



# APPLICATION FOR RENEWAL OF A PROFESSIONAL SERVICE LICENSE

Board of Educational Examiners  
Use Only

**(Note: You may not renew your license earlier than one year from its expiration date.)**

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

Revised 10/09

## Renewal Requirements

Four credits every five years, completed during the term of the license (after issue date and before expiration date), are required to renew a Professional Service License. Complete this form and include official transcripts of credits earned.

**Acceptable renewal credits include any combination of the following list, but have to be taken within the term of the license:**

1. Credit(s) completed from a regionally accredited institution, which may not lead to a degree but which add greater depth/breadth to present endorsement held.
2. Credit(s) completed from a regionally accredited institution, which lead toward the completion of a planned master's, specialist's, or doctor's degree program in an endorsement area.
3. Credit(s) completed from a regionally accredited institution, which may not lead to completion of requirements for an endorsement not currently held.
4. Credit(s) completed through Iowa licensure renewal courses or activities approved through guidelines established by the Iowa Board of Educational Examiners. In other words, AEA licensure renewal or approved LEA licensure renewal courses. Credit taken must add greater depth/breadth to present endorsement held.

## Application Requirements

1. Attach official/original college/university transcripts of credit, or AEA transcripts showing four credits.
2. Include a copy of the certificate verifying completion of the **child and dependent abuse mandatory reporter training** if you are currently serving in an Iowa School system **or** if you have an Iowa address. The mandatory reporter training is waived if you do not have an Iowa address **and** you are not serving in an Iowa school.
3. The application packet must include a completed application, official transcripts, \$85.00 nonrefundable application fee, child and dependent adult abuse reporter verification, and applicable late fees.
4. Send all materials and check or money order (made payable to the 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**.
5. **LATE RENEWAL FEE.** An additional fee of \$25.00 per calendar month, not to exceed \$150.00, shall be imposed if a renewal application is submitted after the date of expiration. The board will waive the late fee if you are not currently practicing as an educator in Iowa.
6. The only coursework acceptable for renewal from a non-Iowa institution is coursework that has been completed for undergraduate or graduate credit. Please be aware that some institutions may indicate that the course work is graduate level course work but graduate credit is not provided. Professional development units are provided instead. Professional development units and staff development credits completed at a non-Iowa institution are **not** acceptable. Continuing education units (C.E.U.s) are **not** acceptable for renewal.
7. If a license is not renewed before the date of expiration, the semester hours of credit presented for its renewal must have been completed within the five-year period immediately preceding the date of application for renewal.

# RENEWAL OF PROFESSIONAL SERVICE LICENSE

Form #1

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	

Have you taken the Child and Dependent Adult Abuse Course?    Yes  No

Institution	Course Title of Those Courses Taken to Renew This License	Course Number	# of Credits Granted	Date Completed MM/YYYY

## **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 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