



# EXTENSION OF INITIAL LICENSE APPLICATION

DO NOT use this form if you are not currently teaching.\*

**Board of Educational Examiners  
Use Only**

Revised 10/09  
Form #1

**INSTRUCTIONS FOR FORM #1: (Please allow four weeks for processing. Incomplete applications may be returned.)**

1. This form is to be used only if you currently have an Initial License (previously called Provisional) and will qualify for a Standard License within one more year. If you are unsure of what type of license you hold, please go to our web site at [www.boee.iowa.gov](http://www.boee.iowa.gov). Click on "Search for Information on a Teacher's or Administrator's License or Assignment" and then "Practitioner Logon." Enter your social security number, folder number and date of birth to find out what type of license you hold.
2. The fee is \$25. Send all material and check or money order (made payable to Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-0147.**
3. **LATE RENEWAL FEE.** An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a renewal application is submitted after the expiration date of the Initial License.

\*Public School Teacher – Use this form only if you have one year of PK-12 experience as a contracted teacher and will have the two years experience within one year.

\*\*Nonpublic School Teacher – Use this form only if you have two full years of PK-12 experience as a contracted teacher and will have the three years experience necessary to convert to the Standard License within one more year.

One full year of experience equals at least 160 days of teaching.

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.

Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE.**

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	

**NAME OF APPLICANT:**  
**FOLDER #:**

Form #2

**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 child 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 1/2 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

**IOWA PUBLIC SCHOOL TEACHER**

\_\_\_\_\_ I hereby verify that I currently teach in an Iowa public school and will have two full years of teaching experience within the next year. Submit \$25.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\*Note to Administrators – Do not sign this form if the teacher has two years of teaching in an Iowa public school, does not meet the Iowa Teaching Standards, and is being recommended for a third year conditional license. The appropriate form to complete in this situation is the Application for Conversion from an Initial to a Standard License.

**NONPUBLIC SCHOOL TEACHER**

\_\_\_\_\_ I hereby verify that I currently teach in an Iowa Nonpublic School or an out-of-state school and will have three full years of teaching experience within the next year. Submit \$25.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date