



APPLICATION FOR RENEWAL OF A SUBSTITUTE LICENSE

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

Do not use this form to renew a Substitute Authorization. There is a different application for Substitute Authorization renewals.

Board of Educational Examiners
Use Only

INSTRUCTIONS: (Incomplete applications may be returned.)

Revised 05/11

1. To renew a substitute teaching license, provide either verification of at least 30 days of substitute teaching during the term of the license, one year of teaching experience within the last five years completed during the term of a valid Iowa teaching license, or transcripts showing the completion of one semester hour of credit taken from either a regionally accredited college or AEA license renewal credit.
2. Continuing education units (C.E.U.s) are not accepted for renewal.
3. Include a copy of the certificate verifying completion of the **child and dependent adult 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.
4. The application packet must include a completed application, \$85.00 fee, and a transcript or verification of substitute teaching. All fees are NONREFUNDABLE.
5. 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 East 14th St., Des Moines, IA 50319-0146.**

Name changes require a photocopy of official legal documentation. All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days.

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

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

Month Day Year

To be completed by district administrator or official.

I hereby verify that the applicant served successfully as a substitute teacher in this school district during the term of his/her license.

_____ Number of days taught during the term of the license.

OR

I hereby verify that the applicant served successfully as a teacher in this school district within the last five years during the term of his/her license.

Taught during the _____ school year.

School District

City

State

Type or Print Name

Signature

If substitute teaching experience is completed in more than one school district, each school district must verify the number of days substituted. Use official school letterhead for additional verification. (It is unnecessary to verify more than 30 days of substitute teaching.)