.

ITEM 6. Rescind and reserve rules 282—13.18(272), 282—13.21(272) and 282—13.22(272).

ITEM 7. Amend rules 282—13.26(272) and 282—13.27(272) as follows:

282—13.26(272) Requirements for elementary endorsements.

13.26(1) Teacher—prekindergarten-kindergarten.

a. Authorization. The holder of this endorsement is authorized to teach at the prekindergarten/
kindergarten level.

b. Program requirements.

(1) Degree —baccalaureate, and

(2) Completion of an approved human relations program, and

(3) Completion of the professional education core. ~~See subrule 13.18(3).~~

e. b. Content.

(1) Human growth and development: infancy and early childhood, unless completed as part of the professional education core. ~~See subrule 13.18(4).~~

(2) to (8) No change.

13.26(2) Teacher—prekindergarten through grade three.

a. Authorization. The holder of this endorsement is authorized to teach children from birth through grade three.

b. Program requirements.

(1) Degree —baccalaureate.

(2) Completion of an approved human relations program.

(3) Completion of the professional education core. ~~See subrules 13.18(3) and 13.18(4).~~

(4) ~~Highly qualified teacher (HQT) status. Applicants from non-Iowa institutions who have completed the requirements for this endorsement must verify their HQT status. The board shall determine the test and the minimum passing score for HQT status. Verification must be provided through one of the following:~~

~~1. Written verification from the department of education in the state in which the applicant completed the elementary teacher preparation program that the applicant has achieved HQT status in that state; or~~

~~2. Written verification from the department of education in the state where the applicant is currently teaching that the applicant has achieved HQT status in that state; or~~

~~3. Submission of the official test score report indicating the applicant has met the qualifying score for licensure in the state in which the applicant completed the elementary teacher preparation program; or~~

~~4. Obtaining the qualifying score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants from outside the United States.~~

~~5. For applicants who have completed the requirements for one of the Iowa elementary endorsements, verification of HQT status by meeting the minimum score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of~~

a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants who have been teaching outside the United States.

e. b. Content.

(1) Child growth and development with emphasis on cognitive, language, physical, social, and emotional development, both typical and atypical, for infants and toddlers, preprimary, and primary school children (grades one through three), unless combined as part of the professional education core. See subrule 13.18(4) of the licensure rules for the professional core.

(2) to (13) No change.

13.26(3) Teacher—prekindergarten through grade three, including special education.

a. Authorization. The holder of this endorsement is authorized to teach children from birth through grade three.

b.—Program requirements.

(1) Degree—baccalaureate, and

(2) Completion of an approved human relations program, and

(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).

(4) Highly qualified teacher (HQT) status.—Applicants from non-Iowa institutions who have completed the requirements for this endorsement must verify their HQT status. The board shall determine the test and the minimum passing score for HQT status. Verification must be provided through one of the following:

1.—Written verification from the department of education in the state in which the applicant completed the elementary teacher preparation program that the applicant has achieved HQT status in that state; or

2.—Written verification from the department of education in the state where the applicant is currently teaching that the applicant has achieved HQT status in that state; or

3.—Submission of the official test score report indicating the applicant has met the qualifying score for licensure in the state in which the applicant completed the elementary teacher preparation program; or

4.—Obtaining the qualifying score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants from outside the United States.

5.—For applicants who have completed the requirements for one of the Iowa elementary endorsements, verification of HQT status by meeting the minimum score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants who have been teaching outside the United States.

e. b. Content.

(1) to (7) No change.

13.26(4) Teacher—elementary classroom. These requirements will sunset on August 31, 2015.

a. Authorization. The holder of this endorsement is authorized to teach in kindergarten and grades one through six.

b.—Program requirements.

(1) Degree—baccalaureate, and

(2) Completion of an approved human relations component, and

(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).

(4) Highly qualified teacher (HQT) status.—Applicants from non-Iowa institutions who have completed the requirements for this endorsement must verify their HQT status. The board shall determine the test and the minimum passing score for HQT status. Verification must be provided through one of the following:

1.—Written verification from the department of education in the state in which the applicant completed the elementary teacher preparation program that the applicant has achieved HQT status in that state; or

~~2.—Written verification from the department of education in the state where the applicant is currently teaching that the applicant has achieved HQT status in that state; or~~

~~3.—Submission of the official test score report indicating the applicant has met the qualifying score for licensure in the state in which the applicant completed the elementary teacher preparation program; or~~

~~4.—Obtaining the qualifying score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants from outside the United States.~~

~~5.—For applicants who have completed the requirements for one of the Iowa elementary endorsements, verification of HQT status by meeting the minimum score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment of the federal highly qualified teacher legislation (June 2006). This option may also be utilized by applicants who have been teaching outside the United States.~~

~~e. b. Content.~~

~~(1) Child growth and development with emphasis on the emotional, physical and mental characteristics of elementary age children, unless completed as part of the professional education core. See subrule 13.18(4).~~

~~(2) to (11) No change.~~

~~13.26(5) Teacher—elementary classroom. Effective September 1, 2015, the following requirements apply to persons who wish to teach in the elementary classroom:~~

~~a. Authorization. The holder of this endorsement is authorized to teach in kindergarten and grades one through six.~~

~~b.—Program requirements.~~

~~(1) Degree—baccalaureate, and~~

~~(2) Completion of an approved human relations component, and~~

~~(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).~~

~~(4) Highly qualified teacher (HQT) status. Applicants from non-Iowa institutions who have completed the requirements for this endorsement must verify their HQT status. The board shall determine the test and the minimum passing score for HQT status. Verification must be provided through one of the following:~~

~~1.—Written verification from the department of education in the state in which the applicant completed the elementary teacher preparation program that the applicant has achieved HQT status in that state; or~~

~~2.—Written verification from the department of education in the state where the applicant is currently teaching that the applicant has achieved HQT status in that state; or~~

~~3.—Submission of the official test score report indicating the applicant has met the qualifying score for licensure in the state in which the applicant completed the elementary teacher preparation program; or~~

~~4.—Verification that the applicant has obtained the qualifying score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment in June 2006 of the federal highly qualified teacher provisions of the Individuals with Disabilities Education Act (IDEA). This option may also be utilized by applicants from outside the United States.~~

~~5.—For applicants who have completed the requirements for one of the Iowa elementary endorsements, verification of HQT status by meeting the minimum score set by the Iowa board of educational examiners if the applicant has not been teaching within the last five years and completion of a teacher preparation program prior to enactment in June 2006 of the federal highly qualified teacher provisions of IDEA. This option may also be utilized by applicants who have been teaching outside the United States.~~

~~e. b. Content.~~

(1) Child growth and development with emphasis on the emotional, physical and mental characteristics of elementary age children, unless completed as part of the professional education core. ~~See subrule 13.18(4).~~

(2) to (8) No change.

282—13.27(272) Requirements for middle school endorsements.

13.27(1) Authorization. The holder of this endorsement is authorized to teach in the two concentration areas in which the specific requirements have been completed as well as in other subject areas in grades five through eight which are not the core content areas. The holder is not authorized to teach art, industrial arts, music, reading, physical education, talented and gifted, English as a second language, and special education.

13.27(2) Program requirements.

a. Be the holder of a currently valid Iowa teacher's license with either the general elementary endorsement or one of the subject matter secondary level endorsements set out in rule 282—13.28(272) or ~~282—subrules 17.1(1) and 17.1(3).~~

b. A minimum of 9 semester hours of required coursework in the following:

(1) Coursework in the growth and development of the middle school age child, specifically addressing the social, emotional, physical and cognitive characteristics and needs of middle school age children in addition to related studies completed as part of the professional education core ~~in subrule 13.18(4).~~

(2) Coursework in middle school design, curriculum, instruction, and assessment including, but not limited to, interdisciplinary instruction, teaming, and differentiated instruction in addition to related studies completed as part of the professional education core ~~in subrule 13.18(4).~~

(3) No change.

c. No change.

13.27(3) No change.

ITEM 8. Amend subrules 13.28(3), 13.28(20) to 13.28(25) and 13.28(28) as follows:

13.28(3) Business—all. 5-12. Completion of 30 semester hours in business to include 6 semester hours in accounting, 3 semester hours in business law to include contract law, 3 semester hours in computer and technical applications in business, 6 semester hours in marketing to include consumer studies, 3 semester hours in management, 6 semester hours in economics, and 3 semester hours in business communications to include formatting, language usage, and oral presentation. Coursework in entrepreneurship and in financial literacy may be a part of, or in addition to, the coursework listed above. ~~Individuals who were licensed in Iowa prior to October 1, 1988, and were allowed to teach marketing without completing the endorsement requirements must complete the endorsement requirements by July 1, 2010, in order to teach or continue to teach marketing. A waiver provision is available through the board of educational examiners for individuals who have been successfully teaching marketing.~~

13.28(20) English as a second language (ESL). K-12.

a. *Authorization.* The holder of this endorsement is authorized to teach English as a second language in kindergarten and grades one through twelve.

b. ~~*Program requirements.*~~

(1) ~~Degree—baccalaureate, and~~

(2) ~~Completion of an approved human relations program, and~~

(3) ~~Completion of the professional education core. See subrules 13.18(3) and 13.18(4).~~

~~c. b. *Content.* Completion of 18 semester hours of coursework in English as a second language to include the following:~~

(1) to (4) No change.

~~d. *Other.* Individuals who were licensed in Iowa prior to October 1, 1988, and were allowed to teach English as a second language without completing the endorsement requirements must complete the endorsement requirements by July 1, 2012, in order to teach or continue to teach English as a second language. A waiver provision is available through the board of educational examiners for individuals who have been successfully teaching English as a second language.~~

13.28(21) Elementary school teacher librarian.

a. Authorization. The holder of this endorsement is authorized to serve as a teacher librarian in kindergarten and grades one prekindergarten through grade eight.

b. Program requirements.

~~(1) Degree—baccalaureate.~~

~~(2) Completion of an approved human relations program.~~

~~(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).~~

c. Content prior to September 1, 2012. The following requirements apply for endorsements issued prior to September 1, 2012. Completion of 24 semester hours in school library coursework to include the following:

~~(1) Knowledge of materials and literature in all formats for elementary children.~~

~~(2) Selection, utilization and evaluation of library resources and equipment.~~

~~(3) Design and production of instructional materials.~~

~~(4) Acquisition, cataloging and classification of library materials.~~

~~(5) Information literacy, reference services and networking.~~

~~(6) Planning, evaluation and administration of school library programs.~~

~~(7) Practicum in an elementary school media center/library.~~

d. b. Content effective on and after September 1, 2012. The following requirements apply for endorsements issued on and after September 1, 2012. Completion of 24 semester hours in school library coursework to include the following:

(1) to (4) No change.

13.28(22) Secondary school teacher librarian.

a. Authorization. The holder of this endorsement is authorized to serve as a teacher librarian in grades five through twelve.

b. Program requirements.

~~(1) Degree—baccalaureate.~~

~~(2) Completion of an approved human relations program.~~

~~(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).~~

c. Content prior to September 1, 2012. The following requirements apply for endorsements issued prior to September 1, 2012. Completion of 24 semester hours in school library coursework to include the following:

~~(1) Knowledge of materials and literature in all formats for adolescents.~~

~~(2) Selection, utilization and evaluation of library resources and equipment.~~

~~(3) Design and production of instructional materials.~~

~~(4) Acquisition, cataloging and classification of library materials.~~

~~(5) Information literacy, reference services and networking.~~

~~(6) Planning, evaluation and administration of school library programs.~~

~~(7) Practicum in a secondary school media center/library.~~

d. b. Content effective on and after September 1, 2012. The following requirements apply for endorsements issued on and after September 1, 2012. Completion of 24 semester hours in school library coursework to include the following:

(1) to (4) No change.

13.28(23) School teacher librarian. PK-12.

a. Authorization. The holder of this endorsement is authorized to serve as a teacher librarian in prekindergarten through grade twelve. The applicant must be the holder of or eligible for the initial license.

b. Program requirements. Degree—master's.

c. Content prior to September 1, 2012. The following requirements apply for endorsements issued prior to September 1, 2012. Completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements. This sequence is to be at least 30 semester hours in school library coursework, to include the following:

(1) Planning, evaluation and administration of school library programs.

- ~~(2) Curriculum development and teaching and learning strategies.~~
- ~~(3) Instructional development and communication theory.~~
- ~~(4) Selection, evaluation and utilization of library resources and equipment.~~
- ~~(5) Acquisition, cataloging and classification of library materials.~~
- ~~(6) Design and production of instructional materials.~~
- ~~(7) Methods for instruction and integration of information literacy skills into the school curriculum.~~
- ~~(8) Information literacy, reference services and networking.~~
- ~~(9) Knowledge of materials and literature in all formats for elementary children and adolescents.~~
- ~~(10) Reading, listening and viewing guidance.~~
- ~~(11) Utilization and application of computer technology.~~
- ~~(12) Practicum at both the elementary and secondary levels.~~
- ~~(13) Research in library and information science.~~

~~d. c. Content—effective on and after September 1, 2012. The following requirements apply for endorsements issued on and after September 1, 2012. Completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements. This sequence is to be at least 30 semester hours in school library coursework, to include the following:~~

~~(1) to (4) No change.~~

~~13.28(24) Talented and gifted teacher.~~

~~a. and b. No change.~~

~~e. Other: Individuals who were licensed in Iowa prior to August 31, 1995, and were allowed to teach talented and gifted classes without completing the endorsement requirements must complete the endorsement requirements by July 1, 2012, in order to teach or continue to teach talented and gifted classes. A waiver provision is provided through the board of educational examiners for individuals who have been successfully teaching students who are talented and gifted.~~

~~13.28(25) American Sign Language endorsement.~~

~~a. Authorization. The holder of this endorsement is authorized to teach American Sign Language in kindergarten and grades one through twelve.~~

~~b. Program requirements.~~

~~(1) Degree—baccalaureate.~~

~~(2) Completion of an approved human relations program.~~

~~(3) Completion of the professional education core.~~

~~e. b. Content. Completion of 18 semester hours of coursework in American Sign Language to include the following:~~

~~(1) to (6) No change.~~

~~d. c. Other: Be the holder of or be eligible for one other teaching endorsement listed in rules 282—13.26(272) and 282—13.27(272) and this rule.~~

~~13.28(28) School nurse endorsement. The school nurse endorsement does not authorize general classroom teaching, although it does authorize the holder to teach health at all grade levels. Alternatively, a nurse may obtain a statement of professional recognition (SPR) from the board of educational examiners, in accordance with the provisions set out in 282—Chapter 16, Statements of Professional Recognition (SPR).~~

~~a. Authorization. The holder of this endorsement is authorized to provide service as a school nurse at the prekindergarten and kindergarten levels and in grades one through twelve.~~

~~b. Program requirements.~~

~~(1) Degree—baccalaureate, and~~

~~(2) Completion of an approved human relations program, and~~

~~(3) Completion of the professional education core. See subrules 13.18(3) and 13.18(4).~~

~~e. b. Content.~~

~~(1) to (4) No change.~~

~~d. c. Other: Hold a license as a registered nurse issued by the Iowa board of nursing.~~

ITEM 9. Amend subrule 13.29(1) as follows:

13.29(1) Adding an endorsement. After the issuance of a teaching license, an individual may add other endorsements to that license upon proper application, provided current requirements for that endorsement have been met. An updated license with expiration date unchanged from the original or renewed license will be prepared.

a. Options. To add an endorsement, the applicant must follow one of these options:

(1) Option 1. Receive the Iowa teacher education institution's recommendation that the current approved program requirements for the endorsement have been met.

(2) Option 2. Receive verification from the Iowa teacher education institution that the minimum state requirements for the endorsement have been met in lieu of the institution's approved program.

(3) Option 3. ~~Receive verification from a state-approved and regionally-accredited institution that the Iowa minimum requirements for the endorsement have been met.~~

(4) ~~Option 4.~~ Apply for a review of the transcripts by the board of educational examiners' staff to determine if all Iowa requirements have been met. The applicant must submit documentation that all of the Iowa requirements have been met by filing transcripts and supporting documentation for review. The fee for the transcript evaluation is in 282—Chapter 12. This fee shall be in addition to the fee for adding the endorsement.

b. Additional requirements for adding an endorsement.

(1) In addition to meeting the requirements ~~listed in rules 282—13.18(272) and 282—13.28(272) for Iowa licensure~~, applicants for endorsements shall have completed a methods class appropriate for teaching the general subject area of the endorsement added.

(2) to (4) No change.

ITEM 10. Amend rule 282—14.2(272) as follows:

282—14.2(272) Specific requirements. For each of the following teaching endorsements in special education, the applicant must have completed 24 semester hours in special education.

14.2(1) No change.

14.2(2) Instructional strategist I: mild and moderate.

a. No change.

b. Option 2—K-8 mild and moderate. To obtain this endorsement, the applicant must hold a valid Iowa license with either a K-8 or 5-12 special education instructional endorsement and must meet the following basic requirements in addition to those set out in paragraph 14.2(2) "a."

(1) Child growth and development with emphasis on the emotional, physical, and mental characteristics of elementary age children, unless completed as part of the professional education core. ~~See rule 282—13.18(272).~~

(2) to (5) No change.

c. No change.

d. Option 2—5-12 mild and moderate. To obtain this endorsement, the applicant must hold a valid Iowa license with either a K-8 or 5-12 special education instructional endorsement and must meet the following basic requirements in addition to those set out in paragraph 14.2(2) "c."

(1) Adolescent growth and development with emphasis on the emotional, physical, and mental characteristics of adolescent age children, unless completed as part of the professional education core. ~~See rule 282—13.18(272).~~

(2) to (4) No change.

(5) Secondary methods unless completed as part of the professional education core. ~~See 282—paragraph 13.18(4) "f."~~

14.2(3) to 14.2(7) No change.

14.2(8) Deaf or hard of hearing endorsement.

a. No change.

b. Option 2. An applicant who holds an endorsement in deaf or hard of hearing issued in another state or who is eligible for such an endorsement but who does not also hold or is not eligible for a regular

education endorsement in Iowa (see 282—Chapter 13) must meet the following basic requirements in addition to those set out in paragraph 14.2(8)“a.”

(1) Child growth and development with emphasis on the emotional, physical, and mental characteristics of elementary age children unless completed as part of the professional education core. See 282—Chapter 13.

(2) to (5) No change.

(6) Adolescent growth and development with emphasis on the emotional, physical, and mental characteristics of adolescent age children unless completed as part of the professional education core. See 282—subrule 13.18(4).

(7) No change.

(8) Secondary methods unless completed as part of the professional education core. See 282—paragraph 13.18(4)“f.”

14.2(9) Visually disabled endorsement.

a. No change.

b. *Option 2.* An applicant who holds an endorsement for visually disabled issued in another state or who is eligible for such an endorsement but who does not also hold or is not eligible for a regular education endorsement in Iowa (see 282—Chapter 13) must meet the following basic requirements in addition to those set out in paragraph 14.2(9)“a.”

(1) Child growth and development with emphasis on the emotional, physical, and mental characteristics of elementary age children unless completed as part of the professional education core. See 282—Chapter 13.

(2) to (5) No change.

(6) Adolescent growth and development with emphasis on the emotional, physical, and mental characteristics of adolescent age children unless completed as part of the professional education core. See 282—subrule 13.18(4).

(7) No change.

(8) Secondary methods unless completed as part of the professional education core. See 282—paragraph 13.18(4)“f.”

14.2(10) and 14.2(11) No change.

ITEM 11. Rescind and reserve rule 282—18.2(272).

ITEM 12. Amend rule 282—18.4(272) as follows:

282—18.4(272) General requirements for an administrator license.

18.4(1) Eligibility for applicants who have completed a teacher preparation program. Applicants for the administrator license must first comply with the requirements for all Iowa practitioners set out in 282—Chapter 13. Additionally, the requirements of rules 282—13.2(272) and 282—13.3(272) and the license specific requirements set forth under each license must be met before an applicant is eligible for an administrator license.

18.4(2) Specific requirements for an initial administrator license for applicants who have completed a teacher preparation program. An initial administrator license valid for one year may be issued to an applicant who:

a. ~~Is the holder of or is eligible for a standard license; and~~

b. ~~Has three years of teaching experience; and~~

c. a. Has completed a state-approved PK-12 principal and PK-12 supervisor of special education program (see subrule 18.9(1)); and

d. ~~Has completed an approved human relations component; and~~

e. ~~Has completed an exceptional learner component; and~~

f. b. Has completed an evaluator approval program; and

c. Provides a recommendation for the specific license and administrator endorsement(s) from the designated recommending official at the recognized institution where the preparation was completed; and

- d. Has met the experience requirement set forth for the desired administrator endorsement; and
- e. Is not subject to any pending disciplinary proceedings in any state; and
- f. Complies with all requirements with regard to application processes and payment of licensure fees.

18.4(3) No change.

18.4(4) *Specific requirements for an initial administrator license for applicants who have completed a professional service endorsement.* An initial administrator license valid for one year may be issued to an applicant who:

- a. Is the holder of an Iowa professional service license; and
- b. Has three years of experience in an educational setting in the professional service endorsement area; and
- c. Has completed a state-approved PK-12 principal and PK-12 supervisor of special education program (see subrule 18.9(1)); and
- d. Is assuming a position as a PK-12 principal and PK-12 supervisor of special education (see subrule 18.9(1)) for the first time or has one year of out-of-state or nonpublic administrative experience; and
- e. Has completed an approved the required coursework in human relations component, cultural competency, diverse learners and reading instruction set forth in 281—subrules 79.15(2) and 79.15(3); and
- f. Has completed an exceptional learner component; and
- g. Has completed the professional education core in 282—paragraphs 13.18(4) “a” through “j” 281—paragraphs 79.15(5) “b” to “k”; and
- h. g. Has completed an evaluator approval program.

ITEM 13. Amend rules 282—18.6(272) and 282—18.7(272) as follows:

282—18.6(272) Specific requirements for an administrator prepared out of state. An applicant seeking Iowa licensure who completes an administrator preparation program from a recognized non-Iowa institution shall verify the requirements of rules 282—18.1(272) and 282—18.4(272) through traditional course-based preparation program and transcript review. A recognized non-Iowa administrator preparation institution is one that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located. Applicants must hold and submit a copy of a valid or expired regular administrator certificate or license in the state in which the preparation was completed, exclusive of a temporary, emergency or substitute license or certificate.

~~18.6(1) Specific requirements.~~ Administrator exchange license. A one-year nonrenewable administrator exchange license may be issued to an individual who ~~completes the requirements in paragraphs 18.4(2) “a” through “f” and satisfies the following:~~ has not met any of the following requirements:

- ~~a. Has completed a state approved, regionally accredited administrator preparation program in a college or university approved by the state board of education or the state licensing agency in the individual’s preparation state; and~~
- ~~b. Has the recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized non-Iowa institution where the preparation was completed; and~~
- ~~c. Holds and submits a copy of a valid regular administrator certificate or license in the state in which the preparation was completed, exclusive of a temporary, emergency or substitute license or certificate; and~~
- ~~d. Meets the experience requirements for the administrator endorsement(s). Verified successful completion of three years of full-time teaching experience in other states, on a valid license, shall be considered equivalent experience necessary for the principal endorsement. Verified successful completion of six years of full-time teaching and administrative experience in other states, on a valid license, shall be considered equivalent experience for the superintendent endorsement provided that at least three years were as a teacher and at least three years were as a building principal or other PK-12 districtwide administrator; and~~

e. — Is not subject to any pending disciplinary proceedings in any state; and
f. — Complies with all requirements with regard to application processes and payment of licensure fees.

a. Professional core requirements. The applicant has not completed all of the required courses in the professional core in 281—subrules 79.15(2) and 79.15(3) and 281—paragraphs 79.15(5) “b” to “k.”

b. Endorsement requirements. The applicant has not completed a minimum of 75 percent of the coursework for the PK-12 principal and PK-12 supervisor of special education endorsement, and any additional administrator endorsements desired.

c. Regular administrator certificate or license in the state in which the preparation was completed. The applicant is eligible for and has applied for a regular administrator certificate or license in the state in which the preparation was completed but has not yet received the certificate or license.

d. Approved evaluator training requirement. The applicant has not completed the approved evaluator training requirement.

~~18.6(2) Rescinded IAB 2/23/11, effective 3/30/11.~~

~~18.6(3) Rescinded IAB 2/23/11, effective 3/30/11.~~

18.6(2) Conversion. Each applicant who receives the one-year administrator exchange license must complete any identified licensure deficiencies in order to be eligible for an initial administrator license or a professional administrator license in Iowa. Any coursework deficiencies must be completed for college credit through a regionally accredited institution, with the exception of the human relations component which may be taken for licensure renewal credit through an approved provider.

282—18.7(272) Specific requirements for a Class A extension license.

~~18.7(1) A nonrenewable Class A administrator exchange license valid for one year may be issued to an applicant who has completed an administrator preparation program under any one of the following conditions:~~

~~*a.* — Professional core requirements.~~ The individual has not completed all of the required courses in the professional core, 282—paragraphs 13.18(4) “a” through “j.”

~~*b.* — Human relations component.~~ The individual has not completed an approved human relations component.

~~*c.* — Regular administrator certificate or license in the state in which the preparation was completed.~~ The individual has applied for a regular administrator certificate or license in the state in which the preparation was completed but has not yet received the certificate or license.

~~*d.* — Based on evaluator requirement.~~ The applicant has not completed the approved evaluator training requirement.

~~18.7(2) 18.7(1) A nonrenewable Class A extension license valid for one year may be issued to an applicant based on an expired Iowa professional administrator license.~~

~~*a.* The holder of an expired professional administrator license shall be eligible to receive a Class A license upon application. This license shall be endorsed for the type of service authorized by the expired license on which it is based.~~

~~*b.* 18.7(2) Renewal.~~ The holder of an expired professional administrator license who is currently under contract with an Iowa educational unit (area education agency/local education agency/local school district) and who does not meet the renewal requirements for the administrator license held shall be required to secure the signature of the superintendent or designee before the Class A extension license will be issued. If the superintendent does not meet the renewal requirements, the superintendent shall be required to secure the signature of the school board president before the license will be issued.

~~18.7(3) Authorization.~~ Each Class A license shall be limited to the area(s) and level(s) of administration as determined by an analysis of the application, the transcripts, and the license or certificate held in the state in which the basic preparation for the administrator license was completed.

~~18.7(4) Conversion.~~ Each applicant receiving the one year Class A license must complete any identified licensure deficiencies in order to be eligible for an initial administrator license or a professional administrator license in Iowa.

ITEM 14. Amend paragraph 18.9(1)“c” as follows:

c. *Other*:

(1) The applicant must have had three years of teaching experience at the early childhood through grade twelve level while holding a valid license.

(2) No change.

ITEM 15. Amend subrules 18.9(2) and 18.9(3) as follows:

18.9(2) PK-8 principal—out-of-state applicants. This endorsement is only for applicants from out-of-state institutions.

a. and b. No change.

c. *Other*: The applicant must have had three years of teaching experience at the early childhood through grade eight level while holding a valid license.

18.9(3) 5-12 principal—out-of-state applicants. This endorsement is only for applicants from out-of-state institutions.

a. and b. No change.

c. *Other*: The applicant must have had three years of teaching experience at the secondary level (5-12) while holding a valid license.

ITEM 16. Amend subrule 18.10(3) as follows:

18.10(3) Administrative experience. The applicant must meet one of the following:

a. The applicant must have had three years of experience as a building principal while holding a valid license.

b. No change.

c. The applicant must have six years of teaching and administrative experience, provided that at least two years are teaching experience and one year is administrative experience, all while holding a valid license.

ITEM 17. Amend rule 282—18.12(272) as follows:

282—18.12(272) Specific requirements for a Class E emergency license. A nonrenewable Class E emergency license valid for one year may be issued to an individual as follows.

18.12(1) and 18.12(2) No change.

ITEM 18. Rescind and reserve rule **282—19.6(272)**.

ITEM 19. Amend rules 282—27.1(272) and 282—27.2(272) as follows:

282—27.1(272) Professional service license. A professional service licensee is an individual prepared to provide professional services in Iowa schools but whose preparation has not required completion of the professional education core as described in 282—subrule 13.18(4) teacher preparation coursework set forth in rule 281—79.15(256). The professional service license may be issued in the following areas:

1. School counselor.
2. School psychologist.
3. Speech-language pathologist.
4. Supervisor of special education (support).
5. Director of special education of an area education agency.
6. School social worker.
7. School audiologist.

282—27.2(272) Requirements for a professional service license.

27.2(1) Initial professional service license. An initial professional service license valid for two years may be issued to an applicant for licensure to serve as a school audiologist, school psychologist, school social worker, speech-language pathologist, supervisor of special education (support), director of special education of an area education agency, or school counselor who:

a. to c. No change.

d. Meets the recency requirement of 282—~~subrule 13.10(3)~~ subparagraph 13.5(2) “b”(4).

27.2(2) Standard professional service license. A standard professional service license valid for five years may be issued to an applicant who:

a. and b. No change.

c. Meets the recency requirement of 282—~~subrule 13.10(3)~~ subparagraph 13.5(2)“b”(4).

27.2(3) No change.

ITEM 20. Amend subrules 27.3(1) and 27.3(2) as follows:

27.3(1) Elementary professional school counselor.

a. *Authorization.* The holder of this endorsement has not completed the professional education ~~course (282—subrule 13.18(4))~~ teacher preparation coursework set forth in rule 281—79.15(256) but is authorized to serve as a professional school counselor in kindergarten and grades one through eight.

b. and c. No change.

27.3(2) Secondary professional school counselor.

a. *Authorization.* The holder of this endorsement has not completed the professional education ~~course (282—subrule 13.18(4))~~ teacher preparation coursework set forth in rule 281—79.15(256) but is authorized to serve as a professional school counselor in grades five through twelve.

b. and c. No change.

**April 8, 2015 Rules Hearing
Grimes State Office Bldg., Conference Rm. 3SW**

Darcy Lane:

It is 1:00 p.m. on Wednesday, April 8, 2015. It is the appointed time for the public hearing on the proposed rule amendments filed under Notice of Intended Action ARC 1917C, 1918C, 1919C and 1920C. These notices were published on March 18, 2015, in the Iowa Administrative Bulletin. If you would like to comment, please state your name and whether you are here on behalf of any particular organization.

Susan Fischer:

My name is Susan Fischer. I am the Program Coordinator for the Regents Alternative Pathway to Iowa Licensure and I am here on their behalf.

The Board of Educational Examiners has filed under notice of intended action a revision to Ch. 13. In the description of the revision, the Board indicates that "The following changes remove significant redundant language from Ch. 13 when otherwise referenced in Department of Education chapters or within our own chapters elsewhere. The only rule change is to out-of-state applicants to submit a valid or expired administrator license (reflective of the same allowance for teachers)."

Some of the rule changes proposed for Ch. 13 do contain redundant language because they address requirements in a teacher intern program and program approval is under the authority of the State Board of Education; however, there are 3 specific rules that are not redundant and are specifically regulated by the Board of Educational Examiners because they are licensure regulations. Many people confuse alternative program approval and alternative certification/licensure. I hope I can help alleviate this confusion.

Iowa Code 272.2 is the statute in which the Board of Examiners is created. This statute states the "board of educational examiners is created to exercise the exclusive authority to...

13. Adopt rules to provide for nontraditional preparation options for licensing persons who hold a bachelor's degree from an accredited college or university, who do not meet other requirements for licensure. "

The requirements listed in 13.9(7), 13.9(9) and 13.9(10) are rules that the Board of Educational Examiners developed to license persons who hold a bachelor's degree but who do not meet other requirements for licensure. Thus these are rules for alternative certification, not for an alternative program.

First, let's review the first rule:

13.9(7) Requirements to obtain the initial license if the teacher intern does not complete the internship year.

Please note that this rule is referencing the requirements for a license.

a. An initial license shall be issued upon application provided that the teacher intern has met the requirements for one of the following options:

(1) Option #1: 1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and

2. Verification by a college or university that the teacher intern successfully completed the college's or university's state-approved student teaching requirements; and
3. Recommendation by a college or university offering an approved teacher intern program that the individual is eligible for an initial license.

Thus 13.9(7) provides a pathway for a teacher intern to obtain an initial teaching license if the intern is not able to obtain an internship. Thus the rule is not referencing a change in the teacher intern program, it is indicating the requirements for licensure.

Let's review the history of this rule. Option #1 was included with the original Board of Educational Examiners' rules for teacher intern licensure which were developed in response to this legislation. When developing the teacher intern licensure rules, the Board questioned what options would be available to students who may not be able to obtain an internship. The Board determined since student teaching requirements were already in place in Ch. 79 of the Department of Education rules, that the student teaching option should be available to teacher interns as an option to alternative licensure also. They wrote the rules that if the teacher intern completed the course work and competencies in the teacher intern program, that the person could become licensed if the person completed student teaching. Thus it is not a program approval change but it is a licensure option.

In the preface to these rule revisions, redundancy is the reason for the proposed changes. Ch. 77 in the Department of Education's rules lists the rules for approval of teacher intern programs. However, the Ch. 77 rules do not include a provision for student teaching in a teacher intern program. Thus there is no redundancy. Instead, the BOEE provided a licensure option according to the statute for a person to complete student teaching in lieu of the internship and to become licensed.

This cannot be classified as a "redundant" rule since student teaching is not in the program approval rules. This is a licensure issue and should remain in Ch. 13 for the Board of Educational Examiners' rules as an option to obtain the teacher intern license.

The second part of 13.9(7) was added in 2011. This option is:

- (2) Option #2: 1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and
2. Verification by the approved teacher intern program that the teacher intern successfully completed 40 days of paid substitute teaching; and
3. Verification by the teacher intern program that the teacher intern successfully completed 40 days of co-teaching; and
4. Recommendation by the approved teacher intern program that the individual is eligible for an initial license.

Representative from 3 of the 4 teacher intern programs addressed the Board of Educational Examiners after beginning to offer the teacher intern programs. These representatives provided information regarding the students in their program and the need for another option for licensure. The representatives indicated that internships were difficult to guarantee for admittance to the teacher intern program and appreciated the opportunity for the students to complete student teaching as an option. However, they indicated that the mature individuals in the teacher intern programs did not need the

entire semester of student teaching in order to become competent teachers. They shared historical information regarding student teaching that used to be for one quarter and indicated that timeline would be sufficient for the individuals to provide evidence of competency. The representatives indicated that the students should also substitute teach to provide additional experience. The Board discussed this option and determined that it was a reasonable option based on the information provided by the teacher intern programs. More information about the representatives' report to the Board can be obtained in the Board minutes.

As the current coordinator of one of the teacher intern programs, I can also attest that administrators have rated the teacher intern students as meeting the Iowa teaching standards on the same level as a beginning teacher through the co-teaching option as well as through the student teaching option. Thus, this rule meets the statutory authority of an option for licensure for individuals with a baccalaureate degree.

The last proposed rule revision that is not redundant in the Department of Education's Ch. 77 rules is a rule that was proposed by representatives from the University of Northern Iowa to assist international teachers in need of licensure to meet the new accreditation standards for international schools. This rule is:

13.9(9) Requirements to obtain a teacher intern license if teaching in an international school. A teacher intern candidate shall:

- a. Hold a baccalaureate degree from an accredited institution.
- b. Meet the requirements of at least one of the board's secondary (5-12) teaching endorsements listed in rule 282—13.28(272).
- c. Successfully complete the teacher intern program requirements listed in 13.9(4)“a”(1) to (7), 13.9(4)“b” and 13.9(4)“c”(1) to (6) through a four-year college or university and approved by the state board of education.

13.9(10) Requirements to convert the teacher intern license to the initial license if teaching in an international school. An initial license shall be issued upon application provided that the teacher intern has met all of the following requirements:

- a. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education.
- b. Verification that the teacher intern served successfully for a minimum of 160 days.

Accreditation standards for international schools have strengthened by requiring all international teachers to become licensed. These teachers are not able to complete traditional teacher preparation programs because of their employment but benefit from additional knowledge and skill in teaching strategies. Thus the UNI representatives proposed a licensure option utilizing the course work from a teacher intern program in order for the international teacher to become licensed. Once again, this is an option for nontraditional certification and is not included as part of teacher intern program requirements.

Thus, I respectfully request that the Board of Educational Examiners specifically discuss these rules separately from the other redundant rules before further action is taken. The rules addressed here are not redundant. These options fulfill the statutory requirement for the Board of Educational Examiners to adopt rules to provide options for licensing

persons who hold a bachelor's degree from an accredited college or university, who do not meet other requirements for licensure. Presentations to the BOEE were made on each of these rules and the current Board should specifically address these rules due to their statutory authority. The rules should not be swept away in a broad stroke under a heading of being redundant when they are not. The Board of Educational Examiners has the authority to provide licensure options and should not give up that authority due to a misunderstanding between alternative program approval and alternative licensure. If more clarification is needed on these rules, I would be honored to provide additional information to the Board of Educational Examiners
Thank you.

Cunningham, Kim [BOEE]

Subject: FW: Teacher Intern Programs
Attachments: BoEE Letter Teacher Intern Program.pdf

From: LuAnn Haase [<mailto:haasel@morningside.edu>]
Sent: Tuesday, March 31, 2015 2:15 PM
To: Magee, DT [BOEE]
Cc: Cunningham, Kim [BOEE]
Subject: Teacher Intern Programs

Dear D.T.:

As the Director of Morningside College's Teacher Intern Program, I am concerned with the discussion about removing the 40-day student teaching/co-teaching option coupled with 40 days of substitute teaching which currently enables candidates to complete the program if they are unable to secure an internship. Iowa Code 272.2 allows the Board of Educational Examiners to adopt rules to provide the option of teacher licensure for people who hold a bachelor's degree in a nontraditional teacher preparation program. It appears that the BoEE can, under its jurisdiction, continue to allow candidates the option to student teach during the second year of the Teacher Intern Program to meet licensure requirements.

On behalf of Morningside College, I have attached a letter to the Board of Educational Examiners to communicate our rationale for continuing to allow candidates in the teacher intern program the option to student teach/co-teach during year two of the program. Thank you for your consideration.

LuAnn

*Dr. LuAnn Haase
Associate Professor & Chairperson, Education Department
Director, Teacher Intern Program*

*Morningside College
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DEPARTMENT OF EDUCATION

March 31, 2015

Board of Educational Examiners
Grimes State Office Building
400 East 14th Street
Des Moines, Iowa 50319-0147

Dear Director Magee and the Board of Educational Examiners:

It has been brought to my attention that the Board of Educational Examiners has filed notice of intention to revise Chapter 13 to remove significant redundant language. However, specific rules that are not redundant and are not under the authority of the Iowa Department of Education could negatively impact nontraditional (alternative) teacher preparation programs in Iowa if revised:

- Iowa Code 272.2 is the statute in which the Board of Educational Examiners is created. This statute states that the "board of educational examiners is created to exercise the exclusive authority to . . .
13. Adopt rules to provide for nontraditional preparation option for licensing persons who hold a bachelor's degree from an accredited college or university, who do not meet other requirements for licensure."

The requirements listed in 13.9(7), 13.9(9), and 13.9(10) are rules that the Board of Educational Examiners developed to provide nontraditional preparation options according to this statute.

- 13.9(7): The BoEE rule includes the requirements to obtain the initial license if the teacher intern does not complete the internship year.
 - a. An initial license shall be issued upon application provided that the teacher intern has met the requirements for one of the following options:
 - (1) Option #1:
 - 1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and
 - 2. Verification by a college or university that the teacher intern successfully completed the college's or university's state-approved student teaching requirements; and
 - 3. Recommendation by a college or university offering an approved teacher intern program that the individual is eligible for an initial license.

The Morningside College experience cultivates a passion for life-long learning and a dedication to ethical leadership and civic responsibility.

Option #1 of 13.9(7) was included with the original Board of Educational Examiners' rules for teacher intern licensure to provide options for candidates who were not able to secure an internship. The Board determined that since student teaching requirements were already in place in Chapter 79 of the Department of Education rules, the student teaching option should also be an option for teacher interns. The rules were written so that the teacher intern was not required to complete all of the other rules in Chapter 79 which were designed for traditional teacher preparation programs. The Department of Education's rules do not include a provision for student teaching in the Chapter 77 rules for teacher intern programs. Instead, the BoEE provided a nontraditional preparation option according to the statute to allow a candidate to complete the college's approved student teaching requirement in lieu of the internship. This practice cannot be labeled as a "redundant" rule since the issue is not a program issue; it is a licensure issue. Co-teaching/student teaching should remain in Chapter 13 as an option for candidates to complete the requirements for initial licensure in Iowa.

Pete Hathaway, former Director of the Morningside College Teacher Intern Program and my predecessor, along with representatives from two other teacher intern programs addressed the Board of Educational Examiners after beginning to offer the teacher intern programs to request another option for licensure for those candidates who could not secure a paid internship during the second year of the program. At that time, the group indicated that the mature individuals in the teacher intern programs did not need the entire semester of student teaching in order to become competent teachers. It was also brought to the Board's attention that, historically, the student teaching experience in Iowa had been one-quarter long. This group of representatives from teacher intern programs indicated that 40 days of co-teaching/student teaching coupled with 40 days of substitute teaching to provide additional teaching experience was sufficient to adequately prepare candidates in the teacher intern program for initial licensure in Iowa.

The second part of 13.9(7) was added in 2011:

(2) Option #2:

1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and
2. Verification by the approved teacher intern program that the teacher intern successfully completed 40 days of paid substitute teaching; and
3. Verification by the teacher intern program that the teacher intern successfully completed 40 days of co-teaching; and
4. Recommendation by the approved teacher intern program that the individual is eligible for an initial license.

As the current Director of the Teacher Intern Program at Morningside College, I can attest that school administrators have rated candidates who have completed the program with the co-teaching/student teaching option as highly in meeting the Iowa Teaching Standards as those who serve as a teacher intern. At the current time, almost 50% of our Teacher Intern candidates complete the program using the second option due to their family ties to a

geographical area. After completion of the program, many of the candidates substitute teach for a short time until they are able to secure full-time employment. If the co-teaching/student teaching option is no longer available, many of our candidates will be unable to complete the program and assist secondary schools in Iowa in filling shortage teaching areas in the future. I respectfully request that the Board of Educational Examiners discuss these rules separately from the other redundant rules before further action is taken.

Sincerely,

A handwritten signature in cursive script that reads "LuAnn Haase". The signature is written in black ink and is positioned above the typed name.

LuAnn Haase, Ed.D.

Director, Teacher Intern Program

Chair, Education Department

Information provided at the Board of Educational Examiners Hearing

April 8, 2015

By Susan Fischer, Program Coordinator, Regents Alternative Pathway to Iowa Licensure

The Board of Educational Examiners has filed under notice of intended action a revision to Ch. 13. In the description of the revision, the Board indicates that

“The following changes remove significant redundant language from Ch. 13 when otherwise referenced in Department of Education chapters or within our own chapters elsewhere. The only rule change is to out-of-state applicants to submit a valid or expired administrator license (reflective of the same allowance for teachers).”

Some of the rule changes proposed for Ch. 13 do contain redundant language because they address requirements in a teacher intern program and program approval is under the authority of the State Board of Education; however, there are 3 specific rules that are not redundant and are specifically regulated by the Board of Educational Examiners because they are licensure regulations. Many people confuse alternative program approval and alternative certification/licensure. I hope I can help alleviate this confusion.

Iowa Code 272.2 is the statute in which the Board of Examiners is created. This statute states the “board of educational examiners is created to exercise the exclusive authority to...

13. Adopt rules to provide for nontraditional preparation options for licensing persons who hold a bachelor’s degree from an accredited college or university, who do not meet other requirements for licensure. “

The requirements listed in 13.9(7), 13.9(9) and 13.9(10) are rules that the Board of Educational Examiners developed to license persons who hold a bachelor’s degree but who do not meet other requirements for licensure. Thus these are rules for alternative certification, not for an alternative program.

First, let’s review the first rule:

13.9(7) Requirements to obtain the initial license if the teacher intern does not complete the internship year.

Please note that this rule is referencing the requirements for a license.

a. An initial license shall be issued upon application provided that the teacher intern has met the requirements for one of the following options:

(1) Option #1: 1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and

2. Verification by a college or university that the teacher intern successfully completed the college's or university's state-approved student teaching requirements; and
3. Recommendation by a college or university offering an approved teacher intern program that the individual is eligible for an initial license.

Thus 13.9(7) provides a pathway for a teacher intern to obtain an initial teaching license if the intern is not able to obtain an internship. Thus the rule is not referencing a change in the teacher intern program, it is indicating the requirements for licensure.

Let's review the history of this rule. Option #1 was included with the original Board of Educational Examiners' rules for teacher intern licensure which were developed in response to this legislation. When developing the teacher intern licensure rules, the Board questioned what options would be available to students who may not be able to obtain an internship. The Board determined since student teaching requirements were already in place in Ch. 79 of the Department of Education rules, that the student teaching option should be available to teacher interns as an option to alternative licensure also. They wrote the rules that if the teacher intern completed the course work and competencies in the teacher intern program, that the person could become licensed if the person completed student teaching. Thus it is not a program approval change but it is a licensure option.

In the preface to these rule revisions, redundancy is the reason for the proposed changes. Ch. 77 in the Department of Education's rules lists the rules for approval of teacher intern programs. However, the Ch. 77 rules do not include a provision for student teaching in a teacher intern program. Thus there is no redundancy. Instead, the BOEE provided a licensure option according to the statute for a person to complete student teaching in lieu of the internship and to become licensed.

This cannot be classified as a "redundant" rule since student teaching is not in the program approval rules. This is a licensure issue and should remain in Ch. 13 for the Board of Educational Examiners' rules as an option to obtain the teacher intern license.

The second part of 13.9(7) was added in 2011. This option is:

- (2) Option #2: 1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and
2. Verification by the approved teacher intern program that the teacher intern successfully completed 40 days of paid substitute teaching; and
3. Verification by the teacher intern program that the teacher intern successfully completed 40 days of co-teaching; and
4. Recommendation by the approved teacher intern program that the individual is eligible for an initial license.

Representative from 3 of the 4 teacher intern programs addressed the Board of Educational Examiners after beginning to offer the teacher intern programs. These representatives provided information

regarding the students in their program and the need for another option for licensure. The representatives indicated that internships were difficult to guarantee for admittance to the teacher intern program and appreciated the opportunity for the students to complete student teaching as an option. However, they indicated that the mature individuals in the teacher intern programs did not need the entire semester of student teaching in order to become competent teachers. They shared historical information regarding student teaching that used to be for one quarter and indicated that timeline would be sufficient for the individuals to provide evidence of competency. The representatives indicated that the students should also substitute teach to provide additional experience. The Board discussed this option and determined that it was a reasonable option based on the information provided by the teacher intern programs. More information about the representatives' report to the Board can be obtained in the Board minutes.

As the current coordinator of one of the teacher intern programs, I can also attest that administrators have rated the teacher intern students as meeting the Iowa teaching standards on the same level as a beginning teacher through the co-teaching option as well as through the student teaching option. Thus, this rule meets the statutory authority of an option for licensure for individuals with a baccalaureate degree.

The last proposed rule revision that is not redundant in the Department of Education's Ch. 77 rules is a rule that was proposed by representatives from the University of Northern Iowa to assist international teachers in need of licensure to meet the new accreditation standards for international schools. This rule is:

13.9(9) Requirements to obtain a teacher intern license if teaching in an international school. A teacher intern candidate shall:

- a. Hold a baccalaureate degree from an accredited institution.
- b. Meet the requirements of at least one of the board's secondary (5-12) teaching endorsements listed in rule 282—13.28(272).
- c. Successfully complete the teacher intern program requirements listed in 13.9(4)"a"(1) to (7), 13.9(4)"b" and 13.9(4)"c"(1) to (6) through a four-year college or university and approved by the state board of education.

13.9(10) Requirements to convert the teacher intern license to the initial license if teaching in an international school. An initial license shall be issued upon application provided that the teacher intern has met all of the following requirements:

- a. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education.
- b. Verification that the teacher intern served successfully for a minimum of 160 days.

Accreditation standards for international schools have strengthened by requiring all international teachers to become licensed. These teachers are not able to complete traditional teacher preparation programs because of their employment but benefit from additional knowledge and skill in teaching

strategies. Thus the UNI representatives proposed a licensure option utilizing the course work from a teacher intern program in order for the international teacher to become licensed. Once again, this is an option for nontraditional certification and is not included as part of teacher intern program requirements.

Thus, I respectfully request that the Board of Educational Examiners specifically discuss these rules separately from the other redundant rules before further action is taken. The rules addressed here are not redundant. These options fulfill the statutory requirement for the Board of Educational Examiners to adopt rules to provide options for licensing persons who hold a bachelor's degree from an accredited college or university, who do not meet other requirements for licensure. Presentations to the BOEE were made on each of these rules and the current Board should specifically address these rules due to their statutory authority. The rules should not be swept away in a broad stroke under a heading of being redundant when they are not. The Board of Educational Examiners has the authority to provide licensure options and should not give up that authority due to a misunderstanding between alternative program approval and alternative licensure.

If more clarification is needed on these rules, I would be honored to provide additional information to the Board of Educational Examiners

Thank you.

ADOPTION MEMO

Date: May 8, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 12

The proposed amendments were published as ARC 1919C on March 18, 2015. The public hearing took place on April 8, 2015. There were no attendees at the public hearing and the board has not received any written comments. The ARRC reviewed the proposed amendments at its meeting on April 10, 2015.

The following changes simplify Chapter 12 and will allow for fewer rule changes in the future if licenses or authorizations are added.

282—12.1 (272) Issuance of licenses, certificates, authorizations, and statements of professional recognition. All application and licensure fees are nonrefundable. The fee for the issuance of the following licenses, certificates, statements of professional recognition, and authorizations are set as follows **shall be \$85 unless otherwise specified below**:

1. Initial license shall be \$85.
2. Standard license shall be \$85.
3. Master educator license shall be \$85.
4. Substitute license shall be \$85.
5. Provisional occupational (career and technical) secondary license shall be \$85.
6. Occupational (career and technical) secondary license shall be \$85.
7. Administrator, counselor, or teacher exchange license shall be \$85.
8. Initial administrator license shall be \$85.
9. Professional administrator license shall be \$85.
10. Evaluator license shall be \$85.
11. Class A, B, C, D or G license shall be \$85.
12. **1.** Class E **emergency** license shall be \$150.
13. **2.** Paraeducator certificate shall be \$40.
14. Statement of professional recognition shall be \$85.
15. Coaching authorization shall be \$85.
16. Substitute authorization shall be \$85.
17. **3.** Behind-the-wheel authorization shall be \$40.
18. Teacher intern license shall be \$125.
19. Professional service license shall be \$85.

282—12.2 (272) Fees for the renewal of licenses. The fees for **the** renewal or extension of the following licenses, certificates, statements of professional recognition, and authorizations are set as follows **shall be \$85 unless otherwise specified below:**

1. The renewal of the initial license shall be \$85.
2. The renewal of the standard license shall be \$85.
3. The renewal of the master educator license shall be \$85.
4. The renewal of the substitute license shall be \$85.
5. The renewal of the occupational (career and technical) secondary license shall be \$85.
6. The renewal of the initial administrator license shall be \$85.
7. The renewal of the professional administrator license shall be \$85.
8. The renewal of the evaluator license shall be \$85.
9. The renewal of the AEA administrator license shall be \$85.
10. **1.** The renewal of the paraeducator certificate shall be \$40.
11. The renewal of a statement of professional recognition shall be \$85.
12. The renewal of the coaching authorization shall be \$85.
13. The renewal of the substitute authorization shall be \$85.
14. **2.** The renewal of the behind-the-wheel authorization shall be \$40.
15. A one-year extension for renewal of a professional administrator license shall be \$25 if evaluator II has not been completed. The one-year extension will not be issued, pursuant to 282—subrule 19.7(2), on or after July 1, 2008.
16. **3.** A one-year extension for renewal of a coaching authorization shall be \$40.
17. **4.** A one-year extension of the Class A initial license shall be \$25. The extension may be issued if the applicant needs one additional year to meet the experience requirement for the standard license, but has met Iowa teaching standards, pursuant to rule 282—20.4(272).
18. A one-year extension of a Class A, B, C, or D or exchange license shall be \$150.
19. **5.** A \$25 fee for an extension of the initial administrator license may be issued instead of renewing the initial administrator license, if the applicant verifies one of the following criteria listed in 282—subrule 20.8(2).
20. The renewal of the professional service license shall be \$85.

282—12.4(272) Adding endorsements.

12.4(1) Fee for each added endorsement. The fee for each additional endorsement to a license following the issuance of the initial license and endorsement(s) shall be \$50. **The fee for each additional endorsement added to a paraeducator certificate shall be \$25.**

282—12.5(272) Duplicate licenses, authorizations, and statements of professional recognition. The fee for the issuance of a duplicate practitioner's license, **evaluator license, certificate,** statement of professional recognition, or ~~coaching~~ authorization shall be \$15.

282—12.6(272) Late fees.

12.6(1) An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a renewal application **an application for renewal, conversion,** a two-year exchange license, a Class A, B, C, ~~D,~~ or E license or a statement of professional recognition (SPR) is submitted after the

date of expiration of a practitioner's license. Waiver of the late fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

12.6(3) Failure to hold valid Iowa license **or authorization**. An additional fee of \$100 per calendar month, not to exceed \$500, shall be imposed if the practitioner does not hold a valid Iowa license **or authorization**. The fee will begin to be assessed on the first day of the school year for which the practitioner is employed until the practitioner submits a completed application packet for the appropriate license. The penalty will enforce Iowa Code section 272.7. Waiver of the fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

282—12.9 (272) Retention of incomplete applications.

12.9(3) *Timeline for audited online renewals.* Upon receipt of notification that the online renewal application has been audited, the applicant shall have **45~~30~~** days to submit the official transcripts and mandatory reporter verification to the board office. If the materials are not received within that timeline, the applicant will be notified that the application process is closed. If the applicant submits information after the **45~~30~~**-day deadline, the application process requires submission of a complete set of application materials and fees. If the license expires during the **45~~30~~**-day deadline and the applicant is teaching, the school district will be notified that the applicant's license is expired and the individual shall not continue teaching until the complete application materials are submitted to the board office.

12.9(4) *Request for additional time.* If the applicant is not able to submit the application materials within the ~~45-day~~ deadline, the applicant may contact the executive director with a request for additional time.

282—20.4(272) Specific renewal requirements for the initial license. In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272). If a person meets all requirements for the standard license except for the options required in rule 282—13.7(272), paragraph "2," the initial license may be renewed upon written request. A second renewal may be granted if the holder of the initial license has not met the options required in rule 282—13.7(272), paragraph "2," and if the license holder can provide evidence of teaching employment which will be acceptable for the experience requirement.

~~Following payment of the appropriate fee (see rule 282—12.2(272), paragraph "17"), a~~ **A** Class A license may be issued instead of the renewal of the initial license for another initial license if the applicant verifies one of the following:

1. The applicant is involved in the second year of the mentoring and induction program, but the license will expire before the second year of teaching is completed.
2. The applicant has taught for two years in a nonpublic school setting and needs one additional year of teaching to convert the initial license to the standard license.

282—20.8 (272) Specific renewal requirements for the initial administrator license. In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).

20.8(2) *Extension.* ~~Following payment of the appropriate fee (see 282—subrule 12.2(19)), a~~ **A**n extension of the initial administrator license may be issued instead of the renewal of the initial administrator license, if the applicant verifies one of the following:

a. The applicant is involved in a mentoring and induction program, but the license will expire before the first year of administrative experience is completed.

b. The applicant has one year of administrative experience in a nonpublic school setting or in an out-of-state setting and needs one additional year of administrative experience to convert the initial license to the professional license.

DTM/jt

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”

Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.

Pursuant to the authority of Iowa Code section 272.2(2), the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 12, “Fees,” and Chapter 20, “Renewals,” Iowa Administrative Code.

The proposed amendments simplify Chapter 12 regarding fees and will allow for fewer rule changes in the future by establishing a uniform fee unless otherwise stated. All fees for licenses, certificates, authorizations, and statements of professional recognition issued by the Board would remain the same, with the exception of the fee for a teacher intern license, which would be reduced from \$125 to \$85 to mirror the fee for the majority of the Board’s other certifications. The proposed amendments also address an inconsistency between Chapter 12 and Chapter 20 regarding the deadline for submitting documents requested in a licensure application audit and remove cross references in Chapter 20 that would be rendered incorrect by the proposed amendments to Chapter 12. Finally, the proposed amendments would establish a \$25 fee for adding an endorsement to a paraeducator certificate only. Currently, the rules state that the fee for adding any endorsement is \$50.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, April 10, 2015. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the address listed below, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 8, 2015, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendments. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

Any person who intends to attend the public hearing and requires special accommodations for specific needs, such as a sign language interpreter, should contact the office of the Executive Director at (515)281-5849.

These amendments are subject to waiver pursuant to 282—Chapter 6.

After analysis and review of this rule making, there is no anticipated impact on jobs.

These amendments are intended to implement Iowa Code section 272.2(2).

The following amendments are proposed.

ITEM 1. Amend 282—Chapter 12 as follows:

CHAPTER 12

FEES

282—12.1(272) Issuance of licenses, certificates, authorizations, and statements of professional recognition. All application and licensure fees are nonrefundable. The fee for the issuance of the following licenses, certificates, statements of professional recognition, and authorizations are set as follows a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:

1. Initial license shall be \$85.
2. Standard license shall be \$85.
3. Master educator license shall be \$85.
4. Substitute license shall be \$85.
5. Provisional occupational (career and technical) secondary license shall be \$85.
6. Occupational (career and technical) secondary license shall be \$85.
7. Administrator, counselor, or teacher exchange license shall be \$85.
8. Initial administrator license shall be \$85.
9. Professional administrator license shall be \$85.
10. Evaluator license shall be \$85.
11. Class A, B, C, D or G license shall be \$85.
12. 1. Class E emergency license shall be \$150.
13. 2. Paraeducator certificate shall be \$40.
14. Statement of professional recognition shall be \$85.
15. Coaching authorization shall be \$85.
16. Substitute authorization shall be \$85.
17. 3. Behind-the-wheel authorization shall be \$40.
18. Teacher intern license shall be \$125.
19. Professional service license shall be \$85.

282—12.2(272) Fees for the renewal or extension of licenses, certificates, statements of professional recognition, and authorizations. ~~The fees for the renewal or extension of the following licenses, certificates, statements of professional recognition, and authorizations are set as follows a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:~~

1. The renewal of the initial license shall be \$85.
2. The renewal of the standard license shall be \$85.
3. The renewal of the master educator license shall be \$85.
4. The renewal of the substitute license shall be \$85.
5. The renewal of the occupational (career and technical) secondary license shall be \$85.
6. The renewal of the initial administrator license shall be \$85.
7. The renewal of the professional administrator license shall be \$85.
8. The renewal of the evaluator license shall be \$85.
9. The renewal of the AEA administrator license shall be \$85.
10. 1. The renewal of the paraeducator certificate shall be \$40.
11. The renewal of a statement of professional recognition shall be \$85.
12. The renewal of the coaching authorization shall be \$85.
13. The renewal of the substitute authorization shall be \$85.
14. 2. The renewal of the behind-the-wheel authorization shall be \$40.
15. ~~A one-year extension for renewal of a professional administrator license shall be \$25 if evaluator II has not been completed. The one-year extension will not be issued, pursuant to 282—subrule 19.7(2), on or after July 1, 2008.~~
16. 3. A one-year extension for renewal of a coaching authorization shall be \$40.
17. 4. A one-year extension of the Class A initial license shall be \$25. ~~The~~ This extension may be issued if the applicant needs one additional year to meet the experience requirement for the standard license, but has met Iowa teaching standards, pursuant to rule 282—20.4(272).
18. A one-year extension of a Class A, B, C, or D or exchange license shall be \$150.
19. 5. A \$25 fee for an extension of the initial administrator license may be issued instead of renewing the initial administrator license, if the applicant verifies one of the following criteria listed in 282—subrule 20.8(2).
20. The renewal of the professional service license shall be \$85.

282—12.3(272) No change.

282—12.4(272) Adding endorsements.

12.4(1) Fee for each added endorsement. The fee for each additional endorsement to a license following the issuance of the initial license and endorsement(s) shall be \$50. The fee for each additional endorsement added to a paraeducator certificate shall be \$25.

12.4(2) No change.

282—12.5(272) Duplicate licenses, authorizations, and statements of professional recognition. The fee for the issuance of a duplicate practitioner's license, ~~evaluator license~~ certificate, statement of professional recognition, or ~~coaching~~ authorization shall be \$15.

282—12.6(272) Late fees.

12.6(1) An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a ~~renewal an application for renewal, a two-year exchange license, a conversion,~~ Class A, B, ~~C, D,~~ or E license or a statement of professional recognition (SPR) is submitted after the date of expiration of a practitioner's license. Waiver of the late fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

12.6(2) No change.

12.6(3) Failure to hold valid Iowa license or authorization. An additional fee of \$100 per calendar month, not to exceed \$500, shall be imposed if the practitioner does not hold a valid Iowa license or authorization. The fee will begin to be assessed on the first day of the school year for which the practitioner is employed until the practitioner submits a completed application packet for the appropriate license. The penalty will enforce Iowa Code section 272.7. Waiver of the fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

282—12.7(272) No change.

282—12.8(272) No change.

282—12.9(272) Retention of incomplete applications.

12.9(1) and 12.9(2) No change.

12.9(3) Timeline for audited online renewals. Upon receipt of notification that the online renewal application has been audited, the applicant shall have ~~45~~ 30 days to submit the official transcripts and mandatory reporter verification to the board office. If the materials are not received within that timeline, the applicant will be notified that the application process is closed. If the applicant submits information after the ~~45~~ 30-day deadline, the application process requires submission of a complete set of application materials and fees. If the license expires during the ~~45~~ 30-day deadline and the applicant is teaching, the school district will be notified that the applicant's license is expired and the individual shall not continue teaching until the complete application materials are submitted to the board office.

12.9(4) ~~Request for additional time~~. If the applicant is not able to submit the application materials within the ~~45-day~~ deadline, the applicant may contact the executive director with a request for additional time. The applicant must submit verification as to the need for the additional time. The executive director will review the request and provide a written decision either approving or denying the request.

These rules are intended to implement Iowa Code chapter 272.

ITEM 2. Amend rule 282—20.4(272) as follows:

282—20.4(272) Specific renewal requirements for the initial license. In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272). If a person meets all requirements for the standard license except for the options required in rule 282—13.7(272), paragraph "2," the initial license may be renewed upon written request. A second renewal may be granted if the holder of the initial license has not met the options required in rule

282—13.7(272), paragraph “2,” and if the license holder can provide evidence of teaching employment which will be acceptable for the experience requirement. ~~Following payment of the appropriate fee (see rule 282—12.2(272), paragraph “17”),~~ a Class A license may be issued instead of the renewal of the initial license for another initial license if the applicant verifies one of the following:

1. The applicant is involved in the second year of the mentoring and induction program, but the license will expire before the second year of teaching is completed.
2. The applicant has taught for two years in a nonpublic school setting and needs one additional year of teaching to convert the initial license to the standard license.

ITEM 3. Amend rule 282—20.8(272) as follows:

282—20.8(272) Specific renewal requirements for the initial administrator license. In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).

20.8(1) No change.

20.8(2) Extension. ~~Following payment of the appropriate fee (see 282—subrule 12.2(19)),~~ an extension of the initial administrator license may be issued instead of the renewal of the initial administrator license, if the applicant verifies one of the following:

- a. The applicant is involved in a mentoring and induction program, but the license will expire before the first year of administrative experience is completed.
- b. The applicant has one year of administrative experience in a nonpublic school setting or in an out-of-state setting and needs one additional year of administrative experience to convert the initial license to the professional license.

ADOPTION MEMO

Date: May 8, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 23.1

The proposed amendments were published as ARC 1920C on March 18, 2015. The public hearing took place on April 8, 2015. There were no attendees at the public hearing, and the board has not received any written comments. The ARRC reviewed the proposed amendments at its meeting on April 10, 2015.

This change will allow holders of the driver's education endorsement to maintain a behind-the-wheel authorization but with classroom instruction authority. This is particularly beneficial to the holders of initial licenses who end up teaching driver's education only (since they do not have an unlimited number of renewals). This will also benefit holders of expired licenses who want to continue to teach driver's education to be able to instead maintain this authorization annually with relevant renewal training.

282—23.1 (272,321) Requirements. Applicants for the behind-the-wheel driving instructor authorization shall meet the following requirements:

23.1(3) Classroom Instruction. To be eligible for classroom instruction, holders of the behind-the-wheel authorization must additionally hold a valid or expired initial, standard, exchange, or master educator license with endorsement 118 for driver and safety education.

DTM/jt

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”

Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.

Pursuant to the authority of Iowa Code section 272.2(1)“a,” the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 23, “Behind-the-Wheel Driving Instructor Authorization,” Iowa Administrative Code.

The proposed amendment allows holders of the driver’s education endorsement to maintain a behind-the-wheel authorization with classroom instruction authority. This amendment would be particularly beneficial to the holders of initial teaching licenses who teach driver’s education in the summer only, since this summer employment does not meet the experience requirement to move to a standard license, and since they do not have an unlimited number of renewals on their initial licenses. This amendment would also benefit holders of expired licenses who want to continue to teach driver’s education and maintain this authorization annually with relevant renewal training.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, April 10, 2015. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the address listed below, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 8, 2015, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

Any person who intends to attend the public hearing and requires special accommodations for specific needs, such as a sign language interpreter, should contact the office of the Executive Director at (515)281-5849.

This amendment is subject to waiver pursuant to 282—Chapter 6.

After analysis and review of this rule making, there is no anticipated impact on jobs.

This amendment is intended to implement Iowa Code section 272.2(1)“a.”

The following amendment is proposed.

Amend rule 282—23.1(272,321) as follows:

282—23.1(272,321) Requirements. Applicants for the behind-the-wheel driving instructor authorization shall meet the following requirements:

23.1(1) and 23.1(2) No change.

23.1(3) Classroom instruction. To be eligible to provide classroom instruction, holders of the behind-the-wheel driving instructor authorization must additionally hold a valid or expired initial, standard, exchange, or master educator license with endorsement for driver education as set forth in 282—subrule 13.28(4).

Administrative
Rules
Review
Committee

INTEROFFICE MEMORANDUM

TO: Darcy Lane
Board of Educational Examiners

FROM: Jack Ewing, Legal Counsel - Administrative Rules Review Committee

SUBJECT: Session delay: K-12 special education endorsement; specializations, ARC 1884C

DATE: 03/10/2015

At its March 6, 2015 meeting, the Administrative Rules Review Committee voted to delay the effective date of **ARC 1884C** until the adjournment of the **2016** legislative session. ARC 1884C establishes a new optional K-12 special education endorsement and new optional special education specializations. Existing endorsements and specializations are unaffected.

Committee members questioned whether adoption of a new, broad special education endorsement, even if optional, is appropriate, whether the holder of such an endorsement would be adequately trained to provide special education instruction, and whether students requiring special education instruction would be best served under these standards.

This filing will go into effect upon the adjournment of the **2016** session of the General Assembly if the General Assembly does not take action relating to this filing.

Please contact me at 281-6048 if you would like to discuss this issue further.

ARRC agenda reference:

EDUCATIONAL EXAMINERS BOARD[282]

EDUCATION DEPARTMENT[281]"umbrella"

K-12 special education endorsement; specializations, 14.2 Filed [ARC 1884C](#)2/18/15

1493

EDUCATIONAL EXAMINERS BOARD[282]

Adopted and Filed

Pursuant to the authority of Iowa Code section 272.2(1)“a,” the Board of Educational Examiners hereby amends Chapter 14, “Special Education Endorsements,” Iowa Administrative Code.

A committee of school administrators, special education teachers, Area Education Agency staff, Department of Education staff, and Board of Educational Examiners staff met over several months to examine possible changes to the existing special education endorsements. Based on recommendations from this committee, the Board set forth proposed amendments in a Notice of Intended Action published in the Iowa Administrative Bulletin on September 3, 2014, as **ARC 1602C**.

Under the proposed amendments, the K-12 Special Education endorsement would have replaced the current instructional strategist I and II endorsements. The newly created K-12 Special Education endorsement increases specific preparation requirements of special education teachers (both in general education and special education preparation), addresses the noncategorical delivery models of special education, and includes coverage of Iowa’s specific special education issues and practices.

A public hearing was held on September 24, 2014, with written comment accepted until September 26, 2014. Written comments received after September 26, 2014, were provided to the Board.

The Board received approximately 250 written comments on the proposed amendments. At the public hearing on September 24, 2014, 52 people signed in and 15 spoke in opposition to the proposed amendments. The primary themes of the public input were: (1) opposition to eliminating current endorsements and requiring currently licensed teachers to take necessary coursework to obtain the proposed K-12 endorsement, and (2) the breadth of the proposed K-12 endorsement.

Based on this input and in response to the expressed concern about the proposed amendments not allowing for the grandfathering-in of those currently licensed individuals who hold other special education endorsements, the Board has elected to make the K-12 Special Education endorsement an option but not a requirement. With the amendment adopted herein, no action is taken on the currently available endorsements (that is, the Board did not adopt the amendments proposed in Item 1 of the Notice). The amendment adopted by the Board adds a new endorsement, K-12 Special Education, and an option for individuals to add specializations. These specializations may only be added to a license with the new K-12 Special Education endorsement. Based on public comment, the Board has added new paragraph 14.2(11)“f” to create an optional specialization in learning disabilities.

There is an agencywide waiver provision available in 282—Chapter 6.

The Board of Educational Examiners adopted this amendment on January 15, 2015.

After analysis and review of this rule making, there is no anticipated impact on jobs.

This amendment is intended to implement Iowa Code section 272.2(1)“a.”

This amendment will become effective March 25, 2015.

The following amendment is adopted.

Adopt the following **new** subrules 14.2(10) and 14.2(11):

14.2(10) K-12 special education. This endorsement authorizes instruction in all K-12 special education programs without regard to the instructional model for all students identified with disabilities, except students with visual or hearing impairments. The applicant must present evidence of having completed coursework to meet the following program requirements.

a. Foundations of special education. To include cultural and instructional characteristics of students with disabilities, current issues, special education law, individualized education plans, history of special education, inclusive practices, and Iowa service delivery models.

b. Assessment, diagnosis and evaluation. To include diagnostic, formative, and summative assessments (both general and alternate), adaptive behavior skills, data usage in program decision making, and interpretation of standardized assessment.

c. Methods for teaching general education core curriculum. To include one course each in methods for elementary math and literacy.

d. Academic methods and strategies. To include evidence-based models for providing instructional methodologies, adaptation, accommodation and intensive interventions of the K-12 general education curriculum for students with disabilities (including concepts reflected in the Iowa Core essential elements for individuals with significant intellectual disabilities). The methodology for remediation of literacy and math skills must be included.

e. Preparation in research-based assessment and intervention practices. To include applied behavior analysis (ABA), behavior intervention planning (BIP), cognitive behavioral strategies (e.g., CBM, rational emotive education), de-escalation techniques (e.g., Mandt, CPI), functional behavioral assessment (FBA), and positive behavior interventions and supports (PBIS), in order to increase or promote language and communication development; emotional and social health; positive social interaction, personal satisfaction, and self-determination; decision-making skills; and independent functioning at school and home and in the community.

f. Collaborative and transition partnerships. To include awareness of the services, networks, and organizations available including transitional support K-12; preparation in working with parents and families, community agencies, service providers, and support staff including paraeducators; strategies for working with general classroom teachers and knowledge of the collaborative and consultative roles of special education teachers in the integration of individuals with disabilities into the general curriculum and classroom; and special emphasis on transitions of students to postsecondary environments.

g. Assistive/instructional technology. To include preparation in the use of assistive and instructional technology to assist students with moderate to significant disabilities to access the core curriculum and address compensatory or individualized needs, including accessible instructional materials.

h. Student teaching across all grade levels (K-12) with students with disabilities.

14.2(11) *Special education specializations.* Specializations allow the applicant to demonstrate expanded knowledge and skills with specific disability categories. The following specializations are not endorsements and are not required for specific assignments, but may be used by local school districts and nonpublic schools in specific settings. Specializations may be added to a teaching license by the completion of an additional 15 credit hours dedicated to the specialization beyond the special education endorsement requirements.

a. Intellectual disabilities: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with intellectual disabilities.

b. Autism spectrum disorders: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with autism spectrum disorders.

c. Behavioral/emotional disorders: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with behavior/emotional disorders.

d. Multiple disabilities: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with multiple disabilities.

e. Physical disabilities: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with physical disabilities.

f. Learning disabilities: Fifteen credit hours of coursework dedicated to characteristics, instructional

methodology, assessment, and transition of K-12 students with learning disabilities.

[Filed 1/27/15, effective 3/25/15]

[Published 2/18/15]

NOTICE MEMO

Date: May 8, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 20.5(2)f and 20.6(2)f

The Iowa Board of Educational Examiners, in collaboration with the Iowa Association of Colleges for Teacher Education, has created a proposal to revise the current system of earning a renewal unit for serving as a cooperating teacher. The proposal includes striking the current language and creating clearer guidelines for earning units as approved by the board. Cooperating teachers will still be able to earn renewal units for serving as a cooperating teacher, but now the colleges will issue the units directly.

282—20.5 (272) Specific renewal requirements for the standard license.

20.5(1) In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).

20.5(2) Six units are needed for renewal. These units may be earned in any combination listed as follows:

- a. One unit may be earned for each semester hour of graduate credit, completed from a regionally accredited institution, which leads toward the completion of a planned master's, specialist's, or doctor's degree program.
- b. One unit may be earned for each semester hour of graduate or undergraduate credit, completed from a regionally accredited institution, which may not lead to a degree but which adds greater depth/breadth to present endorsements held.
- c. One unit may be earned for each semester hour of credit, completed from a regionally accredited institution, which may not lead to a degree but which leads to completion of requirements for an endorsement not currently held.
- d. One unit may be earned upon completion of each licensure renewal course or activity approved through guidelines established by the board of educational examiners.
- e. Four units may be earned for successful completion of the National Board for Professional Teaching Standards certification. This certification may be used one time for either the standard or the master educator license.
- f. ~~One unit may be earned upon successful acquisition of three points from the following activities:~~
 - ~~(1) Mentoring a full-semester student teacher (12 or more weeks) is worth two points.~~
 - ~~(2) Mentoring a half-semester student teacher (less than 12 weeks) is worth one point.~~
 - ~~(3) Mentoring a practicum student or practicum students (early field experience) equivalent to 60 contact hours (hours may be accrued over several semesters) is worth one point.~~
 - ~~(4) Attending (from start to finish) a cooperating teachers' workshop in conjunction with mentoring a student teacher or practicum student is worth one point.~~
 - ~~(5) Serving as a multiyear member of a teacher education program's advisory committee is worth one point.~~

282—20.6 (272) Specific renewal requirements for a master educator license.

20.6(1) In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).

20.6(2) Four units are needed for renewal. These units may be earned in any combination listed below:

- a.* One unit may be earned for each semester hour of graduate credit, completed from a regionally accredited institution, which leads toward the completion of a planned master's, specialist's, or doctor's degree program.
- b.* One unit may be earned for each semester hour of graduate or undergraduate credit, completed from a regionally accredited institution, which may not lead to a degree but which adds greater depth/breadth to present endorsements held.
- c.* One unit may be earned for each semester hour of credit, completed from a regionally accredited institution, which may not lead to a degree but which leads to completion of requirements for an endorsement not currently held.
- d.* One unit may be earned upon completion of each licensure renewal course or activity approved through guidelines established by the board of educational examiners.
- e.* Four units may be earned upon successful completion of the National Board for Professional Teaching Standards certification. This certification may be used one time for either the standard or the master educator license.
- ~~*f.* One unit may be earned upon successful acquisition of three points from the following activities:
 - (1) Mentoring a full semester student teacher (12 or more weeks) is worth two points.
 - (2) Mentoring a half semester student teacher (less than 12 weeks) is worth one point.
 - (3) Mentoring a practicum student or practicum students (early field experience) equivalent to 60 contact hours (hours may be accrued over several semesters) is worth one point.
 - (4) Attending (from start to finish) a cooperating teachers' workshop in conjunction with mentoring a student teacher or practicum student is worth one point.
 - (5) Serving as a multiyear member of a teacher education program's advisory committee is worth one point.~~

DTM/jt

NOTICE MEMO

Date: May 8, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 22

This language will provide the opportunity for a one-year extension of all authorization types found in Chapter 22.

22.11(1) Extension. For authorizations established in this chapter, a one-year extension may be issued if the applicant does not meet the requirements for conversion or renewal. The applicant shall secure the signature of their employer's superintendent or designee and shall submit all required materials before the extension will be issued. This one-year extension is non-renewable.

DTM/jt

DISCUSSION MEMO
**FILING FOR NOTICE OF INTENDED ACTION POSTPONED PENDING ADDITIONAL
INFORMATION AND STAKEHOLDER INPUT**

To: Board Members

From: Duane T. Magee, Executive Director

RE: Ethics Training as a requirement for renewal

One of the paramount goals of the Board is to create clear guidelines and expectations for code of conduct and ethics education for educators. This series of changes will allow educators to complete current and relevant training as a condition of licensure renewal, and also for the first issuance of a license when it is not already covered in the preparation program. Chapter 272.2 also states that the board shall provide this training to any person who holds a license, certificate, authorization, or statement of professional recognition.

282—20.1(272) General renewal information. This chapter contains renewal requirements for those individuals desiring to renew the initial, standard, master educator, professional administrator, area education agency administrator, or substitute license or a statement of professional recognition (SPR), and general renewal requirements for all other licenses. Individuals desiring to renew a license issued under some other title are referred to 282—Chapters 22, 23, and 24 for additional specific requirements.

282—20.3 (272) Renewal of licenses, authorizations, certificates, and statements of professional recognition.

20.3(1) Issue date. A renewed license is valid only from and after the date of issuance.

20.3(2) General renewal requirements. A license, authorization, certificate or statement of professional recognition may be renewed for applicants who fulfill the general requirements set out in subrules 20.3(3) through 20.3(5)(8) and the license-specific requirements set out in this chapter under each license, authorization, certificate or statement of professional recognition.

20.3(3) Background check. Every renewal applicant is required to submit a completed application form with the applicant's signature to facilitate a check of the sex offender registry information under Iowa Code section 692A.121, the central registry for child abuse information established under Iowa Code chapter 235A, and the dependent adult abuse records maintained under Iowa Code chapter 235B. The board may assess the applicant a fee no greater than the costs associated with obtaining and evaluating the background check.

20.3(4) Child and dependent adult abuse training. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a. A person is engaged in active duty in the military service of this state or of the United States.
- b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c. A person is practicing a licensed profession outside this state.
- d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state

20.3(5) Code of Professional Conduct and Ethics Training. Every renewal applicant must submit documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

20.3(6) Trainings for renewal unit. Applicants for the renewal of any license or authorization may submit verification of completion of combined mandatory and non-mandatory trainings to total 15 clock hours per licensure renewal unit for a maximum of 2 units. A list of approved trainings will be provided by the Board of Educational Examiners.

20.3(5)(7) Recency of units for renewal. If a license is renewed on or before the date of expiration, the units for renewal are acceptable if earned during the term of the license. If a license is not renewed on the date of expiration, the units for renewal must have been completed within the five-year period immediately preceding the date of application for the renewal.

20.3(6)(8) Timely renewal. A license may only be renewed less than one year before it expires.

282—20.10 (272) Renewal requirements for a statement of professional recognition (SPR).

20.10(2) ~~Each applicant renewing an SPR must provide documentation that all renewal requirements in subrules 20.3(1) through 20.3 have been met.~~ In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).

282—22.1 (272) Coaching authorization

22.1(4) Renewal. The authorization may be renewed upon application and verification of successful completion of:

a. Renewal activities. Applicants for renewal of a coaching authorization must:

(1) Successfully complete five planned renewal activities/courses related to athletic coaching approved in accordance with guidelines approved by the board of educational examiners. Additionally, each applicant for the renewal of a coaching authorization shall have completed one renewal activity/course relating to the knowledge and understanding of professional ethics and legal responsibilities of coaches through a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—22.2 (272) Substitute authorization.

22.2(1) Application process

c. *Renewal.* In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272). The authorization may be renewed upon application and verification of successful completion of:

~~(2) Child and dependent adult abuse training. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:~~

- ~~1. A person is engaged in active duty in the military service of this state or of the United States.~~
- ~~2. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.~~
- ~~3. A person is practicing a licensed profession outside this state.~~

4. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

5. The person has previously renewed a license or another authorization issued by the board of educational examiners and, at that time, reported the completion, within the past five years, of child and dependent adult abuse training approved by the state abuse education review panel.

282—22.3 (272) School business official authorization.

22.3(7) Renewal. The authorization may be renewed upon application and verification of successful completion of:

a. Renewal activities.

(1) **In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).** ~~In addition to the child and dependent adult abuse mandatory reporter training listed below,~~

~~†~~ The applicant for renewal must complete 4 semester hours of credit or the equivalent contact hours (1 semester hour is equivalent to 15 contact hours) within the three-year licensure period.

b. ~~Child and dependent adult abuse mandatory reporter training. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse mandatory reporter training approved by the state abuse education review panel. A waiver of this requirement may apply under any of the following appropriately documented conditions:~~

~~(1) The person is engaged in active duty in the military service of this state or of the United States.~~

~~(2) The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.~~

~~(3) The person is practicing in a licensed profession outside this state.~~

~~(4) The person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse mandatory reporter training in this state.~~

~~(5) The person has previously renewed a license or another authorization issued by the board of educational examiners and, at that time, reported the completion, within the past five years, of child and dependent adult abuse mandatory reporter training approved by the state abuse education review panel.~~

282—22.7 (272) School administration manager authorization.

22.7(7) Renewal.

a. The initial school administration manager authorization may be renewed once if the applicant has not previously had employment as a school administration manager but can at the time of application provide evidence of employment as a school administration manager.

b. The standard school administration manager authorization may be renewed upon application and verification of successful completion of the following:

(1) Renewal activities. The applicant for renewal must complete three semester hours of credit through authorized SAM training or online training courses approved by the board of educational examiners in collaboration with the department of education.

(2) ~~Child and dependent adult abuse mandatory reporter training. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse mandatory reporter training approved by the state abuse education review panel. A waiver of this requirement may apply under any of the following appropriately documented conditions:~~

~~1. The person is engaged in active duty in the military service of this state or of the United States.~~

~~2. The person has previously renewed a license or another authorization issued by the board of educational examiners and, at that time, reported the completion, within the past five years, of child and dependent adult abuse mandatory reporter training approved by the state abuse education review panel.~~ **In**

addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).

282—22.7 (272) iJAG authorization

22.7(5) Renewal. An applicant for renewal of the iJAG authorization must provide verification of completion of the following:

- a. Required iJAG training as verified through an iJAG administrator.
- b. Child and dependent adult abuse training as stated in 282—subrule 20.3(4).
- c. Code of professional conduct and ethics training as stated in 282—subrule 20.3(5).

282—23.5 Behind the Wheel

282—23.5(272,321) Renewal. In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272). All fees are nonrefundable. The behind-the-wheel driving instructor authorization may be renewed upon application and verification of successful completion of:

23.5(1) Providing behind-the-wheel instruction for a minimum of 12 clock hours during the previous school year; and

23.5(2) Successful participation in at least one department of transportation-sponsored or department of transportation-approved behind-the-wheel instructor refresher course; and

23.5(3) Effective September 1, 2002, the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a. The person is engaged in active duty in the military service of this state or of the United States.
- b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c. The person is practicing a licensed profession outside this state.
- d. The person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.
- e. The person has previously renewed a license or authorization issued by the board of educational examiners and, at that time, reported the completion, within the past five years, of child and dependent adult abuse training approved by the state abuse education review panel.

282—24.6 Paraeducator Certificates

282—24.6 (272) Renewal requirements.

24.6(1) In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272). The paraeducator certificate may be renewed upon application, payment of a renewal fee as established in 282—Chapter 12, and verification of successful completion of coursework totaling three units in any combination listed below.

24.6(2) All applicants renewing a paraeducator certificate must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a. A person is engaged in active duty in the military service of this state or of the United States.
- b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c. A person is practicing a licensed profession outside this state.

~~d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.~~

282—13.5 (272) Teacher licenses. A license may be issued to applicants who fulfill the general requirements set out in subrule 13.5(1) and the specific requirements set out for each license.

13.5(1) General requirements. The applicant shall:

g. submit documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—13.7(272) Specific requirements for a standard license. A standard license valid for five years may be issued to an applicant who:

1. Meets the general requirements set forth in subrule 13.5(1), and
2. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years' successful teaching experience. In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years' successful teaching experience in an Iowa nonpublic school or three years' successful teaching experience in an out-of-state K-12 educational setting.

3. Documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial license and be no more than three years old at the time of application.

282—13.8 (272) Specific requirements for a master educator's license. A master educator's license is valid for five years and may be issued to an applicant who:

1. Is the holder of or is eligible for a standard license as set out in rule 282—13.7(272), and
2. Verifies five years of successful teaching experience, and
3. Meets the renewal requirements of 282—20.3, and
- 3 4. Completes one of the following options:
 - Master's degree from a regionally accredited college or university in a recognized endorsement area, or
 - Master's degree from a regionally accredited college or university in curriculum, effective teaching, or a similar degree program which has a focus on school curriculum or instruction.

282—13.16 (272) Specific requirements for a substitute teacher's license.

13.16(1) Substitute teacher requirements. A substitute teacher's license may be issued to an individual who provides verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013, and who:

d. submits documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—16.2(272) School audiologist.

16.2(2) Requirements. The special education director (or designee) of the area education agency must submit a letter requesting that the authorization be issued. The following documents must be included:

c. documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—16.3(272) School nurse.

16.3(2) Requirements.

c. documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—16.4(272) School occupational therapist.

16.4(2) Requirements.

c. documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—16.5(272) School physical therapist.

16.5(2) Requirements.

c. documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—16.6(272) School social worker.

16.6(2) Requirements. The special education director (or designee) of the area education agency or local education agency must submit an application to request that the authorization be issued. The application must include:

c. documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—16.7(272) Special education nurse.

16.7(2) Requirements.

a. The special education director (or designee) of the area education agency must submit a letter to the board of educational examiners to request that the SPR be issued.

b. An applicant must submit the following documents:

(1) A copy of the license issued by the Iowa board of nursing.

(2) An official transcript.

(3) Verification of two years' experience in public health nursing.

(4) Completion of an approved human relations course.

(5) documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—16.8(272) Speech-language pathologist.

16.8(2) Requirements. The special education director (or designee) of the area education agency must submit a letter requesting that the authorization be issued. The following documents must be included:

c. documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—18.4 (272) General requirements for an administrator license.

18.4(2) Specific requirements for an initial administrator license for applicants who have completed a teacher preparation program. An initial administrator license valid for one year may be issued to an applicant who:

a. Is the holder of or is eligible for a standard license; and

b. Has three years of teaching experience; and

- c. Has completed a state-approved PK-12 principal and PK-12 supervisor of special education program (see subrule 18.9(1)); and
- d. Has completed an approved human relations component; and
- e. Has completed an exceptional learner component; and
- f. Has completed an evaluator approval program.
- g. Has completed a code of professional conduct and ethics training approved by the Board of Educational Examiners.

18.4(4) *Specific requirements for an initial administrator license for applicants who have completed a professional service endorsement.* An initial administrator license valid for one year may be issued to an applicant who:

- a. Is the holder of an Iowa professional service license; and
- b. Has three years of experience in an educational setting in the professional service endorsement area; and
- c. Has completed a state-approved PK-12 principal and PK-12 supervisor of special education program (see subrule 18.9(1)); and
- d. ~~Is assuming a position as a PK-12 principal and PK-12 supervisor of special education (see subrule 18.9(1)) for the first time or has one year of out-of-state or nonpublic administrative experience; and~~
- e. Has completed an approved human relations component; and
- f. Has completed an exceptional learner component; and
- g. Has completed the professional education core in 282—paragraphs 13.18(4) “a” through “j”; and
- h. Has completed an evaluator approval program; and
- i. Has completed a code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—22.1 (272) Coaching authorization.

22.1(2) Requirements. Applicants for the coaching authorization shall have completed the following requirements:

- a. *Credit hours.* Applicants must complete credit hours in the following areas:
 - 5) Beginning on or after July 1, 2000, each applicant for an initial coaching authorization shall have successfully completed 1 semester credit hour or 15 contact hours in a course relating to the theory of coaching which must include at least 5 contact hours relating to the knowledge and understanding of the code of professional conduct, ethics and legal responsibilities of coaches approved by the board of educational examiners.

282—22.2 (272) Substitute authorization

22.2(1) Application process.

a. *Requirements.* Applicants for the substitute authorization shall meet the following requirements:

- (1) Authorization program.
 4. Ethics. This component includes fostering relationships with parents, school colleagues, and organizations in the larger community to support students’ learning and development and to be aware of the board’s rules of professional practice and competent performance. complete the code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—22.3 (272) School business official authorization.

22.3(4) Specific requirements for an initial school business official authorization. Applicants for an initial school business official authorization shall have completed the following requirements:

- e. code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—22.5 (272) Preliminary native language teaching authorization.

22.5(3) Requirements.

e. During the term of the authorization, the applicant must complete board-approved training in the following:

(5) Code of ethics. Develop an understanding of how to foster relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development and ~~become aware of the board's rules of professional practice and code of ethics~~ to complete the code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—22.6 (272) School administration manager authorization.

22.6(4) Specific requirements for an initial school administration manager authorization. Applicants for an initial school administration manager authorization shall have completed the following requirements:

e. code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—22.7 (272) iJAG authorization.

22.7(3) Requirements.

(4) Code of ethics. Develop an understanding of how to foster relationships with parents, students, school colleagues, and organizations in the larger community to support students' learning and development and ~~become aware of the board's rules of professional practice and code of ethics~~ to complete the code of professional conduct and ethics training approved by the Board of Educational Examiners.

(Behind the wheel authorization)

282—23.1 (272,321) Requirements. Applicants for the behind-the-wheel driving instructor authorization shall meet the following requirements:

23.1(2) Approved coursework. The applicant shall successfully complete **the following:**

a. a behind-the-wheel driving instructor course approved by the department of transportation. At a minimum, classroom instruction shall include at least 12 clock hours of observed behind-the-wheel instruction and 24 clock hours of classroom instruction to include psychology of the young driver, behind-the-wheel teaching techniques, ethical teaching practices, and route selection.

b. code of professional conduct and ethics training approved by the Board of Educational Examiners.

282—24.3 (272) Prekindergarten through grade 12 paraeducator generalist certificate.

24.3(4) Applicants shall have successfully completed the following list of competencies.

f. Ethical and professional practice. Under the supervision of a licensed education professional, the paraeducator will:

(4) **complete a code of professional conduct and ethics training approved by the Board of Educational Examiners and** ~~Abide~~ abide by the Iowa code of ethics and professional practice rules of the board of educational examiners and rules of the Iowa department of education.

282—27.2 (272) Requirements for a professional service license.

27.2(1) Initial professional service license.

e. code of professional conduct and ethics training approved by the Board of Educational Examiners.

Date: May 8, 2015

To: Board Members

From: Darcy Lane

Re: Reminders regarding petitions for waiver

The administrative rule that sets forth the criteria you must consider in deciding whether to grant a petition for waiver is as follows:

282—6.4(17A) Criteria for waiver or variance. In response to a petition completed pursuant to rule 6.6(17A), the board may in its sole discretion issue an order waiving in whole or in part the requirements of a rule if the board finds, based on clear and convincing evidence, all of the following:

1. The application of the rule would impose an undue hardship on the person for whom the waiver is requested;
2. The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person;
3. The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law; and
4. Substantially equal protection of public health, safety, and welfare will be afforded by a means other than that prescribed in the particular rule for which the waiver is requested.

The Board must find **all four factors** exist in a given case in order to grant the petition for waiver. Therefore, discussion of the petition should focus on the four factors listed in the rule, address them individually, and conclude with a finding on each one.

The attached summary has been prepared by Board staff to aid in your discussion, and any recommendations it may contain are not binding.

Petition for Waiver

Name: Tracy Bonday-deLeon

License: Folder #1021417

Bonday-deLeon holds an Administrator Exchange License that is valid through June 30, 2016.

Reason for Waiver: Bonday-deLeon was issued an Administrator Exchange License with deficiencies, including: 1) Human Relation; 2) Exceptional Learner; and 3) a valid administrative license from the state in which she was prepared as an administrator (Florida). She would like the board to waive these requirements.

Rule Citation:

282—13.18(272) General requirements for an original teaching subject area endorsement. Following are the general requirements for the issuance of a license with an endorsement.

...

13.18(2) Completion of an approved human relations component.

13.18(3) Completion of the exception learner program, which must include preparation that contributes to the education of individuals with disabilities and the gifted and talented.

282—18.6(272) Specific requirements for an administrator prepared out of state.

...

18.6(1) *Specific requirements.*

...

c. Holds and submits a copy of a valid regular administrator certificate or license in the state in which the preparation was completed, exclusive of a temporary, emergency or substitute license or certificate

Staff recommendation: Deny the request to waive the human relations and exceptional learner components; grant the waiver of the requirement of a valid license from the state in which the petitioner was prepared.

Rationale: The board's rules uniformly require completion of human relations and exceptional learner components for applicants for Iowa licensure. It has not been the board's practice to waive these requirements based on experience in lieu of coursework. The courses are readily available from several institutions, as they are required elements of teacher preparation programs in Iowa. With regard to the requirement of a valid license from the state in which the petitioner was prepared (in this case, Florida), the board has recently removed that requirement for teachers prepared out of state and a rule doing the same for administrators is working its way through the administrative rules amendment process. Teachers prepared out of state may now submit an *expired* license

from the state in which they were prepared. Bonday-deLeon holds and expired Florida administrator license.

Hardship: Bonday-deLeon cites the additional time and expense required to complete the coursework at issue as an undue hardship, given her past experience working with diverse student populations and the other coursework she is about to undertake in order to obtain her superintendent endorsement.

Prejudice to Others: Bonday-deLeon did not cite any past waivers of the rules in question. She does not believe granting the waiver would cause any prejudice to the rights of others.

Safety and welfare of others: The Board must decide whether waiving the rules in question would provide substantially equal protection of public health, safety, and welfare.

Date: May 8, 2015

To: Board Members

From: Darcy Lane

Re: Reminders regarding petitions for waiver

The administrative rule that sets forth the criteria you must consider in deciding whether to grant a petition for waiver is as follows:

282—6.4(17A) Criteria for waiver or variance. In response to a petition completed pursuant to rule 6.6(17A), the board may in its sole discretion issue an order waiving in whole or in part the requirements of a rule if the board finds, based on clear and convincing evidence, all of the following:

1. The application of the rule would impose an undue hardship on the person for whom the waiver is requested;
2. The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person;
3. The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law; and
4. Substantially equal protection of public health, safety, and welfare will be afforded by a means other than that prescribed in the particular rule for which the waiver is requested.

The Board must find **all four factors** exist in a given case in order to grant the petition for waiver. Therefore, discussion of the petition should focus on the four factors listed in the rule, address them individually, and conclude with a finding on each one.

The attached summary has been prepared by Board staff to aid in your discussion, and any recommendations it may contain are not binding.

Petition for Waiver

Name: Leigh Ann Erickson

License: Folder #1017132

Erickson holds a Regional Exchange License that was issued on July 7, 2014, and expires on October 31, 2015.

Reason for Waiver: Erickson is requesting that the board waive the human relations requirement, which is currently noted as a deficiency on her Regional Exchange License.

Rule Citation:

282—13.18(272) General requirements for an original teaching subject area endorsement. Following are the general requirements for the issuance of a license with an endorsement.

...

13.18(2) Completion of an approved human relations component.

Erickson has listed the required components for an approved human relations component in her petition for waiver.

Staff recommendation: Deny the waiver.

Rationale: The board's rules uniformly require completion of a human relations component for applicants for Iowa licensure. There is no provision in rule for the acceptance of experience in lieu of the human relations component. Human relations courses are widely available, given the fact that human relations is a statutorily-required component of Iowa teacher preparation programs.

Hardship: Erickson states in her petition the human relations course would cause an undue financial hardship, in light of her experience and education.

Prejudice to Others: Erickson does not cite any past petitions related to the human relations requirement. She states in her petition that she believes it is unlikely that granting a waiver under these circumstances would set precedent for other potential petitioners. However, it seems likely that many applicants prepared out of state would be of the opinion that their experience should satisfy the human relations requirement. The board would be unable to waive the human relations requirement for a graduate of an Iowa program, because the requirement for Iowa programs is in statute.

Safety and welfare of others: The Board must decide whether waiving the rule in question would provide substantially equal protection of public health, safety, and welfare.

Date: May 8, 2015

To: Board Members

From: Darcy Lane

Re: Reminders regarding petitions for waiver

The administrative rule that sets forth the criteria you must consider in deciding whether to grant a petition for waiver is as follows:

282—6.4(17A) Criteria for waiver or variance. In response to a petition completed pursuant to rule 6.6(17A), the board may in its sole discretion issue an order waiving in whole or in part the requirements of a rule if the board finds, based on clear and convincing evidence, all of the following:

1. The application of the rule would impose an undue hardship on the person for whom the waiver is requested;
2. The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person;
3. The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law; and
4. Substantially equal protection of public health, safety, and welfare will be afforded by a means other than that prescribed in the particular rule for which the waiver is requested.

The Board must find **all four factors** exist in a given case in order to grant the petition for waiver. Therefore, discussion of the petition should focus on the four factors listed in the rule, address them individually, and conclude with a finding on each one.

The attached summary has been prepared by Board staff to aid in your discussion, and any recommendations it may contain are not binding.

Petition for Waiver

Name: Erin Ambrose

License: Folder #1021695

Ambrose holds a coaching authorization that is valid through 2020. She applied for the activities administration authorization and was denied on or about April 8, 2015.

Reason for Waiver: Ambrose’s application was denied based on the rule’s language requiring a baccalaureate degree or higher in “athletic administration or a related field.” In her petition, Ambrose asks the board to waive this requirement based on her educational background and work experience.

Rule Citation:

282—22.10(272) Activities administration authorization.

...

(1) Degree. A baccalaureate degree or higher in **athletic administration or related field** from a regionally accredited institution is required.

Staff recommendation: The staff requests direction from the board on (1) how broadly or narrowly the staff should interpret the “related field” language, and (2) if the board does not find Ambrose’s degrees were in a related field, whether the waiver should be granted regardless, based on the factors set forth in rule and the information provided in the petition.

Rationale: Ambrose holds a bachelor’s degree in Health and Human Performance, as well as a master’s degree in Health Promotion. She has worked as a Certified Athletic Trainer and Director of Athletic Operations at Oklahoma State University, and is currently the Director of Operations at Panorama High School.

BoEE Retreat Agenda Items

June 18 & 19, 2015

1. Goals 2014-15
2. Ethics training - next steps
3. Potential Iowa Administrative Code changes for FY 16
4. Any licensure/BoEE issues that emerge from the legislative process
5. Review DiSC – Brad
6. Other licensure renewal options
7. Ideas on board presentations for FY16

IOWA BOARD OF EDUCATIONAL EXAMINERS

Operating Guidelines

Adopted: May 04, 2007
Revised: April 11, 2014
Reviewed: April 11, 2014

State of Iowa
BOARD OF EDUCATIONAL EXAMINERS
Grimes State Office Building
Des Moines, Iowa
50319-0146

Members of the Board

Laura A. Stevens, Chair, Okoboji CSD, Teacher
Richard E. Wortmann, Vice Chair, Ottumwa CSD, Teacher
Sara J. Arnold, Cedar Rapids CSD, Teacher
Brenda Garcia, Muscatine, Public Member
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Dan Dutcher, Waukee, Public Member
Erin Schoening, Council Bluffs CSD, Teacher
Dr. Jay Prescott, Grand View University, Administrator
Dr. Anne Sullivan, Des Moines CSD, Administrator
Dr. Andy Pattee, Cedar Falls CSD, Administrator

Administration

Duane T. Magee, Executive Director

It is the policy of the Iowa Board of Educational Examiners not to discriminate on the basis of race, color, gender identity, national origin, sex, disability, religion, creed, age, sexual orientation, political party affiliation, or potential parental, family or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, 400 E. 14th St., Des Moines, Iowa 50319-0147.
Telephone: 515.281.5849

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Preface

This document contains operational guidelines for the internal management of the Iowa Board of Educational Examiners. The purpose of these operating guidelines is to provide the members of the board with a reference to assist them in performing their statutory duties, responsibilities and to help the public and constituents understand the role of the board. These guidelines are designed to:

1. Provide newly appointed board members with an overview of the role of the board, helping them understand the scope of their duties and responsibilities.
2. Enable the board to effectively carry out its leadership role as educational advocates and policy-makers, ensuring that policies exist that promote educational quality throughout the state.
3. Provide for an efficient and effective operation of meetings.
4. Outline board officer duties and procedures for electing board officers.
5. Address interaction among board members, internal board relationships and board/agency relationships.
6. Outline the board's decision-making process.
7. Address effective and open communication and handling of public concerns.
8. Address opportunities for board development.
9. Ensure accountability through an orderly process of planning and goal setting.

The Board of Educational Examiners

The Board of Educational Examiners helps ensure educator quality through high licensing standards for Pre-K through grade 12 teachers, administrators and other educators. The 12-member Board serves as:

- An independent licensing agency, created in 1989, helping to safeguard schoolchildren by establishing professional and ethics standards for Iowa's educators.
- A self-financed agency that relies solely on revenues from licensing fees and receives no state appropriations
- A resource to other professional education organizations, answering questions and concerns of teachers, school board members and administrators regarding licensure and ethics.

Who Serves on the Board?

The Governor appoints the board and the appointees are ratified by the Senate. By Code, nine of twelve members must be licensed educators, four of whom are administrators and the majority of the licensed practitioner members shall be nonadministrative practitioners ~~board must be teachers~~. Two are public members, of which one must have school board experience. The remaining member is the Director of the Department of Education or her/his designee.

Mission

The mission of the Iowa Board of Educational Examiners is to establish and enforce rigorous standards for Iowa educational practitioners to effectively address the needs of students.

Beliefs Statements

We Believe:

- that an effective licensure system is efficient, innovative, and responsive to needs of students and educators.
- in collaboration with other organizations to improve professional development and preparation programs.
- that education is a profession.
- that establishing ethical standards protects students and practitioners.

I. Organizational Meeting

A well-defined and understood organizational structure and related procedures are essential to the proper functioning of the board.

General Guidelines for Board Members:

A. Organizational Meeting

The organization of the board shall occur at the regular June meeting. Election of officers shall be included as an agenda item for that meeting.

B. Board Officers

Officers for the board shall be chair and vice-chair. The executive director shall serve as chief executive officer and an agency staff member will serve as recording secretary.

C. Election of Officers

The executive director shall serve as temporary chairperson at the organizational meeting until the chair is elected. Each board member may place one name in nomination for chair. Any board member may be elected to the position of chair or vice-chair. A ballot for chair will be distributed to the members of the board and the signed ballot will be collected by the board's secretary, recorded and announced. The same process for the election of vice-chair will be repeated during the meeting.

D. Term of Office

The term of office for each elected position shall be one year, with no limit as to the number of terms any one individual may serve.

E. Chair vacant

If the chair becomes vacant, the vice-chair shall automatically fill the vacancy and a replacement for the vice-chair shall be elected.

F. Duties of the chair shall be as follows:

1. Work with the executive director to develop meeting agendas.
2. Preside at board meetings.
3. Appoint all board committees.
4. Form new committees as the need arises.
5. Properly instruct all assigned committee members as to the duties, responsibilities, scope and term of the assignment.
6. Work closely with the executive director and appropriate staff to ensure proper liaison between the board and the agency.
7. Attend outside meetings and functions as needed.
8. Provide effective leadership and direction.
9. Assign members to serve as representatives of the board to external groups and organizations.
10. Call special meetings as needed.
11. Vote on matters before the board as the other members.
12. Perform duties as prescribed by law or by action of the board.

13. Work with board members to schedule meetings that all members can attend reflecting professional and personal conflicts.

G. Duties of the Vice-chair shall be as follows:

1. Perform the duties of the chair during his/her absence.
2. Fill the vacancy of the chair if such occurs during a term of office.
3. Assume other responsibilities as assigned by the chair.

H. Committees of the Board

1. The board shall have the following standing committees: executive committee, professional practices committee, and operating guidelines committee. The chair shall select committee members to reflect the makeup of the board, annually.
 - a. Executive committee (4 members)
 1. Serve as an advisory committee to the executive director.
 2. Identify issues and future agenda items.
 - b. Professional Practices committee (4 members)
 1. Review complaints and results of investigations alleging or implying a violation of a statute or rule under the jurisdiction of the board.
 2. Determine if probable cause exists or not and make a recommendation to the board.
 - c. Operating Guidelines Committee (4 members)
 1. Review / revise the board's operating guidelines every year.

I. Removal of a board member from office:

Board members may be removed from office in accordance with Iowa Code Section 66.1A, 69.15 and 272.3 Membership.

II. Meeting Procedures

Board meetings shall be conducted in an open and orderly fashion. Agendas and supportive information will be openly publicized in advance of the meeting to encourage meaningful dialogue. Timetables will be established and followed to the greatest degree possible in addressing agenda items. The chair shall be provided with appropriate procedures and authority to maintain an orderly process at all times.

General Guidelines for Board Members:

A. Agendas

1. Robert's Rules of Order shall guide the operational meeting procedures.
2. The board chair and the executive director will develop meeting agendas cooperatively.

3. Individual board members may suggest an item for inclusion on the agenda by conferring with the chair and / or the executive director.
4. The agenda should be posted on the website at least one-week prior to board meeting. The agenda and supporting information will be sent to each board member one week in advance of the meeting.
5. The agenda will be posted in the Grimes State Office Building 24 hours prior to the scheduled meeting time.
6. The agenda will be organized generally as follows: call to order; consent items; licensee discipline; public comments; communication; rules (adoption, notice and discussion items); reports; petitions for waiver, reports/approvals and adjournment.
7. Items listed under the consent agenda will be considered to be routine and will be acted on by the board in one motion. A member of the board or the executive director may request specific items to be discussed and/or removed from the consent agenda.

B. Voting

1. All voting members of the board may vote on all matters coming before them for consideration. All members of a committee may vote on all matters coming before the committee for consideration.
2. No member may vote by proxy.
3. Voting by the board and its committees shall be by voice unless a roll call vote is requested by a member, in which case the vote shall be taken as requested. **Roll call votes shall be required for professional practice issues.**
4. A majority of those present and voting shall be necessary to carry a motion before the board or a committee.
5. On any issue not requiring a roll call vote, the vote of the members of the board shall be recorded either as a unanimous vote or by identifying the members taking each position. A member may abstain from voting and the abstention will be recorded.
6. When a potential conflict of interest exists, the board member concerned may ask for recusal that will then be recorded in the minutes. The board member will leave the board room during the discussion of and voting on the agenda item.
7. A majority vote shall decide the issue and that shall become the official position of the board. An issue that has been voted on by the board may be brought back for a vote when a majority of the members request a review.

C. Public Participation

1. A person who wishes to address the board shall fill out a card provided at the door, and given to the board secretary prior to the meeting.
2. As a general guideline, a limit of five (5) minutes will be allotted for any presentation made under the public comment agenda item. If a large group of individuals request to address a specific issue, the chair may limit the number of speakers. At that time, members of the public may present comments, suggestions or concerns, even if the concerns do not relate to a specific item on the agenda. Remarks by board members should be limited to requests for further information, as any issue not on the agenda might necessitate staff research and may need to be placed on a subsequent agenda before the board takes action.
3. If an issue raised during the public comment section will require the preparation of an agenda item, it will be referred to the executive director of the board for such preparation and the person raising the issue will be informed of the date of the meeting when it will appear on the agenda.
4. When the stated subject of public comment is on the agenda, the speaker may be heard either at the time stated on the agenda for public comment or at the time the agenda item is discussed by the board, to be determined at the discretion of the chair of the board. When addressing the board, each speaker should begin by stating his/her name and or what organization he / she is representing.

D. Board Member Reports (Communication section of the agenda)

1. It shall be the responsibility of any board member to keep the other members informed on developments related to the board's work. Board members may prepare written reports, which may be included with board meeting materials.
2. A member on special assignment should be prepared to recommend what he/she thinks the appropriate actions should be, if an action is required.
3. Board reports should be informative; yet concise.

E. Administrative Rules

The board has jurisdiction to adopt rules in areas of educational licensure and ethics. Iowa Administrative Code Chapter 282 is designated as the agency's identification number for the board's rules. An administrative rule, duly adopted, has the effect of law. The process for rule adoption is as follows:

1. The board, assisted by the executive director, may propose rules as a result of direction from the General Assembly, or

as a result of its own evaluation of need provided the board has statutory authority.

2. Proposed rules will be drafted by agency staff for the board with the assistance of legal counsel.
3. Once drafted, rules will be presented to the board for a first review. The purpose of the first reading is to provide information to the board. At the next regular meeting, the proposed rules will be presented to the board for filing of a notice of intended action. A public hearing will be scheduled prior to adoption of the rules.
4. Rules adopted by the board will be filed with the administrative rules coordinator and the Code Editor and become effective thirty-five days thereafter, unless emergency adoption is required or unless a later effective date is provided for in the rule(s).

F. Petition for Waiver (refer to section X)

G. Kinds of Meetings

All meetings of the board shall comply with the open meetings law. The board may conduct the following kinds of sessions:

1. Regular meeting – as approved by the board.
2. Special meeting – a meeting that may be called at any time, with concurrence of a majority of the board.
3. Work session – any meeting or part of a meeting scheduled to consider special board projects and information items.
4. Annual retreat – a meeting for reflection, goal setting, priority setting, and board development activities in conjunction with a regular meeting.
5. Executive session – any meeting or part of a meeting that is closed to certain persons for deliberation on certain matters as specified in the public meetings law. Generally, no final action shall be taken or any decision made while in executive session.
6. Telephone conference meeting – a meeting conducted by telephone to deal with specific, limited, necessary matters. In compliance with the public meetings law, members of the press or public must be permitted access. The individuals allowed access must pay actual expenses necessitated by public access.
7. Other Electronic Transmission meeting – a regularly scheduled meeting or a special meeting called to deal with specific, limited necessary matters, may be held using the appropriate technology.
8. Legislative reception – a meeting will be held annually in January to allow board members to meet with legislators at the Capitol to communicate and advocate with legislators on legislative priorities developed by the BOEE.

H. Executive Director for the Board of Educational Examiners

The executive director is responsible for exercising general supervision over the agency to the extent that it is necessary to ascertain compliance with provisions of the Iowa Code and Administrative Rules.

1. The Governor shall appoint an executive director of the board as stated in Iowa Code Chapter 272.5 (2)
Compensation of board – executive director.
2. The executive director is the chief administrator of the agency and performs the function of executive officer as defined in the position description questionnaire (PDQ).

III. Board Expectations

Collaboration is imperative in order to develop and sustain a high quality education system that serves the needs of students, families, and citizens across the state. The board will work together and form alliances that support the board's work. Each member of the board shares the responsibility for developing a positive, interactive environment.

General Guidelines for Board Members:

A. Leadership

The board, the executive director of the board and staff shall provide leadership and direction for future educational development in this state. In so doing, they will:

1. Procure adequate resources to support improvement.
2. Communicate high levels of support, commensurate with available resources aimed at increasing and/or improving the educational licensure system.
3. Form strong alliances with all parties interested in the development of a comprehensive educational licensure system.
4. Remain current in their knowledge of or seek appropriate counsel on the provisions of the School Laws and School Rules of Iowa.
5. Participate in meetings in order to be informed and engaged in decision-making. Board members should be in attendance at all meetings and that attendance will be documented in the minutes. Inconsistent attendance will be brought to the individual's attention by the board chair. Attendance policies shall be covered during new board member orientation.
 - a. Alternative forms of attendance will be permitted in exceptional circumstances.

B. Board Relationships

1. Internal board relationships:
 - a. The democratic process shall be used in making board decisions. A majority vote shall decide the issue and that shall become the official position of the board.

- b. Each board member will remain receptive to divergent views of other members and will look for and recognize the positive contributions, efforts, and skills of each team member.
 - c. Board members will demonstrate respect through listening, verbal and nonverbal communications.
 - d. Board members will maintain a sense of hope, optimism, and humor in working together.
2. Board / executive director relationships. Board members will:
- a. Recognize the unique roles of the executive director and board members.
 - b. Look to the executive director for leadership, guidance and direction.
 - c. Route requests for staff assistance or attendance at board meetings through the executive director.
 - d. Establish positive relationships.
3. Board/public relationships:
- a. Be mindful of the board's role as representatives of the public.
 - b. Recognize public concerns.
 - c. Interact with the public in a positive, diplomatic manner.
 - d. Establish positive public relationships to ensure a quality educational system in Iowa.

IV. Decision Making

A well-defined and clearly understood process is needed if orderly and effective decisions are to be made by the board in a timely manner.

General Guidelines for Board Members:

The executive director will use the following procedure to assist the board in the decision-making process:

- A.** Clearly define the issue under consideration.
- B.** Determine that the issue is appropriate for board consideration.
- C.** Present the issue to the board in a timely manner.
- D.** Review all pertinent facts concerning the situation.
- E.** Collect input from parties affected by the decision.
- F.** Organize and analyze collected data.
- G.** Present solution(s) to the board with a recommendation and rationale with a cost estimate when appropriate.
- H.** Provide a plan for implementation, monitoring and evaluation. This plan may include a timeline for bringing the issue back to the board for further consideration.
- I.** Communicate the decision to those affected.

V. Special Assignments for Board Members

As a general practice, the board shall operate as a “committee of the whole.” However, there are circumstances, when the chair and / or the executive director will make committee assignments.

General Guidelines for Board Members:

- A. In making such assignments, the chair and/or the executive director shall give consideration to the background, interests, experience, availability and accessibility of the assignee(s). Consideration will also be given to gender balance, balancing by statutory position on the board, and balancing these assignments among members of the board.
- B. Assignments shall be accompanied by an explanation of the purpose, responsibility charges and granted authority.
- C. Each assignment will carry a clearly specified length of service.
- D. Board members will provide reports at the appropriate time(s).
- E. Assignees should represent the interests of the board to the best of their ability and knowledge but should refrain from officially committing to a formal board position until formal action or the delegation of authority supports such a commitment.

VI. Effective and Open Communication

Effective communication is essential to achieving board goals.

General Guidelines for Board Members:

- A. Information discussed in executive session will remain confidential. Sharing such information with unauthorized persons at any time is unacceptable.
- B. If significant issues will be covered in a meeting, board members may expect that the executive director will make every effort to inform them prior to the issue becoming public.
- C. Board members may expect that the executive director and staff will follow through on information requested by the board when it is requested through the appropriate channels.

VII. Handling Public Concerns

Board members are readily accessible to the public, especially in their own local area and thus public concerns will frequently be expressed to them.

It is generally not wise to attempt to resolve the problem until comprehensive information is obtained on the issue. The following guidelines are designed to assist board members handle public concerns in a tactful, orderly and effective way.

General Guidelines for Board Members:

- A. Listen to the individual or group concern and clearly define the concern.
- B. Ask if he or she has discussed the issue with the person immediately responsible.

- C. Advise that the board has established a process for handling concerns and direct them to the appropriate personnel and / or the website.
- D. Report the full details of the concern to the executive director in a timely manner, and ask that he/she keep the board informed of developments.
- E. Correspondence or communications relating to the business of the board, received by members of the board from individuals or organizations, shall be forwarded to the chair and executive director if it appears that the correspondence was sent to only one board member.
- F. If an individual board member is ever contacted regarding a professional practices case, the board member shall immediately inform the party that such contact is inappropriate and can prejudice the process. The board member shall report the contact to the executive director and / or chair of the board, and shall use discretion as to whether or not abstention from voting on the issue is necessary or advisable.
- G. The board will host work sessions as needed to receive feedback from interested stakeholders regarding proposals before the board.
- H. All media requests must be directed to the executive director.

VIII. Planning, Goal Setting and Accountability

The board recognizes the importance of planning in determining the direction of education policymaking at the state level.

General Guidelines for Board Members:

- A. In order to achieve their goals, the board is committed to thoughtful planning, implementation, collection and consideration of data, evaluation, accountability, and reporting of results.
- B. The board will collaborate with the education constituencies and develop policies that support its long-term plan
- C. The board's agenda is the primary vehicle for doing its work.
- D. The board and the agency will report on progress made toward goals on a regular basis.
- E. Plans, goals and priorities will be reviewed and revised on a regular basis.
- F. The board may request presentations from stakeholders and subject area experts about goal area work and other proposals before the board.

IX. Board Development

It is essential to good board service to increase and enhance skills and to understand education issues in making policy decisions.

General Guidelines for Board Members:

- A. Professional development for the board members permits them to:

1. Increase their knowledge and understanding of emerging education issues;
 2. Compare various states' approaches to addressing similar issues and solving common problems;
 3. Expand their networking opportunities to exchange ideas and gain new perspectives on issues;
 4. Explore issues in real world settings, outside the context of board meetings; and
 5. Mobilize the board with new strategies for achieving the board's agenda. (Adapted from NASBE Boardmanship Review, "The Importance of Board Member Development," February, 1999).
- B.** Board development goals will be set on an annual basis to ensure continued growth and development as board members.
- C.** In addition to the board meeting agenda items that relate specifically to board priorities and are designed to develop an understanding and knowledge base for policy making, there are several additional ways that board members can obtain development:
1. Board study or work sessions
 2. Conference attendance and participation
 3. Task force or commission participation
 4. Reports and other written materials
 5. Technology or internet-based development
- D.** Orientation of New Members
- The executive director of the board shall orient each new member concerning the board's functions, general policies, administrative rules and procedures as soon as possible.
1. The new member shall be given selected material to assist in orienting him/her to the work of the board.
 - i. New board members will receive a sample board packet after his/her appointment date in order to become familiar with a typical board meeting materials.
 2. The new member shall be given selected material to familiarize him/her with relevant provisions of state government, including the gift law, and registered lobbying.
 - i. New board members will be advised about the differences between Iowa Code and Iowa Administrative Rules.
 3. The incoming new member shall be invited to meet with the executive director and other personnel to discuss operations of the agency.
 4. Orientation will be a structured process occurring over time and new board members will be directed to resources so they can do additional exploration on their own.
 5. Current board members may and are encouraged to attend orientation sessions.
- D.** Each new board member will be assigned a mentor.

X. Petition for Waiver Guidelines

- A.** A waiver will not be reviewed until an application from a petitioner has been received and denied by staff.
- B.** Petitions for waiver received by the BoEE staff will be analyzed by the executive director, staff attorney, and the consultant assigned to the waiver by the executive director.
- C.** The consultant assigned to the waiver, in consultation with the staff attorney and executive director, will write a summary report for the board with the following sections:
 - 1. Name
 - 2. License
 - 3. Reason for waiver
 - 4. Rule citation
 - 5. Rationale
 - 6. Hardship
 - 7. Prejudice to others
 - 8. Safety and welfare to others
 - 9. Recommendation
 - 10. Rationale (including hardship, prejudice to others, and safety and welfare to others)
- D.** The administrative rule that sets forth the criteria you must consider in deciding whether to grant a petition for waiver is as follows:
- E.** **282—6.4(17A) Criteria for waiver or variance.** In response to a petition completed pursuant to rule 6.6(17A), the board may in its sole discretion issue an order waiving in whole or in part the requirements of a rule if the board finds, based on clear and convincing evidence, all of the following:
 - 1. The application of the rule would impose an undue hardship on the person for whom the waiver is requested;
 - 2. The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person;
 - 3. The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law; and
 - 4. Substantially equal protection of public health, safety, and welfare will be afforded by a means other than that prescribed in the particular rule for which the waiver is requested.
- F.** The Board must find **all four factors** exist in a given case in order to grant the petition for waiver. Therefore, discussion of the petition should focus on the four factors listed in the rule, address them individually, and conclude with a finding on each one.
- G.** The attached summary has been prepared by Board staff to aid in your discussion, and any recommendations it may contain are not binding.