



# APPLICATION FOR RENEWAL OF INITIAL ADMINISTRATOR LICENSE

Revised 6/15

**INSTRUCTIONS: (Please allow up to four weeks processing. Incomplete applications may be returned.)**

**Form #1**

1. Attach a copy of a certificate verifying completion of the child and dependent adult abuse reporter training completed within the last five years.
2. The application packet must include a completed application, \$86 processing and background check fees, child and dependent adult abuse reporter certification, and applicable late fees.
3. Send all materials 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.
4. The Initial License may be renewed only twice, for a total of three terms. The second renewal application must be accompanied by a letter from a school district administrator indicating contracted employment as an Administrator.

\*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:

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 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 ½ x 11 sheet of paper

**Please verify:**

I verify that I am not currently serving as an administrator

OR

I verify that I have not yet completed one full year of administrative experience (or two years in a nonpublic school setting).

**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

