

**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

January 14 and 15, 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

January 14, 2015

4:00 p.m. Professional Practices Committee Meeting – State Board Room

6:30 p.m. Legislative Reception Planning Meeting – Latin King

**8:00 p.m. Executive Committee Meeting will follow the Legislative
Reception Planning Meeting – Latin King**

AGENDA

TIMES ARE APPROXIMATE

January 15, 2015

7:30 a.m. Legislative Reception – 7:30 – 9:00 a.m. – Capitol Rotunda

9:30 a.m. Call Meeting to Order – State Board Room

Approve the Agenda

Tab A

Consent Agenda

a. Minutes from November 7, 2014 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 November 7, 2014 meeting
- c. Reinstatement(s)

Board Communications

- a. Board Member Reports
- b. Executive Director's Report
 - 1. Financial Update
 - 2. Board Retreat

Tab C

Communication from the Public

12:05 p.m. Lunch for Board Members (Conference Rm. 3N)

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

a. Adopt

1. IAC 282 Chapter 14 - Special Education Endorsement Requirements (1602C) **Tab D**
2. IAC 282 Chapter 13.17(4) – Military Exchange License (1723C) **Tab E**

b. ARRC Review Pending

None

c. Notice

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

d. Items for Discussion

1. Licensure renewal options **Tab G**
2. Career and Technical changes for clarification **Tab H**
3. Chapter 12 - Fees **Tab I**
4. Chapter 13 - Teacher Licenses and Endorsements **Tab J**
5. Behind-the-wheel authorization classroom instruction **Tab K**

Waivers

1. PFW 14-12 Lisa deMeyer **Tab L**
2. PFW 15-01 Kevin Autry **Tab M**

Reports/Approvals

1. Legislative Update – Phil Wise
2. Annual Rules Report – Darcy Lane **Tab N**
3. Annual Fees Report – D.T. Magee **Tab O**
4. Annual Home Base Iowa Report – Mary Lou Nosco **Tab P**
5. Annual Report of Iowa Licensure Renewal Programs – Mary Lou Nosco **Tab Q**
6. Military Spouse Report – Darcy Lane **Tab R**
7. Background Check Fees Increase **Tab S**

2:00 p.m. Adjournment

Next Meeting – February 13, 2015

1 Garcia – yes; Overholtzer – recused; Pattee – yes; Schoening – yes; Stevens – yes;
2 Sullivan – yes; Wortmann – yes. **MOTION CARRIED.**

3

4 Brenda Garcia moved, with a second by Mary K. Overholtzer, that in **case number 14-**
5 **106**, the Board find probable cause to establish a violation of the following provisions
6 of the Code of Professional Conduct and Ethics, 282 IAC –Chapter 25.3(5)(a)(3), and
7 order this case set for hearing. Roll call vote: Roll call vote: Arnold – yes; Dutcher –
8 yes; Garcia – yes; Overholtzer – yes; Pattee – yes; Schoening – yes; Stevens – yes;
9 Sullivan – recused; Wortmann – yes. **MOTION CARRIED.**

10

11 Anne Sullivan moved, with a second by Mary K. Overholtzer, that in **case number 14-**
12 **109**, the Board find that, although one or more of the allegations in the complaint may
13 be substantiated by the witnesses interviewed in the course of the investigation
14 [and/or] the documents gathered in the course of the investigation, and the allegations
15 may constitute a technical violation of the board’s statute or administrative rules; the
16 evidence before the board indicates that the alleged violation was an isolated incident
17 and adequate steps have been taken to remedy the violation and to ensure that
18 incidents of a similar nature do not occur in the future. The Board will not pursue
19 formal disciplinary action in this matter. **MOTION CARRIED UNANIMOUSLY.**

20

21 Mary K. Overholtzer moved, with a second by Anne Sullivan, that in **case number 14-**
22 **94**, the Board find probable cause to establish a violation of the following provisions of
23 the Code of Professional Conduct and Ethics, 282 IAC –Chapter 25.3(3)(e), and order
24 this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

25

26 Anne Sullivan moved, with a second by Mary K. Overholtzer, that in **case number 14-**
27 **101**, the Board find that, although one or more of the allegations in the complaint may
28 be substantiated by the witnesses interviewed in the course of the investigation
29 [and/or] the documents gathered in the course of the investigation, and the allegations
30 may constitute a technical violation of the board’s statute or administrative rules; the
31 evidence before the board indicates that adequate steps have been taken to remedy
32 the violation and to ensure that incidents of a similar nature do not occur in the
33 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**

1 **CARRIED UNANIMOUSLY.** (Duane Magee left the room during the discussion of this
2 case in closed session.)

3
4 Anne Sullivan moved, with a second by Mark K. Overholtzer, that in **case number 14-**
5 **102**, the Board find that, although one or more of the allegations in the complaint may
6 be substantiated by the witnesses interviewed in the course of the investigation
7 [and/or] the documents gathered in the course of the investigation, and the allegations
8 may constitute a technical violation of the board’s statute or administrative rules; the
9 evidence before the board indicates that adequate steps have been taken to remedy
10 the violation and to ensure that incidents of a similar nature do not occur in the
11 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**

12 **CARRIED UNANIMOUSLY.** (Duane Magee left the room during the discussion of this
13 case in closed session.)

14
15 Brenda Garcia moved, with a second by Mary K. Overholtzer, that in **case number 14-**
16 **105**, the Board find probable cause to establish a violation of the following provisions
17 of the Code of Professional Conduct and Ethics, 282 IAC –Chapter 25.3(5)(a)(5), and
18 25.3(6)(m), (o), and (q) and order this case set for hearing. **MOTION CARRIED**
19 **UNANIMOUSLY.** (Duane Magee left the room during the discussion of this case in
20 closed session.)

21
22 Anne Sullivan moved, with a second by Mary K. Overholtzer, that in **case number 13-**
23 **42**, the Board find probable cause to establish a violation of the following provisions of
24 the Code of Professional Conduct and Ethics, 282 IAC –Chapter 25.3(1)(c),
25 25.3(1)(e)(4), and 25.3(3)(e), and order this case set for hearing. **MOTION CARRIED**
26 **UNANIMOUSLY.**

27
28 Mary K. Overholtzer moved, with a second by Anne Sullivan, that in **case number 14-**
29 **97**, the Board accept the Respondent’s waiver of hearing and voluntary surrender and
30 that the Board issue an order permanently revoking the Respondent’s license with no
31 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

1 Anne Sullivan moved, with a second by Brenda Garcia, that in **case number 13-146**,
2 the Board accept the Respondent’s waiver of hearing and voluntary surrender and that
3 the Board issue an order permanently revoking the Respondent’s license with no
4 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

5
6 Anne Sullivan moved, with a second by Brenda Garcia, that **in case number 14-40**,
7 the Board accept the stipulation and settlement submitted by the parties, and issue
8 an Order incorporating the agreement of the parties and imposing the agreed upon
9 sanction. **MOTION CARRIED UNANIMOUSLY.**

10
11 Brenda Garcia moved, with a second by Mary K. Overholtzer, that **in case number 13-**
12 **130**, the Board accept the stipulation and settlement submitted by the parties, and
13 issue an Order incorporating the agreement of the parties and imposing the agreed
14 upon sanction. **MOTION CARRIED UNANIMOUSLY.**

15
16 Mary K. Overholtzer moved, with a second by Brenda Garcia, that **in case number 14-**
17 **15**, the Board accept the stipulation and settlement submitted by the parties, and
18 issue an Order incorporating the agreement of the parties and imposing the agreed
19 upon sanction. Roll call vote: Roll call vote: Arnold – yes; Dutcher – yes; Garcia – yes;
20 Overholtzer – yes; Pattee – recused; Schoening – yes; Stevens – yes; Sullivan – yes;
21 Wortmann – yes. **MOTION CARRIED.**

22
23 Brenda Garcia moved, with a second by Anne Sullivan, that the Board not initiate
24 review of the proposed decision in **case number APP 14-01, In the Matter of**
25 **Kimberly Vermilyea**, and allow the proposed decision to become the final decision of
26 the Board unless an appeal is taken by one of the parties within the time allowed by
27 rule. **MOTION CARRIED UNANIMOUSLY.** (Duane Magee and Renner Walker left the
28 room during the discussion of this case in closed session.)

29
30 Brenda Garcia moved, with a second by Mary K. Overholtzer, that the Board not
31 initiate review of the proposed decision in **case number APP 14-02, In the Matter of**
32 **Cody Whitlock**, and allow the proposed decision to become the final decision of the
33 Board unless an appeal is taken by one of the parties within the time allowed by rule.

1 **MOTION CARRIED UNANIMOUSLY.** (Duane Magee and Renner Walker left the room
2 during the discussion of this case in closed session.)

3
4 Richard Wortmann moved, with a second by Brenda Garcia, that the Board initiate
5 review and set a briefing schedule in **case number 13-76, In the Matter of Sara**
6 **Gott,** due to the large amount evidence and documentation; and, to consider the
7 proposed decision. Specifically Count II, violation of code chapter 25.3(3)(e). **MOTION**
8 **CARRIED UNANIMOUSLY.** (Darcy Lane and Renner Walker left the room during the
9 discussion of this case in closed session. Gretchen Kraemer, Assistant Attorney
10 General, was present as conflicts counsel for the board during this discussion in
11 closed session.)

12
13 Brenda Garcia moved, with a second by Anne Sullivan, that the Board not initiate
14 review of the proposed decision in **case number APP 14-03, In the Matter of Callie**
15 **Swank,** and allow the proposed decision to become the final decision of the Board
16 unless an appeal is taken by one of the parties within the time allowed by rule. Roll
17 call vote: Arnold – yes; Dutcher – yes; Garcia – yes; Overholtzer – recused; Pattee – yes;
18 Schoening – yes; Stevens – yes; Sullivan – yes; Wortmann – yes. **MOTION CARRIED.**
19 (Duane Magee and Renner Walker left the room during the discussion of this case in
20 closed session.)

21
22 Mary K. Overholtzer moved, with a second by Anne Sullivan, to extend the 180-day
23 deadline for issuance of the final decision in **case number 14-54,** based upon the
24 amount of time needed to complete the investigation due to a pending auditor’s
25 report. **MOTION CARRIED UNANIMOUSLY.**

26
27 Anne Sullivan moved, with a second by Brenda Garcia, to extend the 180-day
28 deadline for issuance of the final decision in **case number 14-81,** based upon the
29 amount of time needed to complete the investigation due to a pending DOT
30 investigation. **MOTION CARRIED UNANIMOUSLY.**

31
32 Anne Sullivan moved, with a second by Mary K. Overholtzer, to extend the 180-day
33 deadline for issuance of the final decision in **case number 14-82,** based upon the

1 amount of time needed to complete the investigation due to a pending DOT
2 investigation. **MOTION CARRIED UNANIMOUSLY.**

3
4 Brenda Garcia moved, with a second by Anne Sullivan, to extend the 180-day
5 deadline for issuance of the final decision in **case number 14-83**, based upon the
6 amount of time needed to complete the investigation due to a pending DOT
7 investigation. **MOTION CARRIED UNANIMOUSLY.**

8
9 Mary K. Overholtzer moved, with a second by Anne Sullivan, to extend the 180-day
10 deadline for issuance of the final decision in **case number 14-84**, based upon the
11 amount of time needed to complete the investigation due to a pending DOT
12 investigation. **MOTION CARRIED UNANIMOUSLY.**

13
14 Brenda Garcia moved, with a second by Mary K. Overholtzer, to extend the 180-day
15 deadline for issuance of the final decision in **case number 14-87**, based upon the
16 amount of time needed to complete the investigation due to pending criminal
17 charges. **MOTION CARRIED UNANIMOUSLY.**

18
19 Anne Sullivan moved, with a second by Brenda Garcia, to extend the 180-day
20 deadline for issuance of the final decision in **case number 14-89**, based upon the
21 need to schedule and conduct the hearing and the need to review the proposed
22 decision. **MOTION CARRIED UNANIMOUSLY.**

23
24 The following cases were discussed in open session: 14-60, 14-75 and 14-79.

25
26 Background/Procedural History: This case was received on May 21, 2014. The board
27 found probable cause on August 8, 2014. Hearing is set for December 9, 2014.

28 Brenda Garcia moved, with a second by Mary K. Overholtzer, to extend the 180-day
29 deadline for issuance of the final decision in **case number 14-60**, based upon the
30 need to conduct the hearing and the need to review the proposed decision. **MOTION**
31 **CARRIED UNANIMOUSLY.**

1 Background/Procedural History: This case was received on June 25, 2014. The
2 board found probable cause on October 10, 2014. Hearing is set for January 2, 2015.
3 Brenda Garcia moved, with a second by Mary K. Overholtzer, to extend the 180-day
4 deadline for issuance of the final decision in **case number 14-75**, based upon the
5 need to conduct the hearing and the need to review the proposed decision. Roll call
6 vote: Arnold – yes; Dutcher – yes; Garcia – yes; Overholtzer – yes; Pattee – yes;
7 Schoening – yes; Stevens – yes; Sullivan – recused; Wortmann – yes. **MOTION**
8 **CARRIED.**

9

10 Background/Procedural History: This case was received on July 3, 2014. The board
11 found probable cause on October 10, 2014. Hearing is set for December 29 and 30,
12 2014. Mary K. Overholtzer moved, with a second by Brenda Garcia, to extend the
13 180-day deadline for issuance of the final decision in **case number 14-79**, based upon
14 the need to conduct the hearing and the need to review the proposed decision. Roll
15 call vote: Arnold – yes; Dutcher – yes; Garcia – yes; Overholtzer – yes; Pattee – yes;
16 Schoening – yes; Stevens – yes; Sullivan – recused; Wortmann – yes. **MOTION**
17 **CARRIED.**

18

19 Andy Pattee moved, with a second by Richard Wortmann, to approve the closed
20 session minutes for October 10, 2014. **MOTION CARRIED UNANIMOUSLY.**

21

22 Board Member Reports:

23 Andy Pattee reported that Mr. Magee attended the mini DE summit meeting in
24 northeast Iowa and conducted a licensure presentation.

25

26 Executive Director's Report

27 Executive Director Magee reviewed the financial report.

28

29 New licensing system update was provided to the Board. Mike Cavin, BoEE
30 Consultant and Jeff DeBruin, IT Specialist, are continuing their work on
31 implementation of the new system. Mike recently went to Chicago to meet with Aspex
32 Solutions.

33

1 The Professional Practices Institute (through NASDTEC) was held on October 28-30,
2 2014, in Newport, Rhode Island. Attendees included: Larry Hill, Renner Walker,
3 Joanne Tubbs, Darcy Lane and Executive Director Magee. As the current NASDTEC
4 president, Mr. Magee also attended an executive board meeting.

5 The board retreat and meeting scheduled for June 18-19, 2015, will take place in
6 Ottumwa. Board members are to send discussion topics to Executive Director Magee.

7
8 Communication from the Public:

9 Melissa Peterson from the Iowa State Education Association (ISEA) addressed the
10 Board regarding the Special Education licensure rule proposal. She distributed a
11 letter to the Board from ISEA President, Tammy Wawro.

12
13 Stakeholder Presentation:

14 The Military Exchange License was approved by the Board and went into effect August
15 28, 2013. The first applications were received in spring of 2014. Tawnya Jamison
16 and Brooke Johnson are teachers and have spouses in the military. They shared their
17 experiences with the Board regarding the Military Exchange License and getting
18 licensed in Iowa versus getting licensed in other states. Their Iowa experience has
19 been very positive.

20
21 Rules:

22 Adopt:

23 Andy Pattee moved, with a second by Anne Sullivan, to table the proposed change to
24 Chapter 14 – Special Education Endorsement Requirements and consider the
25 revisions that were presented and discussed. **MOTION CARRIED UNANIMOUSLY.**

26
27 ARRC Review Pending:

28 Chapter 13.17(4) – Military Exchange License.

29
30 Notice:

31 None.

1 Items for Discussion:

2 Discussion continued regarding the creation of clear guidelines and expectations for
3 code of conduct and ethics education for educators. This series of changes will allow
4 educators to complete current and relevant training as a condition of licensure
5 renewal, and also for the first issuance of a license when it is not already covered in
6 the preparation program. Chapter 272.2 also states that the Board shall provide this
7 training to any person who holds a license, certificate, authorization, or statement of
8 professional recognition.

9
10 Discussion continued regarding licensure renewal options. The Board will receive
11 updates on current BoEE discussion regarding competency based renewals, CEUs,
12 and various renewal options and practices available in other states.

13
14 Career and Technical changes for clarification: creates a clear distinction between
15 fully-licensed teachers and those seeking authority through experience by changing
16 the title to “authorization” instead of “license;” requires that a school district is
17 wishing to hire the applicant; provides clarity to the definition of “recent” experience;
18 requires ethics training; creates an updated list of required coursework; adds
19 mentoring and induction; and, eliminates redundant endorsements for teachers.

20
21 Petitions for Waiver:

22 Andy Pattee moved, with a second by Mary K. Overholtzer, that in **PFW 14-11 Holly**
23 **Karr-White**, the Board grant the waiver. Reasons for granting: Holly Karr-White
24 requested a waiver of the rule regarding the statement of professional recognition in
25 social work. The rule requires an official transcript showing completion of a master’s
26 degree in social work. Ms. Karr-White does not have a master’s degree in social work
27 but does have an L.M.S.W from the Iowa Department of Public Health. She also holds
28 a master’s degree in education. She has been licensed by the Iowa Department of
29 Public Health in social work since 1998. Without a waiver of this rule, Ms. Karr-White
30 would be unable to accept a position as a school social worker. The Board found that
31 denying the waiver under the circumstances would cause an undue hardship. The
32 statement of professional recognition is intended to allow Board licensure of
33 individuals who are also licensed by another professional standards board. Ms. Karr-

1 White has been licensed by the Iowa Department of Public Health as a social worker
2 since 1998. She is in good standing with that licensure and also holds a master's
3 degree in education. The Board has granted a nearly identical waiver in the past.
4 The Board found that granting the waiver would not result in prejudice to the
5 substantial legal rights of any others. The Board found that Ms. Karr-White had
6 provided clear and convincing evidence that granting the waiver as requested would in
7 no way compromise protection of public health, safety, and welfare. **MOTION**
8 **CARRIED UNANIMOUSLY.**

9
10 Reports/Approvals

11 Phil Wise provided a legislative update.

12
13 The Board discussed the plan for the legislative reception to be held in January. Andy
14 Pattee moved, with a second by Dan Dutcher, to hold the legislative reception and
15 board meeting on Thursday, January 15, 2015, instead of Wednesday, January 28,
16 2015. **MOTION CARRIED UNANIMOUSLY.** The board meeting calendar will be
17 amended to reflect this change.

18
19 There being no further business, Andy Pattee moved, with a second by Richard
20 Wortmann, to adjourn the meeting. Meeting adjourned at 1:10 p.m.

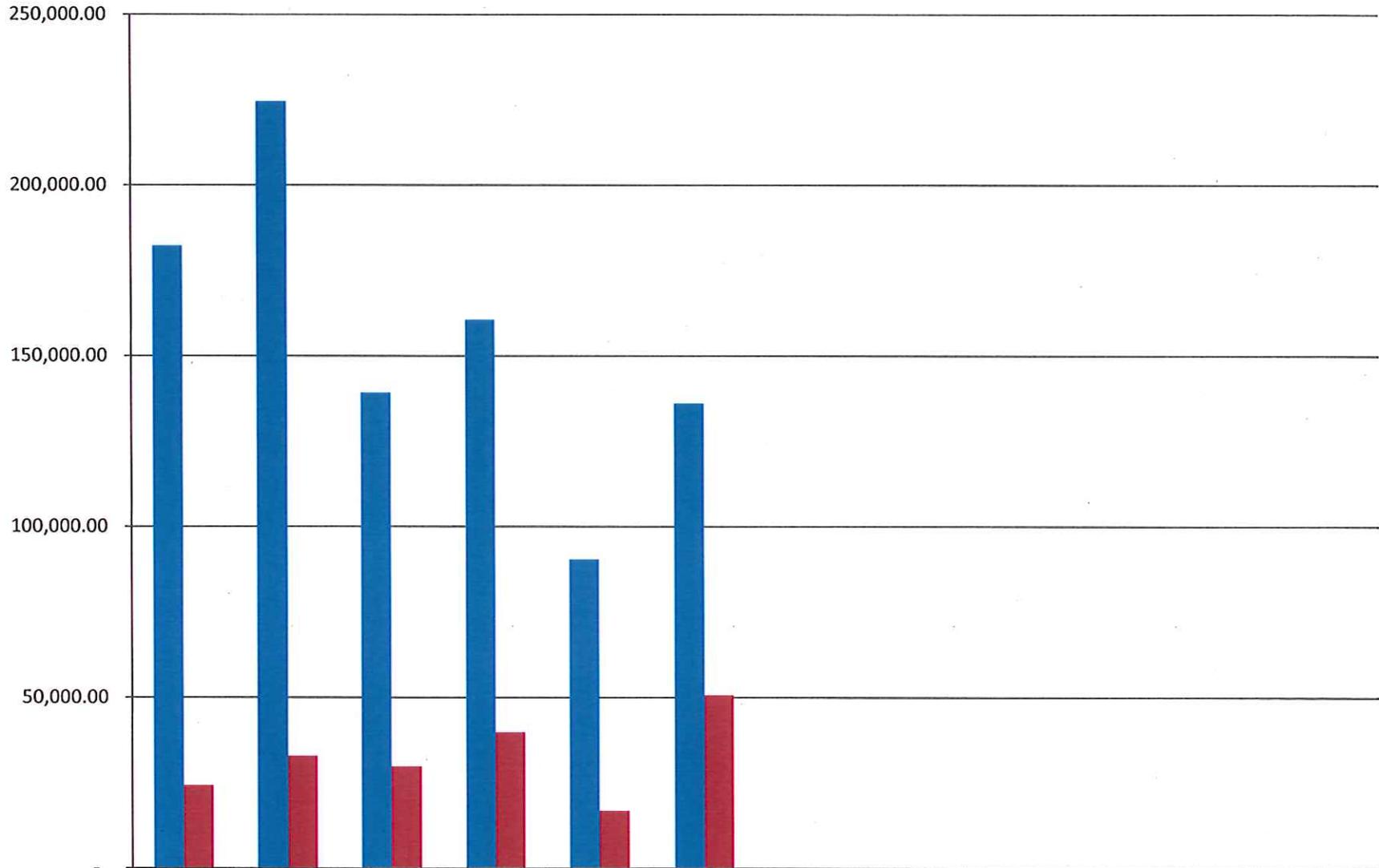
Board of Educational Examiners (BOEE)

Cash Balance

10-Year History

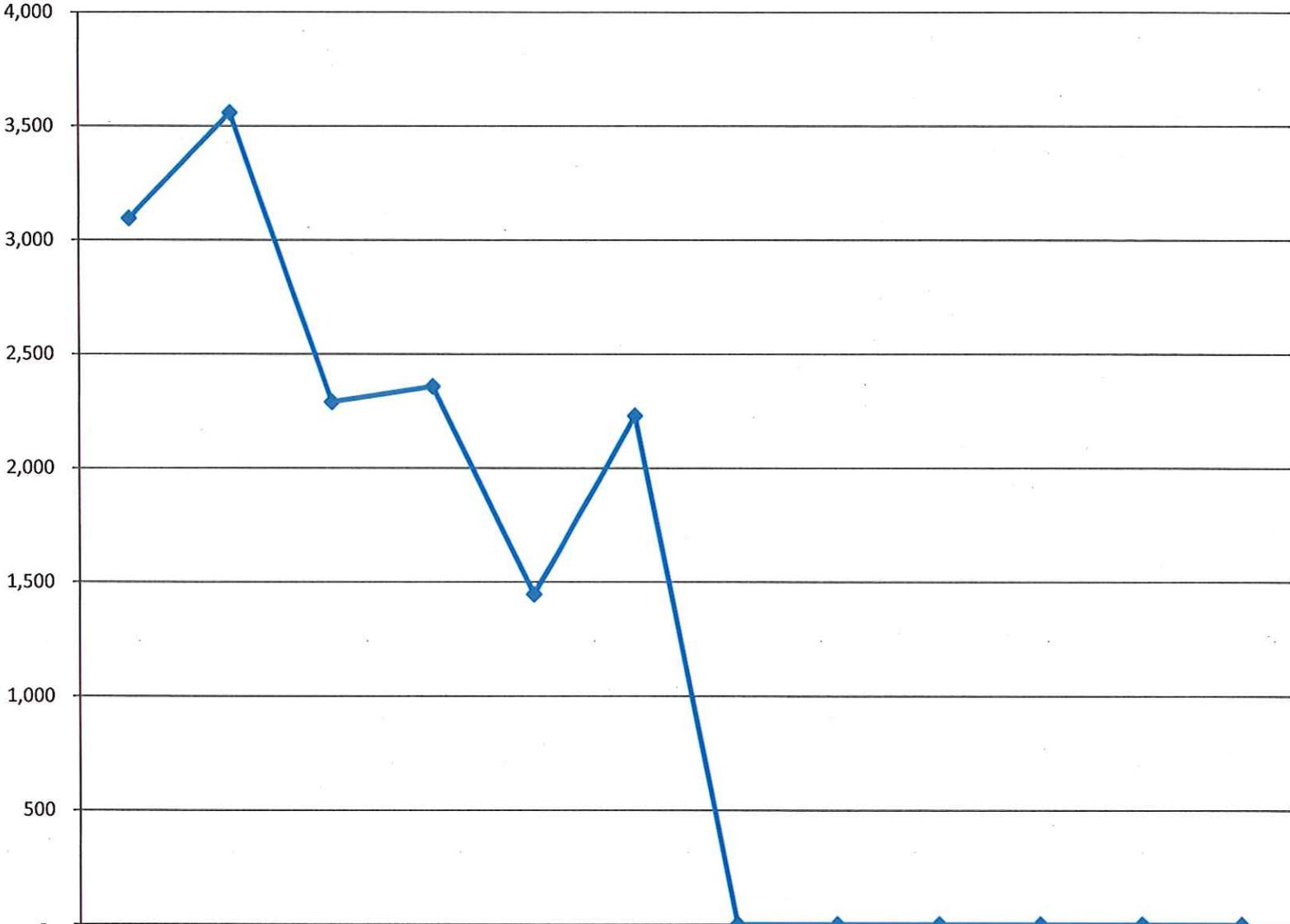
	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
BOEE Beginning Cash Balance	1,176,209	1,156,232	1,047,214	923,038	695,115	465,146	999,099	751,217	186,971	5,130	-	34,116
State Appropriation												40,974
Total Revenues	1,126,533	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	972,975	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)	153,557	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	1,329,766	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	13%	2%	10%	13%	33%	49%	-53%	33%	302%	3545%		

Receipts July 2014-June 2015

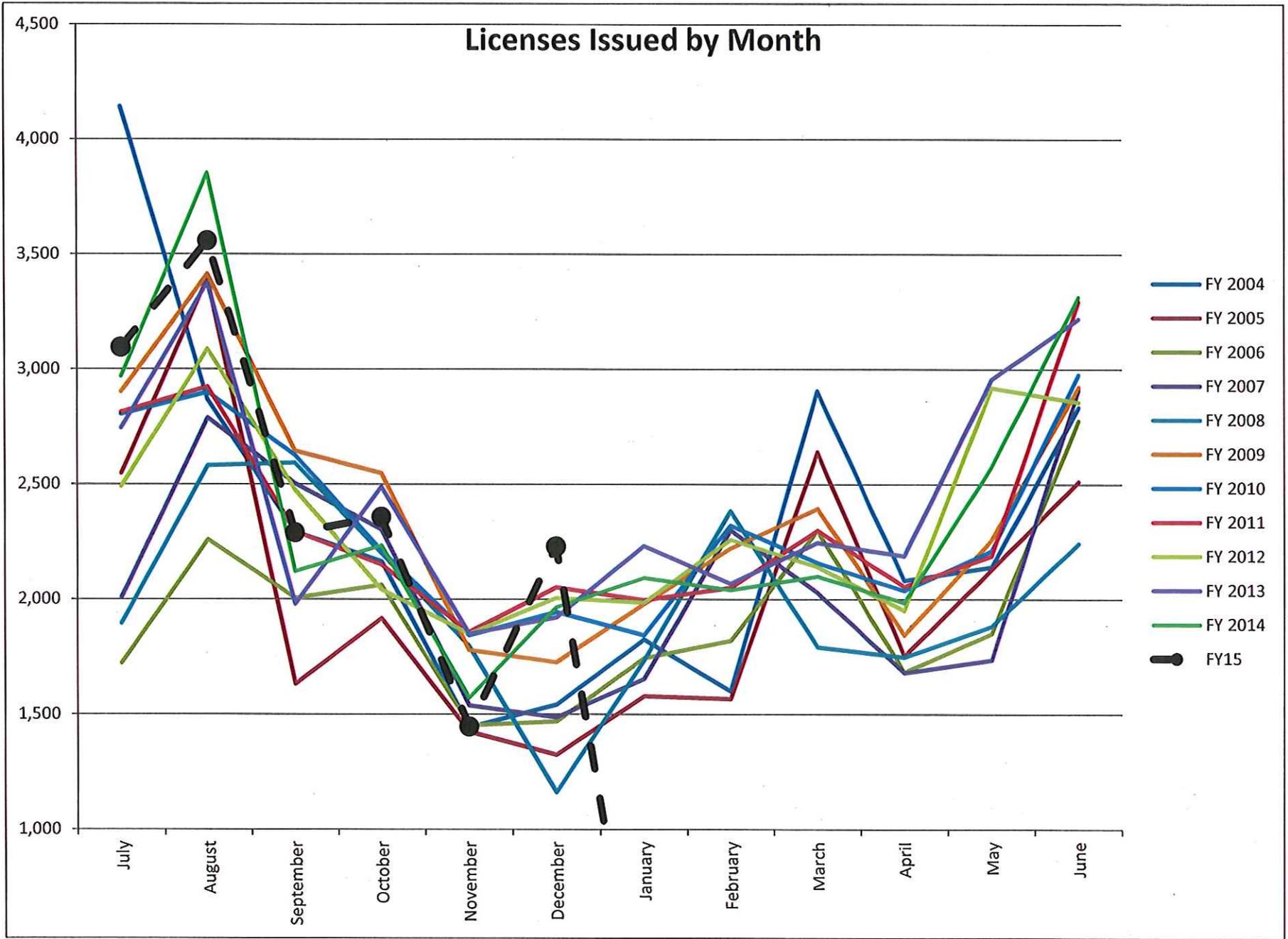


	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15
Licensure Fees	182,151.	224,507.	139,162.	160,516.	90,340.5	136,049.						-
DCI Check Fee	24,258.0	32,798.0	29,666.0	39,728.0	16,796.0	50,608.0						-

Total # Licenses Issued FY15



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # Licenses Issued	3,095	3,558	2,289	2,357	1,446	2,229	-	-	-	-	-	-



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									932,727
704 DCI Check Fee	24,258.00	32,798.00	29,666.00	39,728.00	16,796.00	50,608.00									193,854
BoEE Total Receipts	206,409.25	257,305.25	168,892.25	200,244.50	107,200.25	186,657.25	-	-	-	-	-	-	-	-	1,126,709
401 Licensure Fees (GenFund)	60,179.75	74,254.75	46,053.75	53,140.50	29,842.75	45,028.75	-	-	-	-	-	-	-	-	308,500
Expenditures															
101 Personal Services	68,313.68	117,136.94	192,754.77	101,882.80	116,397.55	116,332.53						50,000.00	50,000.00		762,818
202 In-State Travel	134.25	134.35	1,821.45	2,103.43	1,688.24	303.91									6,186
203 Assigned Vehicle	20.01	302.51	243.48	482.12	707.19	175.91						3,000.00	3,000.00		4,931
204 Vehicle Depreciation	-	360.00	360.00	360.00	360.00	360.00						276.00	276.00		2,076
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						150.00	150.00		6,423
309 Printing & Binding	-	1,332.00	2,524.04	5,186.18	1,304.00	56.00									10,402
313 Postage	-	3,732.21	4,255.43	3,540.45	3,421.81	2,137.51						3,350.00	3,350.00		20,437
401 Communications	471.39	1,161.41	1,194.74	941.61	1,089.35	1,124.65						722.00	722.00		6,705
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						780.00	780.00		8,011
406 Outside Services	-	360.76	1,914.92	2,297.70	2,249.78	451.00						110.00	110.00		7,404
407 Intra-State Transfers	-	-	-	-	-	-									-
408 Advertising	1,229.02	-	-	-	-	-									1,229
409 Outside Repairs/Services	192.98	-	-	137.14	-	-									330
414 Other Agency Reimb	-	346.26	1,013.26	346.26	346.26	1,013.26						306.00	306.00		3,371
416 ITE Reimbursement	-	2,186.32	3,477.26	6,052.48	(4,296.13)	2,430.58						2,700.00	2,700.00		12,551
418 IT Contracted Services	-	-	-	-	-	-									-
432 Gov Trfr Attorney Gen	-	3,333.33	3,334.36	3,333.33	3,333.33	4,917.78						3,950.00	3,950.00		22,202
433 Gov Trfr Auditor	-	-	-	-	-	96.14									96
434 Gov Trfr Other Agencies	-	-	48,581.00	27,020.74	6,019.19	42,998.00						30,000.00	30,000.00		154,619
502 Office Equipment	-	-	-	-	-	-									-
503 Equipment Non-Inventory	-	-	-	-	-	-									-
510 IT Equipment & Software	17,821.00	10,208.00	181.00	-	-	840.00									29,050
602 SWICAP/Other Expense	-	-	701.88	714.38	440.91	863.44						490.00	490.00		3,211
Total Expenditures	94,592.33	141,181.68	262,949.99	158,459.00	141,035.80	174,756.62	-	-	-	-	-	96,194.00	96,194.00	-	1,069,169
Excess (Deficiency) of															
Revenue over Expenditures	111,816.92	116,123.57	(94,121.49)	41,785.50	(33,899.30)	11,900.63	-	-	-	-	-	(96,194.00)	(96,194.00)	-	57,412
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	1,329,942.59	1,329,942.59	1,329,942.59	1,329,942.59	1,329,942.59	1,233,748.59	-	
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	1,329,942.59	1,329,942.59	1,329,942.59	1,329,942.59	1,329,942.59	1,233,748.59		-	57,539

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	-	-	-	-	-	-	-	-	932,727.25
154	704	DCI Check Fee	24,258.00	32,798.00	29,666.00	39,728.00	16,796.00	50,608.00	-	-	-	-	-	-	-	-	193,854.00
Gen Fund	401	Licensure Fees	60,179.75	74,254.75	46,053.75	53,140.50	29,842.75	45,028.75	-	-	-	-	-	-	-	-	308,500.25
		Net Receipts	266,589.00	331,560.00	214,946.00	253,385.00	137,043.00	231,686.00	-	-	-	-	-	-	-	-	1,435,209.00
0914	401	Refunds	50.00	-	465.00	380.00	1,700.00	1,120.00									3,715.00

Number of Licenses Issued 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	3,558	2,289	2,357	1,446	2,229	0	0	0	0	0	0	14,974
Running Total	3,095	6,653	8,942	11,299	12,745	14,974	14,974	14,974	14,974	14,974	14,974	14,974	
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
Running Total	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	2,231	2,068	2,246	2,188	2,956	3,219	29,262
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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	3,057	2,287	2,215	1,696	1,705	1,884	2,103	2,210	1,892	2,271	2,902	27,281
Running Total	2,489	5,546	7,833	10,048	11,743	13,448	15,332	17,435	19,644	21,537	23,808	26,710	

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	\$ 932,727	\$ 1,735,513		
704 Other	\$ 193,854	\$ 360,000		
Total Resources:	\$ 2,302,791	\$ 3,271,722	\$ 2,145,141	34%
<i>(Total Revenue)</i>	<u><u>\$ 1,126,581</u></u>			
Expenditures:				
101 Personal Services	\$ 762,818	\$ 1,533,123	\$ 770,305	50%
202 In-State Travel	\$ 6,186	\$ 25,000	\$ 18,814	25%
203 Assigned Vehicle	\$ 4,931	\$ 5,000	\$ 69	99%
204 Vehicle Depreciation	\$ 2,076	\$ 4,000	\$ 1,924	52%
205 Out-of-State Travel	\$ 4,937	\$ 20,000	\$ 15,063	25%
301 Office supplies	\$ 6,423	\$ 12,000	\$ 5,577	54%
309 Printing & Binding	\$ 10,402	\$ 15,000	\$ 4,598	69%
313 Postage	\$ 20,437	\$ 38,000	\$ 17,563	54%
401 ICN/Communications	\$ 6,705	\$ 15,000	\$ 8,295	45%
402 Rentals	\$ 2,180	\$ 3,500	\$ 1,320	62%
405 Professional Services	\$ 8,011	\$ 26,000	\$ 17,989	31%
406 Outside Services	\$ 7,404	\$ 5,000	\$ (2,404)	148%
407 Trans to Other agency	\$ -	\$ -	\$ -	#DIV/0!
408 Advertising	\$ 1,229	\$ 3,000	\$ 1,771	41%
409 Outside Repairs/Ser	\$ 330	\$ 4,000	\$ 3,670	8%
414 Other Agency Reimb	\$ 3,371	\$ 12,000	\$ 8,629	28%
416 ITD Reimbursement	\$ 12,551	\$ 22,000	\$ 9,449	57%
418 IT Contracted services	\$ -	\$ 100,000	\$ 100,000	0%
432 Gov Transfer AG	\$ 22,202	\$ 41,000	\$ 18,798	54%
433 Gov Transfer Auditor	\$ 96	\$ 8,000	\$ 7,904	1%
434 Gov Trans Other Agency	\$ 154,619	\$ 360,000	\$ 205,381	43%
502 Equipment Inventory	\$ -	\$ 3,100	\$ 3,100	0%
503 Equipment Non-Inven	\$ -	\$ 19,000	\$ 19,000	0%
510 IT Equipment	\$ 29,050	\$ 60,000	\$ 30,950	48%
602 SWICAP	\$ 3,211	\$ 20,000	\$ 16,789	16%
705 Refunds	\$ 3,715	\$ 8,000	\$ 4,285	46%
Carryover		\$ -		
Expenditure Subtotal	\$ 1,072,884	\$ 2,361,723	\$ 1,288,839	45%
<i>Revenue Less Expenditures</i>	<u><u>\$ 53,697</u></u>			

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

FY 2015 Actual Revenue for each License Issued

FY 2015 Actual Number of Licenses Issued 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							138
Late Fees - online	23	21	8	5	3	7							67
Master Ed - Online	127	139	95	83	78	77							599
Prof Adm - Online	19	10	15	14	10	19							87
Prof Service License	5	8	5	2	3	8							31
Standard Lic - Online	270	252	154	147	154	154							1,131
Background	259	382	374	533	214	712							2,474
Background in Office	113	127	90	51	41	58							480
Initial Teacher lic	192	254	287	422	103	633							1,891
Extended initial	16	31	20	34	21	36							158
Standard License	259	419	217	171	133	145							1,344
Master Ed	180	195	190	140	96	161							962
Professional Adm	125	75	79	73	54	58							464
Coach Authorization	315	501	267	316	225	198							1,822
Substitute License	123	207	151	147	93	80							801
Substitute Auth	57	107	114	82	67	63							490
Endorsement	204	288	108	116	54	121							891
Duplicate Lic	31	29	14	18	5	11							108
Tx Evaluation	196	180	89	97	53	68							683
Late Payment	117	191	100	346	124	84							962
Out-of-state T or A	150	125	68	76	41	65							525
Out-of-country	1	0	2	8	0	1							12
BTW Driving Instr	13	10	3	5	13	28							72
Class A	266	89	119	126	78	103							781
Class B	255	306	105	142	41	29							878
Class E	37	54	25	30	10	8							164
Class G	1	3	5	2	2	0							13
Coach Auth Extend	7	14	5	8	4	4							42
Evaluator (New)	0	6	0	0	0	0							6
Initial Admn Lic	0	11	11	1	0	0							23
Extended initial Adm	0	0	0	0	0	0							0
Career & Tech	3	2	4	1	2	2							14
Paraeducator	143	114	72	42	59	110							540
Para Add Con	15	28	3	3	5	9							63
Orientation & Mobility	0	0	0	0	0	0							0
SPR	18	28	15	15	6	11							93
Teacher Intern Lic	7	6	1	2	0	0							16
Initial Prof Service	2	11	1	0	0	0							14
Professional Service	21	13	19	9	11	6							79
PSL - Class A	2	0	0	1	0	0							3
PSL - Class B	0	0	0	0	0	0							0
IPREP-Portfolio Review	1	0	0	0	0	0							1
SBO	0	2	6	4	9	12							33
Native Language Authorization	0	1	1	0	0	0							2
SAM	2	4	1	8	6	0							
IJAG Authorization	0	1	6	3	0	1							
Over Payment	5	4	4	5	3	2							23
Total # Licenses Issued	3,095	3,558	2,289	2,357	1,446	2,229	-	-	-	-	-	-	14,974
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

FY 2015 Actual Revenue for each License Issued

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Rev
Duplicate Lic - Online	\$ 576	\$ 738	\$ 360	\$ 360	\$ 288	\$ 162							\$ 2,484
Late Fees - online	\$ 1,200	\$ 1,125	\$ 550	\$ 425	\$ 200	\$ 175							\$ 3,675
Master Ed - Online	\$ 11,176	\$ 12,232	\$ 8,360	\$ 7,304	\$ 6,864	\$ 6,776							\$ 52,712
Prof Adm - Online	\$ 1,672	\$ 880	\$ 1,320	\$ 1,232	\$ 880	\$ 1,672							\$ 7,656
Prof Service License	\$ 440	\$ 704	\$ 440	\$ 176	\$ 264	\$ 704							\$ 2,728
Standard Lic - Online	\$ 23,760	\$ 22,176	\$ 13,552	\$ 12,936	\$ 13,552	\$ 13,552							\$ 99,528
Background	\$ 16,848.00	\$ 24,842.00	\$ 24,310.00	\$ 34,645.00	\$ 13,897	\$ 46,267							\$ 160,809
Background in Office	\$ 5,876.00	\$ 6,604.00	\$ 4,680.00	\$ 2,652.00	\$ 2,132	\$ 3,016							\$ 24,960
Initial Teacher lic	\$ 16,320.00	\$ 21,585.00	\$ 24,395.00	\$ 35,850.00	\$ 8,755	\$ 53,845							\$ 160,750
Extended initial	\$ 400.00	\$ 775.00	\$ 500.00	\$ 850.00	\$ 525	\$ 900							\$ 3,950
Standard License	\$ 22,015.00	\$ 35,620.00	\$ 18,440.00	\$ 14,540.00	\$ 11,305	\$ 12,325							\$ 114,245
Master Ed	\$ 15,300.00	\$ 16,575.00	\$ 16,150.00	\$ 11,900.00	\$ 8,160	\$ 13,685							\$ 81,770
Professional Adm	\$ 10,625.00	\$ 6,375.00	\$ 6,715.00	\$ 6,195.00	\$ 4,590	\$ 4,930							\$ 39,430
Coach Authorization	\$ 26,790.00	\$ 42,603.00	\$ 22,660.00	\$ 26,890.00	\$ 19,125	\$ 16,790							\$ 154,858
Substitute License	\$ 10,455.00	\$ 17,595.00	\$ 12,835.00	\$ 12,495.00	\$ 7,905	\$ 6,800							\$ 68,085
Substitute Auth	\$ 4,845.00	\$ 9,095.00	\$ 9,685.00	\$ 6,970.00	\$ 5,695	\$ 5,355							\$ 41,645
Endorsement	\$ 10,200.00	\$ 14,400.00	\$ 5,375.00	\$ 5,785.00	\$ 2,700	\$ 6,060							\$ 44,520
Duplicate Lic	\$ 465.00	\$ 435.00	\$ 210.00	\$ 270.00	\$ 75	\$ 165							\$ 1,620
Tx Evaluation	\$ 11,740.00	\$ 10,773.00	\$ 5,340.00	\$ 5,820.00	\$ 3,180	\$ 4,080							\$ 40,933
Late Payment	\$ 2,920.00	\$ 4,770.00	\$ 2,505.00	\$ 8,645.00	\$ 3,100	\$ 2,090							\$ 24,030
Out-of-state T or A	\$ 12,785.00	\$ 10,640.00	\$ 5,780.00	\$ 6,460.00	\$ 3,484	\$ 5,525							\$ 44,674
Out-of-country	\$ 85.00	\$ -	\$ 170.00	\$ 680.00	\$ -	\$ 85							\$ 1,020
BTW Driving Instr	\$ 520.00	\$ 400.00	\$ 120.00	\$ 200.00	\$ 520	\$ 1,120							\$ 2,880
Class A	\$ 22,610.00	\$ 7,565.00	\$ 10,115.00	\$ 10,710.00	\$ 6,630	\$ 8,755							\$ 66,385
Class B	\$ 21,675.00	\$ 25,985.00	\$ 8,890.00	\$ 12,070.00	\$ 3,510	\$ 2,465							\$ 74,595
Class E	\$ 5,505.00	\$ 8,110.00	\$ 3,785.00	\$ 4,480.00	\$ 1,480	\$ 1,230							\$ 24,590
Class G	\$ 85.00	\$ 255.00	\$ 425.00	\$ 170.00	\$ 170	\$ -							\$ 1,105
Coach Auth Extend	\$ 280.00	\$ 550.00	\$ 200.00	\$ 320.00	\$ 160	\$ 160							\$ 1,670
Evaluator (New)	\$ -	\$ 510.00	\$ -	\$ -	\$ -	\$ -							\$ 510
Initial Admn Lic	\$ -	\$ 935.00	\$ 935.00	\$ 85.00	\$ -	\$ -							\$ 1,955
Extended initial Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Career & Tech	\$ 255.00	\$ 170.00	\$ 340.00	\$ 85.00	\$ 170	\$ 170							\$ 1,190
Paraeducator	\$ 5,720.00	\$ 4,560.00	\$ 2,880.00	\$ 1,680.00	\$ 2,360	\$ 4,400							\$ 21,600
Para Add Con	\$ 375.00	\$ 700.00	\$ 75.00	\$ 75.00	\$ 125	\$ 225							\$ 1,575
Orientation & Mobility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
SPR	\$ 1,530.00	\$ 2,380.00	\$ 1,275.00	\$ 1,275.00	\$ 510	\$ 935							\$ 7,905
Teacher Intern Lic	\$ 875.00	\$ 750.00	\$ 125.00	\$ 250.00	\$ -	\$ -							\$ 2,000
Initial Prof Service	\$ 170.00	\$ 935.00	\$ 85.00	\$ -	\$ -	\$ -							\$ 1,190
Professional Service	\$ 1,785.00	\$ 1,105.00	\$ 1,615.00	\$ 765.00	\$ 935	\$ 510							\$ 6,715
PSL- Class A	\$ 170.00	\$ -	\$ -	\$ 85.00	\$ -	\$ -							\$ 255
PSL- Class B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
IPREP-Portfolio Review	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -							\$ 500
SBO	\$ -	\$ 170.00	\$ 510.00	\$ 335.00	\$ 765	\$ 1,020							\$ 2,800
Native Language Authorization	\$ -	\$ 85.00	\$ 85.00	\$ -	\$ -	\$ -							\$ 170
	\$ 170.00	\$ 340.00	\$ 85.00	\$ 680.00	\$ 510	\$ -							\$ 1,785
	\$ -	\$ 85.00	\$ 543.00	\$ 255.00	\$ -	\$ 85							\$ 968
Over Payment	\$ 66.00	\$ 95.00	\$ 206.00	\$ 158.00	\$ 25.00	\$ 28.00							\$ 576.00
Grand Total	\$ 268,784	\$ 316,227	\$ 216,626	\$ 236,756	\$ 134,546	\$ 226,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,399,001
Background Total	\$ 22,724	\$ 31,446	\$ 28,990	\$ 37,297	\$ 16,029	\$ 49,283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,769
BoEE Revenue	\$ 184,545	\$ 213,586	\$ 140,727	\$ 149,594	\$ 88,888	\$ 132,584	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 909,924
General Fund Total	\$ 61,515	\$ 71,195	\$ 46,909	\$ 49,865	\$ 29,629	\$ 44,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303,308
BoEE+GenFund	\$ 246,060	\$ 284,781	\$ 187,636	\$ 199,459	\$ 118,517	\$ 176,779	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,213,232
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

ADOPTION MEMO

Date: January 15, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 14 – Special Education Endorsement Requirements

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 special education endorsements. If the current proposal were adopted, a K-12 Special Education endorsement would replace the Instructional Strategist I and II endorsements currently utilized.

The proposed amendments were published as ARC 1602C on September 3, 2014. The ARRC reviewed the proposed amendments on September 9, 2014. At the time of the October 10, 2014 board meeting, the board staff received approximately 240 written comments. (Additional comments received after October 10th are attached to this memo.) At the public hearing on September 24, 2014, 52 people signed in and 15 people spoke in opposition to the proposed amendments. (Refer to the October 10, 2014, board packet for the previous written comments and transcript of the public hearing.)

The modified proposal below has taken into consideration the input from public comments from teachers, higher education, special education parents, administrators and other interested parties. The proposed rule takes no action on the K-8, 5-12 Mildly Disabled, K-8, 5-12 Instructional Strategist I, K-12 Instructional Strategist II: BD/LD or K-12 Instructional Strategist II: ID/MD endorsements. The proposed rule would add a new endorsement, K-12 Special Education, with the ability for individuals to add specializations. These specializations may only be added to a license with the new K-12 Special Education endorsement (learning disabilities was added as a specialization area based on comments submitted to the board).

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 course work to meet the following program requirements.

(1) 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.

(2) Assessment, diagnosis and evaluation. To include diagnostic, formative, summative (both general and alternate assessment), adaptive behavior skills, data usage in program decision making, and interpretation of standardized assessment.

(3) Methods for teaching general education core curriculum. To include one course each in methods for elementary math and literacy.

(4) Academic methods and strategies. To include evidence based models for providing instructional methodologies, adaptation, accommodation and/or 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). Must include methodology for remediation of literacy and math skills.

(5) Preparation in research-based assessment and intervention practices including: 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, self-determination; decision-making skills and independent functioning at school, home, and in the community.

(7) Collaborative and transition partnerships. 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. Special emphasis on transitions of students to post-secondary environments.

(8) 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.

(9) 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. These are not endorsements, nor required for specific assignment, but may be used by local school districts and nonpublic schools in specific settings. Specializations may be added to a teacher holding the K-12 Special Education (14.2(10)) endorsement and by completing an additional 15 credit hours dedicated to the specialization beyond the special education endorsement requirements.

a. Intellectual Disabilities: Fifteen credit hours of course work dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with intellectual disabilities.

b. Autism/Spectrum Disorders: Fifteen credit hours of course work dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with autism/spectrum disorders.

c. Behavior/Emotional Disorders: Fifteen credit hours of course work dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with behavior/emotional disorders.

d. Multiple disabilities: Fifteen credit hours of course work dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with multiple disabilities.

e. Physical disabilities: Fifteen credit hours of course work dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with physical disabilities.

f. Learning disabilities: Fifteen credit hours of course work dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with learning disabilities.

Cunningham, Kim [BOEE]

From: Carrie Schaben <cschaben@hcsdcyclones.com>
Sent: Wednesday, October 15, 2014 12:24 PM
To: Cunningham, Kim [BOEE]
Subject: Iowa Board of Educational Examiners

I am contacting you regarding the proposed change to the Special Education Licensure. I have been an educator for 25 years in the state of Iowa and have always felt the BOEE has been fair and put students as their first priority in decisions made regarding educators. I am greatly concerned for children with special needs with the proposed change that the BOEE is considering. Special Education teachers are in great demand in our school systems throughout the state and I realize this is potentially why the BOEE is looking at changes. I fear that this will cause many of these hard-working professionals to move to different areas of education or leave the profession leaving a greater void to fill for these children. Please consider providing initiatives that would invite educators to become Special Education teachers as opposed to penalizing them with these additional licensure requirements. At a minimum at least grandfather teachers with current Special Education licenses into the new changes.

Respectfully submitted,
Carrie Schaben

Carrie Schaben
HCMS 6th Grade Science
HCHS 9th Volleyball Coach

"You cannot build a reputation on what you are going to do." Henry Ford

Cunningham, Kim [BOEE]

From: Toshia Kasperbauer <tkasperbauer@hcsdcyclones.com>
Sent: Thursday, October 16, 2014 9:28 AM
To: Cunningham, Kim [BOEE]
Subject: Proposed SpEd Licensure changes

To the Iowa Board of Educational Examiners:

I am writing in regards to the changes being proposed to the special education licensure. The licenses in Iowa have frequently changed from needing specific licenses for specific areas such as BD, LD, and MD to having a Multicategorical license to be able to teach in all areas. The Multicategorical licensure then changed to a Strat I label. We then recently moved to needing a Strat II licensure to be able to teach a pull out class to students that may need more individualized instruction. When do we put the students best interest first? The current proposal requiring all special education teachers to become K-12 certified penalizes those of us who have fulfilled all of the previous licensure requirements when we have absolutely no interest teaching at every level. The proposal will drive veteran teachers out of special education. I will bend over backwards for the students that I serve on a year to year basis. But to take the time away from school and my family, to attend more classes to fulfill a certification that in no way improves my skills as an educator or my ability to serve students, is an unacceptable solution to the teacher shortage.

I would urge you to grandfather in the Strat I and Strat II licensed teachers under this new certification.

Sincerely,

Toshia Kasperbauer

Endorsements:

- K-6 Teacher Elementary Classroom
- K-8 Multicategorical Resource Mild
- K-8 Instructional Strategist I: Mild/Moderate
- K-12 Athletic Coach

Toshia Kasperbauer

Harlan Community Middle School
7th Grade Instructional Strategist
Student Council and 8th Grade DC Trip Coordinator
712.755.3196

Cunningham, Kim [BOEE]

From: Rebecca Bryan <rbryan@hcsdcyclones.com>
Sent: Thursday, October 16, 2014 9:44 AM
To: Cunningham, Kim [BOEE]
Subject: BOEE - changes to special education licence requirements

It has been brought to my attention that the BOEE is considering changes that would require many current special education teachers to return to school for additional certification in order to meet new requirements. The state may find that the added expense and disruption in the lives of these teachers may be too much to ask of them. Many I have spoken with have decided that if these changes are made, they will retire early, take a position in another department, or leave teaching altogether. Pushing dedicated and experienced teachers out of a field that is hard to fill to begin with seems foolish to me. This will hardly accomplish the goal of offering schools greater numbers and flexibility in meeting their special education needs. Refusing to offer current teachers exemption from this new requirement defies all common sense.

Thank you,
Sincerely,

Rebecca Bryan
Harlan Community Middle School
Social Studies Teacher - 6th Grade
(712)755-3196

Cunningham, Kim [BOEE]

From: Mary Ahrenholtz <mahrenholtz@hcsdcyclones.com>
Sent: Thursday, October 16, 2014 11:28 AM
To: Cunningham, Kim [BOEE]
Subject: special education licensure

I am writing in regard to the recent proposal for all current special education teachers and upcoming graduates of that program to get further education and become K-12 certified.

I have been in education since 1979 and went from being a 6th grade classroom teacher to a special education teacher. This has been my role since 1988.

I did go back to college for my multicategorical endorsement and completed my master's degree in 1994. This was quite a challenge to do as I had two little girls and a husband that was on the road with his job.

If you have never been a special education teacher, then you cannot relate to the stress of this job. Then add on trying to take classes at night along with taking care of children by yourself and doing the daily tasks to keep a household running.

My fear is that you will lose prospective candidates for special education teaching positions if this proposal goes through. For those currently in special education, if they have to go back to college, they will opt out of continuing their career in special education and take teaching positions in other areas.

Please "grandfather in" the current special education teachers if this proposal does go through.

If you would like to contact me, please do so at 712-755-5692 (home) or 712-579-1704 (cell) or email me.

Master Educator's License
K-6 Elementary
K-8 Reading
K-8 LD
K-8 Multi Cat
K-8 Instruct Strat 1

Thank you for your consideration in this matter.
Sincerely,

Mary Ahrenholtz
Resource Room Teacher
Cheerleading Coach

Cunningham, Kim [BOEE]

From: Julie Monson <jmonson@hcsdcyclones.com>
Sent: Monday, October 20, 2014 9:09 AM
To: Cunningham, Kim [BOEE]
Subject: special education licensure

My name is Julie Monson. I have been a general ed. educator in Iowa for the past 22 years. It has been brought to my attention that the BOEE has proposed changes to the Special Education teacher licensure that will not grandfather in the current special education teachers.

I hope that you will not support this measure as many teachers will be forced to go back to school to receive more credentials. For many, that will not be an option both financially and with family obligations. In western Iowa, it is not an easy task to go back to college, while working full-time, and raising a family, as there are no universities in close proximity. For example, my co-teacher, Amy Kaster, would need to get another endorsement for a job that she has been doing for the past 15 years. She has a family, a full-time teaching job, and lives in rural Harlan. Going back to school at this time in her life is not feasible, particularly with one of her own children getting ready to go off to college.

I fear that Iowa will lose special education teachers if this licensure change goes through. Many teachers, who do not have ties to their current school community, will leave the state or the profession. We need to keep our great Iowa teachers! Another issue to consider is that at the college level. Will Iowa colleges be ready for an influx of teachers to return, and will they be able to have programs ready for this new licensure change?

Please do not support this change. Thank you for your time.

Sincerely,

Julie Monson

Middle School Reading Specialist

Harlan Middle School

Harlan, IA 51537

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 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. Under the proposed amendments, the K-12 special education endorsement would replace the current instructional strategist I and II endorsements. The 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.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, September 26, 2014. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the address 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, September 24, 2014, at 1 p.m. in the State Board Room, Second 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(1)“a.”

The following amendments are proposed.

ITEM 1. Amend subrules 14.2(2) to 14.2(7) as follows:

14.2(2) *Instructional strategist I: mild and moderate.* This endorsement will sunset July 1, 2019.

a. to d. No change.

14.2(3) *Instructional strategist II: behavior disorders/learning disabilities.* This endorsement will sunset July 1, 2019. This endorsement authorizes instruction in programs serving students with behavior disorders and learning disabilities from age 5 to age 21 (and to a maximum allowable age in accordance with Iowa Code section 256B.8). The applicant must present evidence of having completed the following program requirements.

a. to h. No change.

14.2(4) *Instructional strategist II: intellectual disabilities.* This endorsement will sunset July 1, 2019. This endorsement authorizes instruction in programs serving students with intellectual disabilities

from age 5 to age 21 (and to a maximum allowable age in accordance with Iowa Code section 256B.8). The applicant must present evidence of having completed the following program requirements.

a. to h. No change.

14.2(5) *Instructional strategist II: physical disabilities.* This endorsement will sunset July 1, 2019. This endorsement authorizes instruction in programs serving students with physical disabilities from age 5 to age 21 (and to a maximum allowable age in accordance with Iowa Code section 256B.8). The applicant must present evidence of having completed the following program requirements.

a. to h. No change.

14.2(6) *K-8 mildly disabled endorsement.* This endorsement will sunset July 1, 2019. This endorsement authorizes instruction to mildly disabled children who require special education program adaptations while assigned to a regular classroom for basic instructional purposes, or mildly disabled students placed in a special education class classroom who receive part of their instruction in a regular classroom, or mildly disabled students requiring specially designed instruction while assigned to a regular classroom for basic instructional purposes. To fulfill the requirements for this endorsement, the applicant must:

a. Hold a regular education instruction endorsement at the elementary level. For the elementary level, this is the general elementary classroom endorsement.

b. Hold one of the following endorsements at the elementary level: learning disabilities, mild to moderate intellectual disabilities, behavioral disorders, multicategorical resource room or multicategorical-special class with integration.

14.2(7) *5-12 mildly disabled endorsement.* This endorsement will sunset July 1, 2019. This endorsement authorizes instruction to mildly disabled children who require special education program adaptations while assigned to a regular classroom for basic instructional purposes, or mildly disabled students placed in a special education class who receive part of their instruction in a regular classroom, or mildly disabled students requiring specially designed instruction while assigned to a regular classroom for basic instructional purposes. To fulfill the requirements for this endorsement, the applicant must:

a. Hold a regular education instruction endorsement at the secondary level (grades 5-12).

b. Hold one of the following endorsements at the secondary level: learning disabilities, mild to moderate intellectual disabilities, behavioral disorders, multicategorical resource room or multicategorical-special class with integration.

NOTE: These endorsements are designed for programs serving primarily mildly disabled students; the sensory impaired are not included as "mildly disabled."

ITEM 2. 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.

ADOPTION MEMO

Date: January 15, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 13.17(4) Military Exchange License

The proposed amendments were published as ARC 1723C on November 12, 2014. The public hearing took place on December 3, 2014. No one attended the public hearing and no written comments were received. The ARRC reviewed the proposed amendments at its meeting on December 12, 2014, and did not express any concerns at that time.

On May 26, 2014, Governor Branstad signed into law the Home Base Iowa Act, which is a plan to match veterans to careers in Iowa. The BoEE has already adopted licensure rules to streamline exchange licensing for recent veterans. The attached proposed changes will bring the existing rules into alignment with the Home Base Iowa Act. The Act calls for licensing provisions that are not limited to recent veterans.

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" and 2014 Iowa Acts, chapter 1116, division VI, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, "Issuance of Teacher Licenses and Endorsements," Iowa Administrative Code.

In 2013, the Board of Educational Examiners created a military exchange license to streamline the process of obtaining Iowa licensure for military personnel. These amendments are proposed to align the existing military exchange license rule with the requirements of the Home Base Iowa Act, passed by the Iowa Legislature in 2014 Iowa Acts, chapter 1116, division VI. Specifically, the Home Base Iowa Act's definitions of "military service" and "veteran" are incorporated into subrule 13.17(4); a provision is added to allow an applicant to apply for credit for verified military education, training, or service applicable to any experience or educational requirement for licensure; and the implementation sentence for Chapter 13 is updated.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, December 5, 2014. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the address 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, December 3, 2014, 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.

This amendment is subject to waiver pursuant to 282—Chapter 6.

After analysis and review of this rule making, it is anticipated that the proposed amendment would have a positive impact on jobs by facilitating the licensure of veterans for employment in Iowa schools.

This amendment is intended to implement 2014 Iowa Acts, chapter 1116, division VI.

The following amendment is proposed.

ITEM 1. Amend subrule 13.17(4) as follows:

13.17(4) Military exchange license.

a. Definitions.

"Military service" means honorably serving on federal active duty, state active duty, or national guard duty, as defined in Iowa Code section 29A.1; in the military services of other states, as provided in 10 U.S.C. Section 101(c); or in the organized reserves of the United States, as provided in 10 U.S.C. Section 10101.

"Veteran" means an individual who meets the definition of "veteran" in Iowa Code section 35.1(2).

b. Spouses of active duty military service members applying under 13.3(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) Veterans or their spouses applying under 13.3(2).* A five-year teaching license or a one-year exchange license may be issued to an applicant who meets the requirements of 13.17(4) "a 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.

~~e. d.~~ *Spouses of active duty military, recent service 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 b"(3) or 13.17(4) "b c."

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 educational 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 requirement for licensure.

~~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), paragraph "2."

ITEM 2. Amend 282—Chapter 13, implementation sentence, as follows:

These rules are intended to implement Iowa Code chapter 272 and 2014 Iowa Acts, chapter 1116, division VI.

NOTICE MEMO

Date: January 15, 2015

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.

DISCUSSION MEMO

Date: January 15, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Licensure Renewal Options

The BoEE staff will lead a discussion with the board about possible licensure renewal rule change options. The board will receive updates on current BoEE discussion regarding competency based renewals, CEUs, and various renewal options and practices available in other states.

DISCUSSION MEMO

Date: January 15, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Career and Technical changes for clarification

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

DISCUSSION MEMO

Date: January 15, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 12

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.

DISCUSSION MEMO

Date: January 15, 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 following changes remove significant redundant language from Ch. 13 when otherwise referenced in Department of Education chapters or within our own chapters elsewhere.

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.~~

~~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~~

c. 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 **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** 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. *Definitions.*

1. **Military Service.** “Military Service” means honorably serving on federal active duty, state active duty, or national guard duty, as defined in Iowa Code section 29A.1, in the military services of other states, as provided in 10 U.S.C. section 101(c), or the organized reserves of the United States, as provided in 10 U.S.C. section 10101.

2. **Veteran.** A “veteran” is an individual who meets the definition of “veteran” in Iowa Code section 35.1(2).

~~a.~~ **b.** *Spouses of active duty military service* applying under 13.3 **5** (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 ~~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) "~~ab~~" (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~~, ~~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) "~~ab~~" (3) or 13.17(4) "~~bc~~."

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.* Education 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(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(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. *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).

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. 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:

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.

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 submits 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~~

- ~~e. 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 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 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)(2) 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—18.12 (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 13.40(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

DISCUSSION MEMO

Date: January 15, 2015

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 23.1

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.

Date: January 15, 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: Lisa deMeyer

License: Folder # 1017009

Ms. deMeyer holds a Regional Exchange License with endorsements in 5-12 English/Language Arts and 5-12 Journalism. She also holds an Administrative Decision License in K-12 ESL. It will expire on 6/30/15.

Reason for Waiver: Ms. deMeyer asks the board to waive the 18 hours of coursework required for an ESL endorsement, based on past experience and the fact that she has passed an assessment in the subject area.

Rule Citation:

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

(1) Knowledge of pedagogy to include the following:

1. Methods and curriculum to include the following:

- Bilingual and ESL methods.
- Literacy in native and second language.
- Methods for subject matter content.
- Adaptation and modification of curriculum.

2. Assessment to include language proficiency and academic content.

(2) Knowledge of linguistics to include the following:

1. Psycholinguistics and sociolinguistics.

2. Language acquisition and proficiency to include the following:

- Knowledge of first and second language proficiency.
- Knowledge of first and second language acquisition.
- Language to include structure and grammar of English.

(3) Knowledge of cultural and linguistic diversity to include the following:

1. History.

2. Theory, models, and research.

3. Policy and legislation.

(4) Current issues with transient populations.

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.

Rationale: The request is based on 282—13.28(20)(d), highlighted above.

Staff recommendation: Deny the waiver

Rationale: The highlighted language in 282—13.28(20)(d) was intended to apply to individuals who were teaching ESL in Iowa prior to October 1, 1988. The board stopped granting these waivers on July 1, 2012.

Hardship: Time and expense required to complete necessary coursework has generally not been considered an undue hardship. The board has, in unique and limited circumstances, waived a small portion of licensure coursework requirements based on redundancy due to past experiences. However, the request at hand is to waive approximately 18 hours of required coursework and not simply one class, field experience, or practicum.

Prejudice to Others: The previous waivers cited in the petition were much more limited in scope than the present request to waive almost the entirety of the coursework requirement for the endorsement. (According to the consultant who evaluated Ms. deMeyer's materials, she currently has 3 hours that could count toward this endorsement, and the requirement is 18 hours.) Granting the petition for waiver could cause prejudice to the rights of others who are required to complete coursework to obtain the corresponding endorsements. The board does not grant licensure or endorsements based on assessments passed by the applicant. Granting this petition could prejudice the rights of others who have similarly passed assessments in other states in particular subject areas, but are still required to complete the required coursework under the Iowa rules. Additionally, the board denied a similar waiver request, 13-11. That petitioner had taught ESL for seven years and passed required ESL assessments in Texas, but did not have the required coursework.

Safety and welfare of others: The board must decide whether the training and qualifications submitted by Ms. deMeyer would afford substantially equal protection of public safety, health, and welfare, when compared with the required 18 hours of coursework.

Date: January 15, 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: Kevin Autry

License: Folder # 1019574

Autry applied for a substitute authorization. The application was denied on approximately December 10, 2014.

Reason for Waiver: The rule for the substitute authorization requires a baccalaureate degree from a regionally accredited institution. Autry received a bachelor's degree in theological studies from The King's University, which is not regionally accredited. He also holds a master's degree in education from Lipscomb University.

Rule Citation:

282—22.2 (272) Substitute authorization.

...

(2) Degree or certificate. Applicants must have achieved at least one of the following:

1. **Hold a baccalaureate degree from a regionally accredited institution.**

Rationale: Autry holds a master's degree in education and has three years of teaching experience. He taught for a year in Nashville, TN, and for two years in South Korea, at both the elementary and middle school levels. He would like to work as a substitute while working to obtain his Iowa teaching license.

Staff recommendation: Grant the waiver

Rationale: The Board has previously granted several requests for waiver of the substitute authorization rule to individuals who have a bachelor's degree from a college that is accredited by a religious accrediting agency. Autry's undergraduate institution is accredited by the Association for Biblical Higher Education. He also holds a master's degree in education.

Hardship: If he is unable to receive the substitute authorization, Autry will be unable to take advantage of employment opportunities as a substitute while working to obtain full teacher licensure in Iowa.

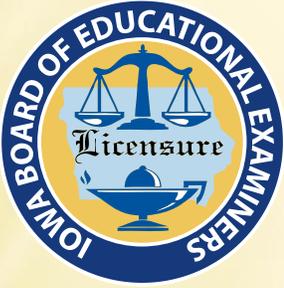
Prejudice to Others: The Board has granted waivers in similar cases, including:

- 10-28: waiver for substitute authorization granted; petitioner attended Nebraska Christian College, accredited by Association of Biblical Higher Education.
- 11-01: waiver for substitute authorization granted; petitioner attended Zion Bible College, accredited by Association of Biblical Higher Education.

- 11-26: waiver for substitute authorization granted; petitioner attended Columbia Southern University, an accredited member of the Distance Education and Training Council.
- 12-03: waiver for substitute authorization granted; petitioner attended Barclay College, accredited by Association of Biblical Higher Education.
- 13-12: waiver for substitute authorization granted, petitioner attended Calvary Bible College, accredited by Association of Biblical Higher Education.

Safety and welfare of others: The substitute authorization provides limited authority in that the holder can only serve in short-term assignments. The Board must decide whether Autry's educational background would be as effective as a bachelor's degree from a regionally accredited institution in ensuring the public safety, health, and welfare.

Annual Administrative Rules Review



December 29, 2014

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Iowa Board of Educational Examiners
Grimes State Office Building
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Des Moines, IA 50319-0146

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INTRODUCTION

In 1989, the Iowa Board of Educational Examiners became an autonomous body. The Iowa Board of Educational Examiners is charged with the overall responsibility of regulating the licensure standards for teachers, administrators, paraeducators, coaches, and other education professionals. The Board consists of twelve members appointed by the Governor, and confirmed by the Iowa Senate, to four-year terms. Five members are licensed teachers, four are licensed administrators, two are public members, and one is the director from the Iowa Department of Education or her/his designee.

The Board sets standards for the issuance of licenses, certificates, and authorizations to practitioners, sets standards for license renewal, investigates ethics complaints that meet jurisdictional requirements that are filed with the Board, and monitors compliance of licensees with orders issued by the Board. In the last fifteen (15) years, the fewest number of licenses issued was 19,856 and the highest number was 29,262. The Board also maintains a Code of Professional Conduct and Ethics. The Board considers approximately 140 educator discipline cases each year.

To carry out its mission, the Board adopts rules and establishes standards for practitioners pursuant to its authority under Iowa Code chapter 272. The Board makes recommendations for rules regarding the practice, discipline, education, and licensure of educational practitioners. The licensure rules are in chapters 13-24 and 27 of the Iowa Administrative Code Section 282. The Code of Professional Conduct and Ethics and the Code of Rights and Responsibilities are in chapters 25 and 26. The following report is compiled pursuant to Iowa Code section 272.29.

Criteria for Review

All rules subject to regulatory review have been evaluated according to the following criteria.

A. NEED

- (1) What is the objective of the rule for the Board and the public?
- (2) Is the rule effective in meeting its objective?
- (3) Is the rule broader than necessary to accomplish its objective?
- (4) Is the rule necessary to protect the public health, safety, or welfare?
- (5) Is the rule outdated?
- (6) Is the rule duplicative?
- (7) Have laws or other circumstances changed to the extent the rule should be amended or repealed?
- (8) Have complaints about the rule been received?
- (9) Does the rule create barriers for some applicants?

B. CLARITY

- (1) Is the rule clear and concise?
- (2) Do the Board, licensees, and the public readily understand the rule?
- (3) Does the rule conflict with the authority or rules of another agency?

C. INTENT AND STATUTORY AUTHORITY

- (1) What is the statutory authority for the rule?
- (2) Is the rule necessary to comply with the statute that authorizes it?
- (3) Is the rule consistent with the legislative intent of the statute?
- (4) Is there a need to develop additional legislative authorization in order to protect the public health, safety, and welfare?

D. COST

- (1) Are there quantifiable costs and benefits to the rule?
- (2) Are there qualitative costs and benefits to the rule?
- (3) Does the benefit of the rule exceed the costs of the rule?
- (4) Is there a less burdensome way to achieve the positive result of the rule?

E. FAIRNESS

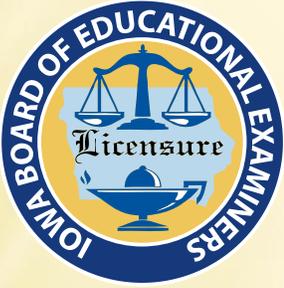
- (1) Is the rule applied consistently and predictably?
- (2) Is the rule fair in its application?
- (3) Are additional protections needed?
- (4) Should the rule be modified to eliminate or minimize any disproportionate impacts on the regulated community?
- (5) Should it be possible to waive compliance with the rule under certain circumstances?

IOWA ADMINISTRATIVE CODE 282—RULE AMENDMENTS IN 2014

Chapter/ Rule	Subject	Effective Date	Amendment
25.3(1)(e)	Student Abuse	5/2/14	Amends the student abuse rule to prohibit romantic or otherwise inappropriate relationships between licensees and former students for 90 days if the involved licensee taught or directly supervised the former student while the former student was enrolled in school.
22.6	iJAG Authorization	3/26/14	Creates an authorization for individuals teaching within the Iowa Jobs for America’s Graduates program.
13.17(3)	International Exchange License	3/26/14	Expands the international exchange license to individuals participating in exchange programs through the U.S. Department of Education and U.S. Department of State (the previous version of the rule included Iowa Department of Education exchange programs only).
13.16	Substitute Teacher Assessments	3/26/14	Requires graduates of out-of-state teacher preparation programs to pass the required Iowa teacher preparation assessments in order to obtain to substitute licensure, to create equity with Iowa program graduates.
24.3 and 24.4	Paraeducator Certification	3/26/14	Updates requirements for a paraeducator certificate, based on review and input from the field.
18.4	General Requirements for Administrative Licensure	3/26/14	Removes the requirement that a candidate for an administrative license must be assuming an administrative position in order to be issued the license.
13.28(9)	Family and Consumer Sciences Endorsement	3/26/14	Updates language related to the family and consumer sciences teaching endorsement to reflect 21 st century skills and capacities.
13.28(26) and (27); 27.3	Elementary and Secondary Counselor	3/26/14	Eliminates redundant language in the board’s rules and updates language to reflect current vocabulary in the area of school counseling.
13.9(3)	Teacher Intern Requirements	4/23/14	Amends issuance requirements for a teacher intern license to mirror Iowa Department of Education rules governing admission into a teacher intern program.
11.4	Complaint—Who May Initiate	6/18/14	Clarifies confusing language regarding persons and entities who may file an ethics complaint with the board.
13.17(1) and 13.3(6)	Out-of-state Applicant Licensure Requirements	6/18/14	Amends rules as needed to align with a prior change allowing out-of-state applicants to provide an expired license from the state in which they completed their teacher preparation program.
11.6	Ruling on Initial Inquiry—Probable Cause	8/27/14	Sets forth factors the board may consider in deciding whether to set an ethics complaint for hearing.

22.6	School Administration Managers	8/27/14	Adds an experience requirement to convert the initial school administration manager authorization to a standard school administration manager authorization.
22.3(6)	School Business Officials	12/17/14	Makes the school business official authorization valid for two years from the date of issuance rather than two years from the date of employment.
22.2	Substitute Authorization	12/17/14	Expands the authority of the board's substitute authorization to allow substitute teaching for limited periods of time in an elementary school (the earlier rule language allowed use of the substitute authorization in a secondary classroom only).
22.6	Native Language Teaching Authorization	12/17/14	Creates a native language teaching authorization so that individuals who currently hold a preliminary native language teaching authorization may convert once they have completed required coursework and successful teaching.
22.10	Activities Administration Authorization	12/17/14	Creates an authorization for individuals who hold a bachelor's degree in athletic administration or a related field to serve as an activities director.

FY 14 Fees Report



December 22, 2014

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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.

Adopted: June 2001

Reviewed: June 20, 2014

Revised: August 13, 2010

PRINCIPLES FOR THE BOARD OF EDUCATIONAL EXAMINERS BUDGETING PROCESS

Identify a vision and knowledge of the service needs:

1. Identify the vision of what the BoEE should be.
2. Identify the service and the capital needs of the BoEE.

Policies, Goals, Priorities, and Resource Utilizations plans:

3. Identify fiscal and economic policies and goals to meet the vision and needs of the BoEE.
4. Identify the service and capital policies and goals to meet the vision and needs of the BoEE.
5. Identify strategies for managing the BoEE's fiscal process.

Prepare and adopt a fiscal budget that integrates vision, policy, and goals with strategies that are consistent with the current fee structure.

6. Develop and implement a process that prepares a revenue and expenditure plan that is based on the vision, policy and goals of the Board.
7. Establish a yearly plan and multiple year plan for forecasting anticipated revenues.

Monitor and control the utilization of resources in meeting the Board's goals.

8. Monitor and control the utilization of resources (expenditures) monthly and make budget adjustments quarterly.
9. When possible identify external factors that may impact the utilization of resources.
10. Make adjustments to the goals if budget adjustments cannot meet the anticipated revenues.

ASSUMPTIONS

The Board of Educational Examiners' budget was built on the following assumptions since the Board does not receive an appropriation from the Legislature:

- 1. The budget was built on the assumption that approximately \$594,080 would be deposited to the General Fund.**
2. The budget was built on the assumption that 27,281 applications would be processed during FY 2014.
3. 2004 and 2005 legislation changed the revenue stream for the Board. Since that legislation, the Board has taken a conservative position in estimating revenues since prior to 2004 expenditures exceeded revenues.
4. The budget would also include the assessment of \$46,000 in late fees.
5. The Board would **not** have to increase licensing fees to educators for at least 4 to 7 years from FY 2006.
6. Since the Board **does not receive an appropriation**, the Board needs a cash carryover to pay its bills at the start of a new fiscal year and end of the current fiscal year.
7. Since the Board is fee based, the Board needs \$250,000 to end one fiscal year and needs \$250,000 to start the next fiscal year.
8. Since the Board **does not receive an appropriation**, a carryover (cash balance) of at least \$500,000 is needed to ensure that the operations of the Board are not jeopardized should a catastrophic reduction in license applications occur.
9. By having a carryover balance of at least \$500,000, the Board has ample time to anticipate the best course of action when faced with unexpected changes in the licensure budgeting process.
10. Technology has increased the effective and efficient use of resources; however, continued development of the online application / processing system needs continued funding. The new online licensing system will result in an increased cost of approximately \$94,000 to operate annually.

FINDINGS

1. The General Fund received a deposit of \$589,546 from the Board of Educational Examiners in FY 2014. (Exhibit 6)
2. Enhancements in the technology infrastructure have allowed the application processing time to be significantly reduced.
 - a. New graduates from Iowa teacher preparation institutions will receive their license within one week of being recommended by the teacher preparation institution if there is no “hit” at the DCI or FBI for the criminal background check or the following registries: child abuse registry, dependent adult abuse registry, or the sex offender registry.
 - b. An online renewal application is completed and the license is received by the teacher or administrator within one week of submission, if there is no “hit” on the Iowa Courts Online system, child abuse registry, dependent adult abuse registry, or the sex offender registry and if no audit is required.
 - c. The above activities account for approximately 25% of the Board’s processing activity.
 - d. The BoEE is working with Frontline Technologies to create a new licensing system that will eliminate paper applications and a launch of the new system is expected within the next two months.
3. During FY 2014, the Board processed 1,812 applications above the budget projection. This is the third year in a row that the numbers of applications processed have exceeded the projected budget number. The additional 1,812 licenses generated approximately \$62,500 over the anticipated revenue.
4. Late Fees were \$1,730 above the projection.
5. During the FY 2006 legislative session, legislation was passed requiring the Board to check the sex offender registry, child abuse registry, and the dependent adult abuse registry when renewing a license. The cost for accessing those files with the DCI was absorbed by the Board.
6. 4,108 renewals were completed online and 297 duplicate licenses were issued online.
7. The addition of the live scan fingerprint equipment has reduced the turnaround time from 4 to 16 weeks to less than one week.
8. The Board has taken the appropriate action to back up all documents under its jurisdiction.
9. Exhibit 8 is the budget for FY 2014 and FY 2015.

RECOMMENDATIONS

1. Maintaining an adequate carryover is essential to the financial stability of the agency. Without an adequate carryover, the Board would not be able to pay its bills at the beginning of the new fiscal year; and, if the projected revenue falls below expectations, the Board would not be able to carry out its responsibilities at the end of the fiscal year.
2. The Board needs continued flexibility in meeting national trends in alternative and non-traditional preparation programs. An example of this flexibility is the Board has initiated a portfolio assessment process that required employing two additional staff to meet this need. Without the additional staff and the assessment process, the Board would not have been able to provide the services necessary to meet the increased demand from non-traditional applicants and therefore out-of-state applicants would not have been able to use the non-traditional preparation or experience in seeking an Iowa license.
3. FY 2015 will be the eleventh year the Board of Educational Examiners has not received an appropriation; therefore, any short-term changes may adversely impact the ability of the agency to perform its essential function. The agency has seen the number of applications processed in a year as low as 23,142 and as high as 29,262. This would represent a variance of approximately 6,120 licenses issued in a fiscal year which would represent a change in revenue of approximately \$379,530. Concern exists that the number of licenses issued by the BoEE will decrease based on market factors outside the control of the BoEE.
4. Continue updating current technology to be more responsive to customer needs and strengthen the system as a communication tool in processing licenses. The annual cost for the new comprehensive licensing system is currently \$94,000.
5. An added benefit from the revenue of the additional licenses processed during FY 2014 permits the Board to continue with the same licensing fees.
6. The Board will need to begin considering increasing license fees or background check fees to offset increasing annual expenses in order to avoid a reduction in services.
7. Develop an orientation and a class for teachers and administrators that will address ethics and licensure issues.
8. Convene a statewide symposium on practitioner licensure.
9. The Board's current financial status will permit the Board to take on additional responsibilities; such as, but not limited to, the development of other courses to be used as a remediation tool in administering professional practice decisions.

EXHIBIT 1: HISTORY – NUMBER OF LICENSES ISSUED BY TYPE

History - Number of Licenses Issued by Type

Lic. code	Type of License	FY14	FY13	FY12	FY11	FY10	FY09	FY08	FY07	FY06	FY05	FY04	FY03	FY02	FY01	FY00	FY99	FY98
20-21	Duplicate License	475	546	579	563	592	626	575	632	377	545	612	552	NA	NA	NA	NA	NA
25,26,45	Master Educator Administrator	3382	3655	2,984	2,910	2,847	3,285	2,203	2,708	1,886	1,912	2,680	1,959	1,775	1,437	1,281	1,431	1,239
77	Professional Service Standard	1289	834	806	802	955	1,266	728	396	NA	NA	NA	1,280	708	597	559	585	585
15,16	Background Checks	5,007	5,723	5,881	6,081	6,504	6,959	7,871	7,238	5,539	6,717	7,157	7,857	6,656	6,624	6,738	7,835	7,460
10,11	Initial	3,441	3,831	3,806	3,774	3,514	3,965	3,841	3,918	4,014	4,508	4,173	4,135	4,059	4,858	5,831	4,353	4,124
12	Extended/Initial Teacher Lic	282	252	231	220	198	221	NA										
90	Coaching Authorization	3,076	3,142	3,315	3,151	2,840	2,715	2,480	2,670	2,332	2,348	2,186	2,218	2,274	1,918	2,185	1,847	1,920
40	Substitute	1,497	1,344	1,450	1,414	1,400	1,506	1,361	1,253	1,048	1,310	1,540	1,126	1,299	1,345	1,513	1,767	2,318
94	Substitute Authorization	746	868	751	748	936	601	881	1,665	751	722	844	377	0	0	0	0	0
	Endorsements	1,731	1,838	1,915	2,121	2,228	1,820	2,060	1,734	1,669	1,916	3,440	1,628	NA	NA	NA	NA	NA
	Evaluation Fee	1,454	1,512	1,553	1,434	1,107	1,090	954	975	1,034	-	0	107	NA	NA	NA	NA	NA
13,31,38,48	Exchange License T or A	1,149	1,058	958	976	885	911	857	934	935	109	115	107	221	319	295	344	390
14	Out-of-Country	13	11	24	29	26	26	NA										
92	BTW Authorization	164	144	143	142	134	130	114	92	87	93	93	92	76	36	1	0	0
29,30,46	Class A License	2,129	1,341	528	532	592	1,800	1,176	1,955	322	598	678	723	680	840	576	681	579
35	Class B License	1,101	1,139	1,067	1,172	955	983	1,054	650	718	673	743	717	963	967	629	703	620
36,37	Class E License	288	306	392	383	337	275	252	239	267	238	273	207	193	200	266	271	236
33	Class G License	17	15	23	19	19	13	12	12	NA								
91	Coaching Authorization Ext	82	117	149	156	173	185	155	169	183	260	289	266	195	226	98	4	0
41,42,43,44	Evaluator	18	26	19	14	27	40	195	219	244	973	918	1,345	250	575	140	110	133
24	Initial Adm Lic	36	106	131	63	104	72	NA										
50,55	Extended Initial Adm Lic	0	0	-	1	2	13	NA										
50,55	Career & Tech	27	22	17	19	10	21	16	5	31	NA							
93	Paraprofessor	914	717	691	744	886	894	599	601	638	808	1,195	558	206	43	1	0	0
78,79	Para adding areas con	87	96	172	152	226	174	100	171	72	NA							
80-89	Orientation & Mobility	1	0	4	-	2	6	NA										
34	SPR	191	386	285	196	152	98	193	285	47	36	30	41	58	65	100	74	117
34	Teacher Intern	15	16	20	13	14	17	15	9	10	-	NA						
76	Initial Prof Service	46	42	46	39	15	NA											
	PSL - Class A	14	10	6	5	1	NA											
	PSL - Class B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	IPREP - Portfolio Review	2	3	1	4	3	NA											
95,96,97	SBO	26	18	NA														
52,56	Native Language Authorization	3	0	NA														
60,65,70,75	Post-Secondary	NA	NA	NA	NA	NA	NA	0	15	-	5	34	95	134	182	208	276	146
45	AEA Administrator	NA	NA	NA	NA	NA	NA	0	NA	NA	NA	8	5	9	8	2	7	4
39	AEA Administrator	NA	NA	NA	NA	NA	NA	0	NA	NA	NA	8	5	9	8	2	7	4
51,61,61,71	Class C License	NA	NA	NA	NA	233	538	544	449	455	47	32	59	99	163	287	138	115
	Class D License	NA	NA	NA	NA	1	6	6	14	4	1	0	0	1	1	1	0	0
	TOTAL	28812	29262	28060	27968	27871	26630	27344	26748	23143	24414	27638	25434	19856	20409	20721	20446	19986

*Total Does Not Include Background Checks

EXHIBIT 2: FY 14 – ACTUAL NUMBER OF LICENSES ISSUED PER MONTH BY TYPE

FY 2014 Actual Number of Licenses Issued per Month by Licensure Type													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Duplicate Lic - Online	23	48	18	21	17	18	18	19	27	35	30	23	297
Late Fees - online	40	39	12	13	5	7	13	7	9	8	6	19	178
Master Ed - Online	162	155	81	87	90	71	155	75	94	94	91	133	1,288
Prof Adm - Online	19	15	13	19	10	15	21	15	12	14	13	18	184
Prof Service License	0	10	5	7	4	5	10	0	3	4	4	8	64
Standard Lic - Online	312	325	169	181	165	146	267	168	202	188	206	243	2,572
Background	321	408	396	431	211	602	188	515	409	255	626	363	4,725
Background in Office	132	138	44	57	43	50	70	46	57	61	53	78	829
Initial Teacher lic	149	238	305	359	127	609	160	8	8	8	8	8	8
Extended Initial	18	22	12	22	15	26	33	32	29	26	18	29	282
Standard License	282	410	177	195	127	124	192	156	174	138	179	281	2,435
Master Ed	223	293	169	166	144	132	165	151	145	151	142	213	2,094
Professional Adm	117	79	102	86	63	65	90	73	62	64	91	133	1,025
Coach Authorization	280	442	216	246	265	139	212	209	338	246	226	257	3,076
Substitute License	168	236	131	149	99	91	124	102	107	105	89	96	1,497
Substitute Auth	61	91	69	90	58	88	75	60	47	26	27	54	746
Endorsement	169	322	115	99	51	87	143	124	94	100	189	238	1,731
Duplicate Lic	24	36	17	16	7	10	8	14	6	17	10	13	178
Tx Evaluation	194	221	80	74	48	60	73	102	123	135	122	222	1,454
Late Payment	108	210	139	336	129	98	72	86	83	102	77	77	1,517
Out-of-state T or A	149	171	81	64	39	61	90	76	78	95	92	153	1,149
Out-of-country	1	1	9	0	0	1	1	0	0	0	0	0	13
BTW Driving Instr	11	6	5	4	20	21	12	17	18	21	12	17	164
Class A	140	105	100	103	93	112	130	85	136	228	294	603	2,129
Class B	199	323	90	132	34	25	21	18	26	32	70	131	1,101
Class E	38	48	23	18	11	11	13	9	16	12	29	60	288
Class G	4	2	0	1	1	2	1	1	1	1	0	3	17
Coach Auth Extend	11	18	6	7	8	2	4	6	5	4	7	4	82
Evaluator (New)	4	4	0	2	0	0	1	1	4	1	1	0	18
Initial Admn Lic	3	20	6	1	1	1	0	2	0	0	1	1	36
Extended Initial Adm	0	0	0	0	0	0	0	0	0	0	0	0	0
Career & Tech	3	5	6	0	1	0	2	2	0	1	3	4	27
Paraeducator	117	138	69	45	45	19	50	29	72	74	109	147	914
Para Add Con	19	7	9	3	7	2	1	0	1	1	8	29	87
Orientation & Mobility	1	0	0	0	0	0	0	0	0	0	0	0	1
SPR	29	32	21	25	11	9	6	9	4	12	14	19	191
Teacher Intern Lic	5	3	0	2	0	0	0	0	1	1	2	1	15
Initial Prof Service	15	9	4	0	0	0	5	2	1	1	3	6	46
Professional Service	13	10	10	6	7	11	7	9	8	8	16	20	125
PSL - Class A	3	6	0	0	0	0	1	0	0	0	0	4	14
PSL - Class B	0	0	0	0	0	0	0	0	0	0	0	0	0
IPREP-Portfolio Review	0	0	0	0	1	0	0	1	0	0	0	0	2
SBO	2	1	1	2	2	2	0	1	4	6	3	2	26
Native Language Authorization	0	0	1	0	0	0	0	0	0	1	0	1	3
Over Payment	10	4	3	9	7	0	1	2	1	3	2	3	45
Total # Licenses Issued	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

EXHIBIT 3: TOTAL LICENSES ISSUED BY MONTH

Total Number of Licenses Issued by Month												Total number of Licenses Issued	
	July	August	September	October	November	December	January	February	March	April	May	June	
FY 2015 Projected	2,436	2,959	2,304	2,208	1,683	1,663	1,857	2,059	2,290	1,902	2,228	2,854	27,128
Running Total	2,436	5,395	7,699	9,906	11,589	13,252	15,109	17,168	19,458	21,360	23,588	26,442	
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
Running Total	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	2,231	2,068	2,246	2,188	2,956	3,219	29,262
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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
Running Total	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	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
Running Total	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	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
Running Total	4,142	7,009	9,302	11,466	12,909	14,450	16,275	17,875	20,781	22,863	25,004	27,838	

EXHIBIT 4: FY 14- BALANCE SHEET / CASH FLOW CHART

FY 14 Balance Sheet / Cashflow Chart													
	July	August	Sept.	October	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Resources:													
Balance Forward from FY 12	\$ 100,000	\$ 1,056,232					0						\$ 1,156,232
Carry FWD FY 13													
## Fees, Lic. & Permits	\$ 183,381	\$ 235,752	\$ 134,188	\$ 149,381	\$ 98,513	\$ 123,617	\$ 128,523	\$ 125,476	\$ 127,790	\$ 119,785	\$ 163,572	\$ 206,615	\$ 1,766,772
## Other	\$ 30,050	\$ 35,009	\$ 28,947	\$ 32,344	\$ 16,952	\$ 42,393	\$ 16,763	\$ 36,491	\$ 30,251	\$ 21,120	\$ 44,200	\$ 30,030	\$ 364,476
BoEE Total Resources:	\$ 213,637	\$ 270,761	\$ 163,035	\$ 181,705	\$ 115,465	\$ 166,010	\$ 145,306	\$ 161,967	\$ 158,041	\$ 140,905	\$ 197,772	\$ 236,645	\$ 2,151,248
## GenFund	\$ 60,612	\$ 77,714	\$ 44,376	\$ 49,123	\$ 32,651	\$ 40,984	\$ 42,013	\$ 41,503	\$ 42,228	\$ 39,267	\$ 50,847	\$ 66,351	\$ 599,546
Expenditures:													
## Personal Services	\$ 68,492	\$ 109,739	\$ 126,868	\$ 177,244	\$ 99,304	\$ 118,384	\$ 115,696	\$ 116,386	\$ 117,188	\$ 181,364	\$ 101,469	\$ 165,859	\$ 1,495,984
## In-State Travel	\$ 54	\$ 13	\$ 1,528	\$ 2,142	\$ 3,469	\$ 345	\$ 1,215	\$ 2,496	\$ 2,146	\$ 2,453	\$ 1,064	\$ 4,271	\$ 21,197
## Assigned Vehicle	\$ -	\$ 286	\$ 523	\$ 1,023	\$ 555	\$ 473	\$ 375	\$ 245	\$ 355	\$ 526	\$ 318	\$ 610	\$ 5,270
## Vehicle Depreciation	\$ -	\$ 380	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 4,320
## Out-of-State Travel	\$ -	\$ -	\$ -	\$ 3,341	\$ 1,901	\$ 3,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,995
## Office supplies	\$ 5,574	\$ 291	\$ 370	\$ 151	\$ 1,490	\$ 385	\$ 95	\$ 12	\$ 416	\$ 4,798	\$ 590	\$ (3,337)	\$ 10,835
## Printing & Binding	\$ -	\$ 256	\$ 5,945	\$ 415	\$ 1,633	\$ 624	\$ 20	\$ 902	\$ 3,566	\$ 2,049	\$ 3,346	\$ 3,166	\$ 21,511
## Postage	\$ 3,001	\$ 3,671	\$ 2,640	\$ 2,180	\$ 2,180	\$ 1,792	\$ 1,903	\$ 2,423	\$ 2,050	\$ 2,608	\$ 2,768	\$ 6,441	\$ 31,500
## ICM/Communications	\$ 74	\$ 705	\$ 931	\$ 658	\$ 692	\$ 653	\$ 2,095	\$ 976	\$ 952	\$ 1,008	\$ 1,226	\$ 1,943	\$ 11,908
## Rentals	\$ 615	\$ 283	\$ 892	\$ 70	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 2,635
## Professional Services	\$ -	\$ -	\$ 200	\$ 350	\$ 665	\$ 600	\$ 497	\$ 367	\$ 513	\$ 838	\$ 5,488	\$ 1,029	\$ 10,448
## Outside Services	\$ 49	\$ 28	\$ 78	\$ 21	\$ 45	\$ 52	\$ 55	\$ 622	\$ 1,327	\$ 298	\$ 1,652	\$ 154	\$ 4,391
## Trans to Other agency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
## Advertising	\$ -	\$ -	\$ -	\$ 57	\$ -	\$ -	\$ 47	\$ -	\$ 3,388	\$ -	\$ -	\$ -	\$ 1,275
## Outside Repairs/Ser	\$ 1	\$ 182	\$ -	\$ 192	\$ -	\$ 166	\$ -	\$ -	\$ 95	\$ 159	\$ -	\$ -	\$ 794
## Reimbursements Agencies	\$ -	\$ 298	\$ 1,080	\$ 300	\$ 300	\$ 1,035	\$ 300	\$ 303	\$ 1,035	\$ 312	\$ 300	\$ 1,341	\$ 6,604
## ITE Reimbursement	\$ 55	\$ 1,590	\$ 2,241	\$ 2,766	\$ 3,943	\$ 2,183	\$ 2,054	\$ 2,715	\$ 2,382	\$ 2,077	\$ 2,162	\$ 5,423	\$ 29,576
## IT Contracted services	\$ -	\$ 40,306	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,055	\$ -	\$ -	\$ -	\$ 68,261
## Gov Transfer AG	\$ -	\$ -	\$ 6,687	\$ 3,349	\$ 3,377	\$ 3,369	\$ 3,340	\$ 3,517	\$ 3,554	\$ 3,485	\$ 3,340	\$ 7,413	\$ 41,371
## Gov Trans Auditor	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ 203	\$ -	\$ -	\$ -	\$ 121	\$ 242	\$ -	\$ 641
## Gov Trans Other Agencies	\$ -	\$ -	\$ 54,212	\$ 22,695	\$ 26,226	\$ 13,294	\$ 22,783	\$ 27,226	\$ 23,829	\$ 31,124	\$ 18,046	\$ 58,407	\$ 297,852
## Equipment Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
## Equipment Non-Inven	\$ -	\$ 845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 845
## IT Equipment	\$ 11,305	\$ -	\$ 339	\$ 522	\$ -	\$ -	\$ 406	\$ 7,860	\$ 2,619	\$ 3,376	\$ -	\$ 3,886	\$ 30,414
## SWICAP	\$ -	\$ -	\$ 760	\$ 12,705	\$ 448	\$ 577	\$ 601	\$ 390	\$ 1,012	\$ 485	\$ -	\$ 1,548	\$ 18,505
## Refunds (Not included in Expenditure subtotal)	\$ 65	\$ 713	\$ 565	\$ 631	\$ 535	\$ 413	\$ 790	\$ 623	\$ 220	\$ -	\$ 808	\$ 1,890	\$ 7,263
Expenditure Subtotal	\$ 86,218	\$ 117,878	\$ 246,238	\$ 230,994	\$ 146,745	\$ 142,587	\$ 152,591	\$ 166,903	\$ 194,791	\$ 237,399	\$ 142,650	\$ 265,985	\$ 2,131,271
Excess (Deficiency) of Rev over Expend	\$ 127,418	\$ 152,883	\$ (83,193)	\$ (49,289)	\$ (31,280)	\$ 23,423	\$ (7,285)	\$ (4,937)	\$ (36,750)	\$ (96,495)	\$ 55,123	\$ (29,341)	\$ 19,977
Beginning Cash Balance	\$ 100,000	\$ 1,383,650	\$ 1,488,554	\$ 1,363,040	\$ 1,393,762	\$ 1,272,471	\$ 1,285,894	\$ 1,288,689	\$ 1,293,872	\$ 1,246,822	\$ 1,150,427	\$ 1,205,550	\$ 1,716,208
Ending Cash Balance	\$ 227,418	\$ 1,496,534	\$ 1,385,361	\$ 1,313,771	\$ 1,362,482	\$ 1,295,894	\$ 1,278,607	\$ 1,283,752	\$ 1,257,122	\$ 1,150,327	\$ 1,205,550	\$ 1,176,208	\$ 1,716,208

EXHIBIT 5: OBLIGATIONS VS. BUDGET REPORT

Obligations vs. Budget Report Budget Fiscal Year: 2014					
	Total Obligations FY-To-Date	SY 14 Spending Plan	Budget Balance	Percent of Budget Received /Spent	
Resources:					
Balance Forward Receipts	\$ 1,156,232	-			
Salary adj					
401 Fees, Lic. & Permits	\$ 1,786,772	\$ 1,739,848			
704 Other	\$ 364,476	\$ 360,000			
Total Resources:	\$ 3,307,480				
Expenditures:					
101 Personal Services	\$ 1,495,994	\$ 1,500,444	\$ 4,450	99.70%	
202 In-State Travel	\$ 21,197	\$ 25,000	\$ 3,803	84.79%	
203 Assigned Vehicle	\$ 5,270	\$ 4,000	\$ (1,270)	131.74%	
204 Vehicle Depreciation	\$ 4,320	\$ 3,000	\$ (1,320)	144.00%	
205 Out-of-State Travel	\$ 11,222	\$ 20,000	\$ 8,778	56.11%	
301 Office supplies	\$ 10,835	\$ 10,000	\$ (835)	108.35%	
309 Printing & Binding	\$ 21,511	\$ 15,000	\$ (6,511)	143.40%	
313 Postage	\$ 31,500	\$ 40,000	\$ 8,500	78.75%	
401 ICN/Communications	\$ 11,908	\$ 15,000	\$ 3,092	79.39%	
402 Rentals	\$ 2,635	\$ 3,500	\$ 865	75.27%	
405 Professional Services	\$ 10,448	\$ 26,600	\$ 16,152	39.28%	
406 Outside Services	\$ 4,381	\$ 5,000	\$ 619	87.63%	
407 Trans to Other agency	\$ -	-	-	#DIV/0!	
408 Advertising	\$ 5,189	\$ 3,000	\$ (2,189)	172.96%	
409 Outside Repairs/Ser	\$ 794	\$ 5,000	\$ 4,206	15.87%	
414 Other Agency Reimb	\$ 6,604	\$ 15,000	\$ 8,396	44.03%	
416 ITD Reimbursement	\$ 29,576	\$ 20,000	\$ (9,576)	147.88%	
418 IT Contracted services	\$ 68,261	\$ 350,000	\$ 281,739	19.50%	
432 Gov Transfer AG	\$ 41,371	\$ 40,000	\$ (1,371)	103.43%	
433 Gov Transfer Auditor	\$ 641	\$ 10,000	\$ 9,359	6.41%	
434 Gov Trans Other Agency	\$ 297,852	\$ 360,000	\$ 62,148	82.74%	
502 Equipment Inventory	\$ -	\$ 2,500	\$ 2,500	0.00%	
503 Equipment Non-Inven	\$ 845	\$ 3,000	\$ 2,155	28.16%	
510 IT Equipment	\$ 30,414	\$ 60,000	\$ 29,586	50.69%	
602 SWICAP	\$ 18,505	\$ 30,000	\$ 11,495	61.68%	
705 Refunds (Not included in Expenditure subtotal)	\$ 9,476	\$ 5,000	\$ (4,476)	189.52%	
Expenditure Subtotal	\$ 2,131,271	\$ 2,566,044	\$ 434,773	83.26%	
Carryover	\$ 1,176,209	\$ 690,036	NA	NA	

EXHIBIT 6: PROJECTED AGENCY REVENUE AND EXPENDITURES - GROSS

Forecast with General Fund Dollars

Projected Revenue and Expenditures With General Fund Dollars												
	Projected FY2015	Actual FY2014	Actual FY2013	Actual FY2012	Actual FY2011	Actual FY2010	Actual FY2009	Actual FY2008	Actual FY2007	Actual FY2006		
Resources:												
Balance Forward	\$ 1,176,209	\$ 1,156,232	\$ 1,047,213	\$ 923,038	\$ 695,116	\$ 465,147	\$ 999,099	\$ 751,218	\$ 186,971	\$ 6,533		
Appropriations												
Receipts												
Salary adj.	\$ 2,376,318.00	\$ 2,376,318	\$ 2,394,796	\$ 2,275,149	\$ 2,261,510	\$ 2,219,966	\$ 2,330,805	\$ 2,185,116	\$ 2,085,686	\$ 1,889,711		
Fees, Lic. & Permits*	\$ 364,476.00	\$ 364,476	\$ 365,286	\$ 373,742	\$ 359,193	\$ 359,193	\$ 315,462	\$ 278,173	\$ 308,963	\$ 304,913		
Other	\$ 3,817,003	\$ 3,897,026	\$ 3,807,295	\$ 3,531,247	\$ 3,530,368	\$ 3,044,303	\$ 3,645,367	\$ 3,214,512	\$ 2,591,620	\$ 2,174,624		
Total Resources:												
	\$ 4,928,006	\$ 4,887,734	\$ 4,661,804	\$ 4,132,137	\$ 3,626,187	\$ 2,488,553	\$ 4,980,733	\$ 4,229,017	\$ 3,072,250	\$ 2,675,777		
Expenditures:												
General Office**	\$ 2,001,723	\$ 1,833,419	\$ 1,765,263	\$ 1,631,145	\$ 1,550,106	\$ 1,519,807	\$ 1,599,423	\$ 1,457,024	\$ 1,103,643	\$ 1,204,206		
DC/IFB/Bid/ checks	\$ 360,000	\$ 297,652	\$ 290,911	\$ 341,620	\$ 294,463	\$ 277,694	\$ 247,666	\$ 213,624	\$ 214,339	\$ 213,726		
Inter-Sale Transfers	\$ 594,080	\$ 589,546	\$ 594,898	\$ 565,268	\$ 562,760	\$ 552,526	\$ 560,199	\$ 543,965	\$ 522,420	\$ 502,194		
General Fund 25%												
Expenditure Subtotal	\$ 2,955,803	\$ 2,720,617	\$ 2,651,072	\$ 2,544,034	\$ 2,407,329	\$ 2,349,127	\$ 3,180,220	\$ 2,215,713	\$ 1,840,402	\$ 1,920,126		
Revenue minus Expenditures	\$ 961,201	\$ 1,176,209	\$ 1,156,232	\$ 1,047,214	\$ 923,037	\$ 695,116	\$ 465,145	\$ 999,099	\$ 761,218	\$ 264,493		
Carryover	\$ 961,200.50	\$ 1,176,209.14	\$ 1,156,232.02	\$ 1,047,213.78	\$ 923,037.49	\$ 695,116.01	\$ 465,145.28	\$ 999,099.08	\$ 761,218.11	\$ 186,971.11		
Total to General Fund	\$ 594,079.50	\$ 589,546.00	\$ 594,899.00	\$ 565,268.08	\$ 562,760.05	\$ 562,526.00	\$ 560,139.30	\$ 543,965.00	\$ 522,420.00	\$ 502,193.77		

* Includes 25% General Fund revenue
 ** Assumes 5.0% annual increase in General Office expenditures
 Assumes 27,000 licenses issued each year
 Based on an \$86 application fee.

EXHIBIT 7: PROJECTED AGENCY REVENUE AND EXPENDITURES - NET

Forecast without General Fund Dollars

Projected Agency Revenue and Expenditures Forecast without General Fund Dollars													
	Projected FY 2013	Actual FY 2013	Actual FY 2012	Actual FY 2011	Actual FY 2010	Actual FY 2009	Actual FY 2008	Actual FY 2007	Actual FY 2006	Actual FY 2005	Actual FY 2004	Actual FY 2003	Actual FY 2002
Resources:													
Forward Appropriations	\$ 1,176,208	\$ 1,156,232	\$ 923,038	\$ 695,116	\$ (128,492)	\$ 720,921	\$ 751,218	\$ 186,971	\$ 6,633	\$ -	\$ 34,116	\$ 50,273	\$ 99,336
Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,668	\$ 42,976
Salary adj	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees, Lic. & Permits	\$ 1,786,772	\$ 1,786,772	\$ 1,707,881	\$ 1,698,750	\$ 1,667,440	\$ 1,750,666	\$ 1,641,152	\$ 1,573,266	\$ 1,367,517	\$ 606,630	\$ 594,865	\$ 567,778	\$ 521,239
Other	\$ 380,000	\$ 354,476	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308,963	\$ 304,913	\$ 254,944	\$ 251,694	\$ 230,206	\$ 218,718
Total Resources:	\$ 3,322,980	\$ 3,307,480	\$ 2,630,920	\$ 2,393,866	\$ 1,538,948	\$ 2,471,588	\$ 2,392,389	\$ 2,069,200	\$ 1,672,430	\$ 861,574	\$ 887,533	\$ 840,686	\$ 782,932
Expenditures:													
General Office	\$ 2,001,723	\$ 1,893,419	\$ 1,631,145	\$ 1,550,106	\$ 1,519,807	\$ 2,392,423	\$ 1,487,624	\$ 1,103,643	\$ 1,204,206	\$ 616,220	\$ 648,004	\$ 581,434	\$ 556,843
DC/IBI Biagg checks	\$ 360,000	\$ 297,652	\$ 347,620	\$ 294,463	\$ 277,854	\$ 247,658	\$ 213,814	\$ 214,359	\$ 213,726	\$ 238,821	\$ 273,644	\$ 275,403	\$ 269,152
Expenditure Subtotal	\$ 2,361,723	\$ 2,191,071	\$ 1,978,765	\$ 1,844,569	\$ 1,796,661	\$ 2,640,081	\$ 1,671,438	\$ 1,317,992	\$ 1,417,932	\$ 855,041	\$ 921,648	\$ 856,843	\$ 825,995
Resources minus Expenditures =	\$ 961,256	\$ 1,176,208	\$ 652,153	\$ 549,296	\$ (257,713)	\$ (128,475)	\$ 720,921	\$ 751,218	\$ 254,498	\$ 6,553	\$ (54,116)	\$ (16,157)	\$ (43,063)
Carry Forward	\$ 861,256	\$ 1,176,208	\$ 652,153	\$ 549,296	\$ (257,713)	\$ (128,475)	\$ 720,921	\$ 751,218	\$ 185,871	\$ 6,553	\$ 0	\$ 34,116	\$ 50,273
FTE Positions	16.25	16.25	16.00	15.00	15.00	18.00	14.00	12.00	12.00	7.00	7.00	7.00	9.00
FTE Budgeted	16.25	16.25	16.00	15.00	15.00	17.00	15.00	12.00	12.00	6.73	6.73	6.73	6.36
FTE Used	16.25	16.25	16.00	15.00	15.00	17.00	15.00	12.00	12.00	6.73	6.73	6.73	6.36

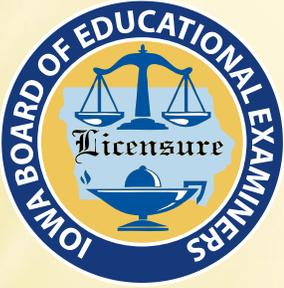
The number of FTE's does not include the number of part-time or contracted employees for the Live Scan (fingerprint) program.

EXHIBIT 8: FY 14 BUDGET & FY 15 BUDGET

Licensure Fees Total 0001-9397	SFY 15 Spending Plan Board of Education Examiners Appropriation Unit # 0154	SFY 14 Spending Plan Board of Education Examiners Appropriation Unit # 0154
Revenue		
Appropriation	-	-
Brought FWD 14	1,176,208	1,156,232
501 Fees	1,735,513	1,739,848
704 Misc Receipts	360,000	360,000
Total Funds Available	3,271,721	3,256,080
Expenditures		
FTE's	16.25	16.25
101 Personal Services	1,482,067	1,500,444
101 SERIP	51,056	55,827
202 In-State Travel	25,000	25,000
203 Assigned Vehicle Operation	5,000	4,000
204 Vehicle Depreciation	4,000	3,000
205 Out-of-State Travel	20,000	20,000
301 Office Supplies	12,000	10,000
309 Printing & Binding	15,000	15,000
313 Postage	38,000	40,000
401 Communications/ ICN	15,000	15,000
402 Rentals	3,500	3,500
405 Professional Services	26,000	26,600
406 Outside Services	5,000	5,000
407 Intra State Transfer	-	-
408 Advertising	3,000	3,000
409 Outside Repairs/Services	4,000	5,000
414 Other Agency Reimb	12,000	15,000
416 ITE Reimbursement	22,000	20,000
417 Workers Compensation	-	-
418 IT Contracted Services	100,000	350,000
432 Gov Transfer to Att General	41,000	40,000
433 Gov Transfer to Auditor of State	8,000	10,000
434 Gov Transfer to Other Agencies	360,000	360,000
502 Office Equipment	3,100	2,500
503 Equipment Non-Inventory	19,000	3,000
510 Data Processing	60,000	60,000
602 IDC/SWICAP/Other Expense	20,000	30,000
705 Refunds	8,000	5,000
Total Expenditures	2,361,723	2,621,871
Estimated Carry Forward 14 (E8-E38)	909,998	634,209

Legislative Report

Home Base Iowa – Licensed Professions and Occupations Annual Report



December 15, 2014

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Des Moines, IA 50319-0146

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Iowa Code Section 272C.4.13:

Beginning December 15, 2016, annually file a report with the governor and the general assembly providing information and statistics on credit received by individuals for education, training, and service pursuant to subsection 11 information and statistics on licenses and provisional licenses issued pursuant to subsection 12.

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BACKGROUND

The Board of Educational Examiners developed the Military Exchange License to assist with portability of teacher licensure for military spouses, recent veterans and their spouses. The rule went into effect August 28, 2013, prior to the Governor's Home Base Iowa initiative. Amendments to these rules have been approved by the Board and are before the Administrative Rules Committee to remove the term "recent" and add language concerning "military education, training and service credit" to the rule insure full compliance with Senate File 303.

SUBSECTION 11: CREDIT RECEIVED BY INDIVIDUALS FOR EDUCATION, TRAINING, AND SERVICE IN 2014

Three veterans received credit for military experience and education

- Folder 1016429: Received a Career and Technical License in Military Science based on 67,600 hours of work related experience in the US Air Force.
- Folder 1017563: Received a Career and Technical License in Military Science based on 41,200 hours of work related experience in the US Air Force.
- Folder 1018057: Working with applicant to award US Government credit for Basic Training and NCO Academy training.

SUBSECTION 12: LICENSES AND PROVISIONAL LICENSES ISSUED IN 2014

Four veterans received licenses

- Folder 1016429 - Veteran - USAF Licensed in 5-12 Military Science
- Folder 1017563 - Veteran - USAF Licensed in 5-12 Military Science
- Folder 1018057 - Veteran - USA Licensed as 5-12 All Social Science Teacher
- Folder 1017429 - Veteran - USA Licensed as K-12 Health and PE Teacher

Five spouses of military veterans received licenses

- Folder 1010384 - Spouse of veteran
- Folder 1017207 - Spouse of veteran
- Folder 1017898 - Spouse of veteran
- Folder 1014460 - Spouse of veteran
- Folder 1013704 - Spouse of veteran

Fourteen spouses of active duty military received licenses

- Folder 1010058 - Spouse of USA member
- Folder 1017030 - Spouse of USA member
- Folder 1016731 - Spouse of USA member
- Folder 1017355 - Spouse of USA member
- Folder 1017744 - Spouse of USA member
- Folder 1017354 - Spouse of USA member
- Folder 1018171 - Spouse of USA member
- Folder 1018708 - Spouse of USA member
- Folder 1017147 - Spouse of USAF member
- Folder 1017244 - Spouse of USAF member

- Folder 1016006 - Spouse of USAF member
- Folder 1016534 - Spouse of USAF member
- Folder 1016198 - Spouse of USAF member
- Folder 1015429 - Spouse of USN member

Five no cost transcript evaluations

- Five transcripts of current military looking to become teachers were submitted for evaluation. These evaluations which normally run \$60 were done free of charge and results were used to better direct candidates to teacher preparation or intern programs.

Phone calls and emails

- Many phone calls and emails were received from veterans or individuals within two years of retirement who had questions about how to become teachers in Iowa. We have coordinated with the Troops to Teachers program, have a designated staff member to answer Troops to Teacher licensure questions and if needed direct them to teacher preparation programs that would meet their individual needs.

QUALITATIVE RESPONSES FROM SPOUSES WHO RECEIVED MILITARY EXCHANGE LICENSES IN 2014

This information was collected for our Board and is included this year only to better show the impact of the Military Exchange License



JENNIFER HOLDER - SPECIAL EDUCATION/AUTISM CONSULTANT - GRANT WOOD AEA

My family is a military family; moving, deployment, and temporary duty assignments are part of everyday life. As a military spouse, finding employment every 2-3 years is frustrating. Starting over with taking teacher certification tests and additional coursework increases stress as we prepare to move.

Obtaining an educator license in Iowa was a much easier

process. In fact, I obtained a license and secured employment prior to getting to our new location.

Your understanding of the difficulties of military life and the desire military spouses have to continue their careers while supporting their families is something I have yet to see from other states. I hope Iowa is setting a precedent that other states will soon follow.



LORI BRODERSEN - MIDDLE AND HIGH SCHOOL FRENCH - PLEASANT VALLEY CSD

I was working in North Carolina and my husband was deployed in Afghanistan when I applied and was offered the job in Iowa. When I received notification of my new position I began planning for all that I would need to do in anticipation for acquiring an Iowa teaching license. I was excited to see a reduced rate, and a simple application.



I am thankful for the extra time and simplicity of this license so that I was able to transition here easily under the stress of being separated (due to deployment and spouse's final military assignment) for 18 months. The military exchange license is a great way to help military families. What Iowa is doing is a great service to those who serve and protect.



AMBER WELVAERT - ELEMENTARY AUTISM PROGRAM - DAVENPORT CSD

The transfer to get my teaching license in Iowa was one of the easiest I have done out of the five states I have received my license and taught in. When I applied to get my license in Iowa I got the envelope in the mail and opened it expecting to have to take more tests. In one state I had

to take seven tests just to continue teaching. I was so excited to open the envelope with a certificate inside and it did not say I had to take any tests. I received my license and had a job by the next school year. This is a huge weight off my shoulders so that I can focus on teaching and my family and not spending time studying and money on tests only to be able to teach for a few years and move again.

APRIL MORRIS - KINDERGARTEN TEACHER



First let me open with a huge THANK YOU!!! I thought I had chosen a career that was portable until we received orders. Much to my dismay, I found out that Nebraska would not license me at all unless I went back to college for a year or more.

The military exchange license has been a dream saver. Within two weeks of obtaining my Iowa License I was hired In May of 2014 for the 2014-2015 school year. The military exchange license allowed me to continue my career without having to jump through hoops or pay thousands of dollars. The opportunity that Iowa has provided with the military exchange license is commendable and I can't thank you enough.

TERESA DIANE BAKER - ST PAUL THE APOSTLE CATHOLIC SCHOOL

I have been in many states where I have had to take history classes, tests, and been on a year probation just to have the right to teach. I am currently on my 28th year of active education in the elementary classroom. These types of things should not happen to those of us who are proven. We sacrifice for our spouses careers and should not have to take a "hit" on ours.

I had a good experience with the Iowa process. It was less stressful than having to take a test.



JESSICA SCHUBERT OSORIO - ESL TEACHER

My family and I completed our third military move in the spring of 2013; this one to the Quad Cities Area. As you can imagine, these multiple and often unavoidable moves present their own logistical nightmares. Adding to the stress is the numerous requirements that I have had to secure in order to attain a teaching license with multiple states.

After obtaining an Iowa Military Exchange License an enormous pressure was lifted. I was able to promptly accept a position offered to me by Davenport Schools District and spend valuable time adjusting to my new position, rather than spending time on additional qualifications



BROOKE JOHNSON - SPECIAL EDUCATION TEACHER

The licensure process has been so stressful that I often contemplate switching careers every time we get our orders. The problem with that is that I love teaching. I have been teaching special education for 9 years and have been certified in 5 states. I have taken tests in Ohio, Arizona and Massachusetts. These tests are not only expensive, they are very stressful.

I was so excited when I saw the Military Exchange license. I was very pleased to see that the fees were reduced and ecstatic about not having to take tests! Having to take up to 5 tests throughout the school year is daunting and often makes me consider putting my teaching career on hold until my husband retires in 10 years from now.

Having the opportunity to receive the Military Exchange license has been a life saver. I have encouraged several military spouses that switched career paths due to the licensing process to apply to Iowa and take advantage of the Military Exchange license. I couldn't thank you enough for this opportunity.

TAWNYA JAMISON - SUBSTITUTE

Iowa is one of the first states making the certification process smoother for military spouses holding other state certificates.

In the twenty-eight years, our family has moved thirteen times. My husband has been deployed three times with over four years of separation. I have taught for eleven years all over the United States. I am highly qualified to teach in Texas, Washington, Louisiana and Alabama. I have had to take many different state tests and classes for licensure in other states.



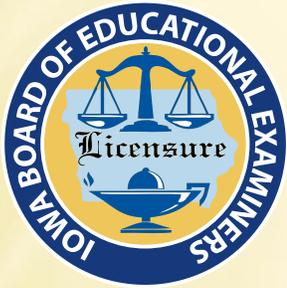
It has been difficult to leave each and every teaching position because the military needed us elsewhere. Military spouses bring valuable teaching experiences and energy to our students, schools and communities. Thank you Iowa for embracing military spouse teachers and appreciating what we can do for your students in your state.

My challenges are shared by numerous military spouses with a teaching background, but unable to pursue teaching due to the multitude of hurdles with the licensing procedures. I am very fortunate to have moved to Iowa and have this program available.

2014 Annual Report

Iowa Licensure Renewal Programs

Executive Summary



December 30, 2014

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BACKGROUND

There are 16 Licensure Renewal Programs that have been approved under administrative rules 282-20.13. These programs consist of:

- 9 AEA's
- 1 Consortium of AEA's
 - Iowa Professional Development Online
- 3 School Districts
 - Cedar Rapids
 - Waterloo
 - West Des Moines
- 1 Consortium of school districts
 - NWISI
- 2 Professional Organizations
 - Iowa State Education Association
 - School Administrators of Iowa

We have been contacted by many different private businesses desiring to become Licensure Renewal Programs. Since they do not fit the model outlined in our rules, their inquiries have not gone further.

ANNUAL REPORTS

The reports which covers October 1, 2013 through September 30, 2014 were received from all Licensure Renewal Programs.

COURSE OFFERINGS

Each of programs exceeded the minimum of 10 courses required. The 17 programs included in this summary presented 1715 open courses and 1084 which were provided directly to school districts.

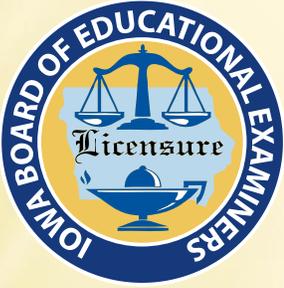
A full audit of all course titles was conducted. Several syllabi were requested and based on those a letter was sent to one of the AEA's requesting that they no longer offer a class which does not meet the requirements of licensure renewal (Stress Management for Teachers). One other class with a very questionable title (Basket Weaving) actually was a well thought out fine arts offering with licensure renewal credits only available to Art or Family and Consumer Science teachers who might be able to use the skill in their courses.

LICENSURE RENEWAL ADVISORY COMMITTEE AND MEETINGS

As required, 15 of the programs have a licensure renewal advisory committee. These committees met an average of two meeting per program. Waterloo Schools does not have a Licensure Renewal Advisory Committee. A letter has been sent reminding them of this requirement.

Full reports from each of these agencies will be available in the back of the room during the January Board meeting.

Expanding professional licensing provisions of section 272C.4, subsection 12, to include the spouses of veterans



December 22, 2014

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From: Duane Magee, Executive Director, Iowa Board of Educational Examiners

To: Chairpersons and ranking members of the house and senate standing committees on veterans affairs

Re: Expanding professional licensing provisions of section 272C.4, subsection 12, to include the spouses of veterans

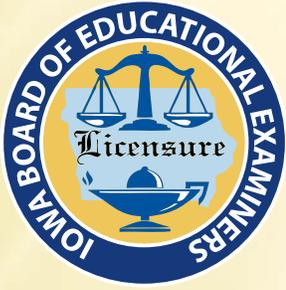
The Iowa Board of Educational Examiners (“the Board”) has adopted amendments to Iowa Administrative Code 282, Chapter 13 to facilitate the licensure process for military spouses. The amendments created a military exchange license for military spouses who are graduates of teacher preparation programs and hold a valid teaching license in another state. The military exchange license allows the military spouse to teach in Iowa for three years before completing any Iowa coursework requirements in addition to the coursework they have completed in obtaining licensure in their previous home state. The amendments limit the fees for anyone applying under the applicable rules to \$85.

The amendments were published in the May 1, 2013 edition of the Iowa Administrative Bulletin as 0705C. A public hearing was held on May 22, 2013. No one attended the public hearing and the board did not receive any written comments. The board voted to adopt the amendments at its regular meeting on June 21, 2013, and the amendments became effective on August 28, 2013. The notice of adoption was published on July 24, 2013, as 0868C.

The Board adopted the amendments creating the military exchange license pursuant to its authority under Iowa Code section 272.2(1)(a), which states that the board shall exercise the exclusive authority to “[l]icense practitioners, which includes the authority to establish criteria for the licenses; establish issuance and renewal requirements; create application and renewal forms; [and] create licenses that authorize different instructional functions or specialties.” The fee provisions were adopted pursuant to Iowa Code section 272.2, which state that the board shall “[e]stablish, collect, and refund fees for a license.”

The response to the creation of the military exchange license has been very positive. The Board recommends that other licensing boards be encouraged to review the military exchange license rules (found at 282 Iowa Administrative Code r. 13.17(4)) and considering adopting similar provisions.

Background Check Fees



January 15, 2015

The BoEE currently charges fees of \$52 for in-office electronic background checks and \$65 for remote or hard copy background checks for applicants applying for their first BoEE license. The original reason for this difference in fees was to encourage applicants to use the electronic fingerprinting service option. The \$52 fee for in-office background checks does not cover the cost of completing and evaluating these required background checks and creates coding issues within the new licensing system. Additionally, the BoEE currently absorbs all costs associated with background checks for licensure renewal applications. The BoEE staff requests the board approve an increase from \$52 to \$65 for all in-office electronic background check fees. The BoEE staff also requests that each renewal applicant be charged \$1 to cover the costs of the registry checks.

The executive director is currently researching all costs associated with completing and evaluating required background checks and will present that information at the June board retreat.

Iowa Code 272.2.17

Adopt rules to require that a background investigation be conducted by the division of criminal investigation of the department of public safety on all initial applicants for licensure. The board shall also require all initial applicants to submit a completed fingerprint packet and shall use the packet to facilitate a national criminal history background check. The board shall have access to, and shall review the sex offender registry information under section 692A.121 available to the general public, the central registry for child abuse information established under chapter 235A, and the dependent adult abuse records maintained under chapter 235B for information regarding applicants for license renewal.

Iowa Administrative Code 282—13.1(272) (Initial License Background Check Fee Rules):

All applicants desiring Iowa licensure. Licenses are issued upon application filed on a form provided by the board of educational examiners and upon completion of the following:

- 13.1(1) National criminal history background check. An initial applicant will be required to submit a completed fingerprint packet that accompanies the application to facilitate a national criminal history background check. The fee for the evaluation of the fingerprint packet will be assessed to the applicant.
- 13.1(2) Iowa division of criminal investigation background check. An Iowa division of criminal investigation background check will be conducted on initial applicants. The fee for the evaluation of the DCI background check will be assessed to the applicant.

Iowa Administrative Code 282-20.3(3)(272) (Renewal Background Check Fee Rules):

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.

Current Background Check Data

Initial Background Check Numbers \$52 Fees		Number	Increase of \$13 (\$52 to \$65)
411	7/1/14 – 7/1/15 (present)	411	\$ 5,343
833	7/1/13 – 7/1/14	833	\$ 10,829
853	7/1/12 – 7/1/13	853	\$ 11,089
1080	7/1/11 – 7/1/12	1080	\$ 14,040
887	7/1/10 – 7/1/11	887	\$ 11,531
Average		913	\$ 11,872

Renewal Background Check Numbers (Registries Checks Costs \$1)	
Total - 15,316	\$15,316