

APPLICATION FOR CONVERSION FROM AN INITIAL TO A STANDARD OR MASTER EDUCATOR LICENSE

Board of Educational Examiners
Use Only

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

Revised 7/15

I have included:

- _____ \$86 licensure and background fees (payable to the Board of Educational Examiners – check or money order only)
- _____ Application form **including experience verification** (*do not apply before the required experience is fully completed*)
- _____ Master's Degree transcripts (Master Educator License ONLY – 5 years of experience and a Master's Degree required)

LATE RENEWAL FEE. An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if an application is submitted after the expiration date. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.

FYI – If you have taken any college credit or AEA licensure renewal credit before the issue date of the Standard License, these hours cannot be used to renew the Standard License.

All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days. Please allow four weeks for processing.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name <i>Name changes require a photocopy of official legal documentation.</i>	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ()	Daytime Phone ()	Email Address	

Background Information:

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

- a. Yes No PR Have you ever been convicted of a felony?
- b. Yes No PR Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes No Do you currently have any criminal charges pending against you?
- d. Yes No PR Have you ever had a founded report of abuse made against you?
- e. Yes No PR Have you ever had an educational license denied, revoked, or suspended?
- f. Yes No Are you a United States citizen?

If you answered "No," check if you are:

- a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
- an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
- a foreign national not physically present in the United States.
- other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

SECTION II: To be completed by your Iowa public school Administrator.

Iowa Public School

- Teacher has completed a mentoring and induction program, has 2 full years of teaching experience, meets or exceeds all Iowa Teaching Standards, and is recommended for a Standard License. (Superintendent's signature NOT required.)

Teaching Experience From (month) _____ 20____ Until (month) _____ 20____
(Two years of public school experience are required to convert this license)

(If teaching experience is completed in more than one school district, each additional school district must verify experience in that district. The district's administrator should use official school letterhead to document the dates of contracted teaching experience in that district.)

Evaluator's Signature and Folder Number # _____ Date _____

- Teacher fails to meet the Iowa Teaching Standards.** (Superintendent's signature required ONLY if this teacher is **not** recommended for licensure). It is the responsibility of the superintendent to report to the Board of Educational Examiners the teacher's failure to meet the Iowa Teaching Standards.

Evaluator's Signature and Folder Number # _____ Date _____

Superintendent's Signature and Folder Number # _____ District _____
(Not required if teacher is recommended for Standard License)

