



ON-LINE RENEWAL AUDIT MATERIALS CHECKLIST

Board of Educational Examiners
Use Only

INSTRUCTIONS: (Please allow four weeks for processing. Incomplete applications may be returned.)

Revised 04/11

RENEWAL REQUIREMENTS CHECKLIST

- Please check the appropriate boxes indicating that the audit materials are included or currently on file with the BoEE
- Supply folder number, date of birth, today's date and signature below

STANDARD LICENSE – Six (6) renewal credits

_____ Original transcripts with the credits used for renewal Previously submitted _____

_____ Copy of your up-to-date Mandatory Child and Dependent Adult Abuse Certificate Previously submitted _____

MASTER EDUCATOR OR PROFESSIONAL SERVICE LICENSE – Four (4) renewal credits

_____ Original transcripts with the credits used for renewal Previously submitted _____

_____ Copy of your up-to-date Mandatory Child and Dependent Adult Abuse Certificate Previously submitted _____

ADMINISTRATOR LICENSE – Four (4) renewal credits

_____ Original transcripts with credits used for renewal Previously submitted _____

_____ Copy of the current Evaluator Approval certificate used for this renewal Previously submitted _____

_____ Copy of your up-to-date Mandatory Child and Dependent Adult Abuse Certificate Previously submitted _____

AUDIT MATERIALS AND CHECKLIST MUST BE MAILED TO:

*Iowa Board of Educational Examiners
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319*

Folder Number _____

Date of Birth: Month _____ Day _____ Year _____

Date _____

Signature _____