

## **New School Business Official application - directions & help**

Some key things to keep in mind: you can always save and come back to the application and log back in with the user name and password you create. Make sure you save before signing out.

Step #1- Follow the “Online” link from our website or below:

<https://www.applitrack.com/iowalicensure/onlineapp/application.aspx?posjobcodes=111>

then click on “Start” or use the “Login” buttons to begin.

Step #2- Start by entering your demographics and email address (user name) and create a password. When done with this page click on “next page” at the bottom right hand corner of the page.

Step #3- Send information to Iowa- Enter your birthdate and gender in the appropriate spaces and click on “**Send Info**” at the bottom of the page.

Step #4- Type of licensure- Check the box for an **Initial/Temporary School Business Official**. This box should already be checked.

Step #5- Upload your all required documentation.

Step #6- Send employment verification form to your employer.

Step #7- check “yes” or “no” to the five questions about your background status.

Background information- If you answer “Yes” to any of the first 4 questions, provide an explanation in the text box below that question.

Step #8- You can order the background packet here and then be printed at a law enforcement center near your home using our fingerprint cards. Then send them in the mail back to us.

OR if you are near Des Moines, you can come to our office and be printed here electronically. Coming to our office to be fingerprinted does expedite the processing time. **Digitally sign this page at the bottom.**

Step #9- Read and then **digitally sign** the statement of fraud.

Step #10- Remit payment. Enter your credit card information which will charge \$223 for the application fee (\$85), the background fee (\$75), the evaluation fee (\$60), and for the credit card use fee (\$3). **Click submit payment.**

Step #11-Submission Verification: If you have all documents inputted you can submit you application. If you see an error message, be sure to fix the error or upload the missing documents, or your application will NOT be considered submitted.

Please call David Wempen at (515) 281-3605 if you have questions, or email [David.Wempen@iowa.gov](mailto:David.Wempen@iowa.gov).