

# APPLICATION FOR RENEWAL OF EVALUATOR LICENSE

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

Enclose check or  
money order

DO NOT  
SEND  
CASH

**If the new evaluator endorsement is already on your administrator license, do NOT submit this form – submit the application for renewal of an administrator license.**

7/15

Form #1

**INSTRUCTIONS: (Incomplete applications may be returned.)**

1. Send Section II to the college or university through which you completed evaluator training and secure the signature and seal from the recommending official; or please send official transcripts from SAI, AEA or ISEA to verify the renewal requirements have been met.
2. If you have an Iowa address or are serving in an Iowa school, attach a copy of a certificate verifying completion of the new child and dependent adult abuse reporter training.
3. The application packet must include this form, official transcripts or Section II, \$86 application and background check fees, child and dependent adult abuse reporter certification, and applicable late fees.
4. Send all materials and check or money order (made payable to Board of Educational Examiners) to the address above.
5. Please allow four weeks for processing.  
Name changes require a photocopy of official legal documentation. **All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days.**

**GENERAL INFORMATION**

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

**Background Information:**

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

- a. Yes  No  PR  Have you ever been convicted of a felony?
- b. Yes  No  PR  Have you ever been convicted of a crime other than parking or speeding violations?  
(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 application for an educational license denied or had disciplinary action of any type (including letter of reprimand, warning, suspension, revocation, or voluntary surrender) taken against an educational certificate, license or authorization in Iowa, any other state, or any other country?

Form #1 (Continued)

**Citizenship:**

Are you a United States citizen? Yes  No

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.
- 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.
- other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper.

**Statement of Permission and Fraud:**

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**SECTION II - Endorsement: To be completed by institution**

After our transcript analysis, we find that the applicant has completed this institution's approved program for the following endorsements:

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\_\_\_\_\_  
Signature of Recommending Official

\_\_\_\_\_  
Institution Name

**Affix College  
Seal Here**

\_\_\_\_\_  
Typed or printed Signature of Recommending Official

\_\_\_\_\_  
Date