

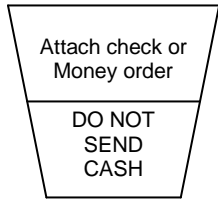
School Business Official Authorization Application Checklist

Incomplete applications will be void after 45 days.

- Have you completed Section I?**
- Have you completed Section II, with both the superintendent signature and your Signature?**
- Have you been fingerprinted and included your fingerprint card with this application? The fingerprint/background check fee is \$65.00. If you come to our offices to be fingerprinted the fee is \$52.00.**
- Have you completed the background check information on page 2?**
- Have you reviewed and do you understand the renewal requirements found with the application?**

Mail the completed application and fingerprint/background fee of \$65.00 to:

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



Application – Prior to 7/1/12 School Business Official Authorization

**Board of Educational Examiners
Use Only**

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

Revised 07/11

Directions:

1. Complete **Section I** (print/type) – If you do not have a Folder Number, it will be assigned to you by the BoEE
2. Complete **Section II** (print/type)
3. Complete the background information on page two and submit fingerprint packet with the \$65.00 fee. You can order a packet by going to this link on our web site: www.boee.iowa.gov/FPPktReq.html
4. Send completed packet to:
**Board of Educational Examiners
 Grimes State Office Building
 400 East 14th Street
 Des Moines, Iowa 50319**

Section I: To be completed by applicant. Use black or blue ink.

Folder # (will be assigned by BoEE)	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	

Section II: To be completed by superintendent and applicant. Use black or blue ink.

Employment Record: *I hereby verify that the applicant on this form has been employed as a school Business official prior to July 1, 2012.*

School District _____ Start Date _____ Number of years of service _____

Superintendent Name (print/type) _____ Folder # _____

Superintendent Signature _____ Date _____

Applicants Signature _____ Date _____

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

Date

Renewal Requirements

School Business Official

The **School Business Official Authorization** is valid for 3 years, plus the time to the last day of your birth month, from July 1, 2012. Renewal requirements must be completed and application made for renewal before your expiration date.

Requirements:

The completion of the **Mandatory Reporter of Child and Dependent Adult Abuse** training. Contact your Area Education Agency for detail on how to complete the training.

Every renewal applicant must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- This requirement rule is waived under the following circumstances:
 - The person is engaged in active duty in the military service of this state or of the United States.
 - This application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
 - The person is practicing in a license profession outside this state.
 - The person is otherwise subject to circumstances that would preclude the person from satisfying the approved training in this state.
 - The person has previously renewed a license or another authorization issued by the Board of Educational Examiners and at that time, reported the completion, with the past five years, of the training
- Complete **4 semester hours of credit** or the equivalent contact hours (1 semester hour is equivalent to 15 contact hours) within three years, with a minimum of 1 semester hour, or its equivalent, completed during each year of the authorization. Renewal credit options will be defined at a later date. They will be posted on our website: www.boee.iowa.gov and will be included with the renewal application.

If the Licensee fails to meet the renewal requirements, the Licensee must petition the Board to waive all or part of the renewal requirements. If the Licensee fails to meet all renewal requirements, the Licensee will not be issued a license and the Licensee will not be eligible to continue in the position.