

New Native Language Speaker- 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=125>

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 a **Native Language Authorization**

Step #5- Upload all official transcripts and Praxis II assessment results. If your transcripts are issued through a non-US institution, they will need to be evaluated by an external agency. See following page for a listing of these agencies.

Step #6- input the information of the school district choosing to employ you for the upcoming school year, be sure to click the “Send Form Now” at the bottom of the page.

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 \$163 for the application fee (\$85), the background fee (\$75), and for the credit card use fee (\$3). **Click submit payment.**

Step #10-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 Joanne Tubbs at (515) 281-3611 if you have questions, or email Joanne.Tubbs@iowa.gov.

State of Iowa
BOARD OF EDUCATIONAL EXAMINERS
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

SUBJECT: Information concerning transcript or credential evaluation for individuals with teacher preparation outside of the United States.

The State Board of Educational Examiners does not have the resources to determine degree and course credit equivalencies from outside the United States or to translate foreign credentials or transcripts. The rules for licensure require persons with preparation from outside of the United States to work with some agency or institutions to obtain an appropriate assessment of the credentials/records in terms of degree and course credit equivalencies and translation of course titles. This office will use the assessment to determine if the appropriate degree and course requirements have been met for Iowa teacher licensure purposes. **PLEASE SUBMIT THE COURSE BY COURSE EVALUATION REPORT FROM THE AGENCY.**

Photocopies will not be accepted.

The following private agencies provide foreign credential evaluation services at varying fees.

Academic & Credential Records Evaluation & Verification Service

1776 Clear Lake Ave.
Milpitas, CA 95035-7014
tel: (408) 719-0015 or (866) 583-4834
www.acrevs.com

American Association of Collegiate Registrars

and Admissions Officers
One Dupont Circle NW, Suite 520
Washington, DC 20036-1135
tel: (202) 296-3359 • fax: (202) 822-3940
www.aacrao.org

Career Consulting International

1304 SW 160th Avenue #203
Sunrise, FL 33326
tel: (954) 384-9541 or (800) 771-4723
fax: (866) 585-1409
www.thedegreepeople.com

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
www.ece.org

Foreign Consultants, Inc.

(Credential Evaluation Services)
11206 A Osage Circle
Westminster, CO 80234
tel: (303) 585-0978 • fax: (303) 379-2161
info@foreignconsultants.com
www.foreignconsultants.com

Global Education Group, Inc.

1205 Lincoln Road, Suite 218
Miami Beach, FL 33139
tel: (305) 534-8745 • fax: (305) 534-3487
www.globaledu.com

International Education Research Foundation, Inc.

P.O. Box 3665
Culver City, CA 90231
tel: (310) 258-9451 • fax: (310) 342-7086
www.ierf.org

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
tel: (212) 966-6311 • fax: (212) 739-6311
www.wes.org