



Application for a Special Education Class C License

**Board of Educational Examiners
Use Only**

Revised 06/09

INSTRUCTIONS:

1. Attach an official college/university program of study outlining the coursework to be completed for the desired endorsement. (The program of study must show the anticipated completion date and it must be signed by the college/university official.) The addition of endorsements on Iowa teaching licenses are based on completion of college or university based credit. Competency or assessment based programs will not be accepted. All programs of study must be based on college or university credit.
2. Send all materials and a check or money order (*made payable to the Board of Educational Examiners*) for \$85.00 to:
State of Iowa, Board of Educational Examiners Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, Iowa 50319-0147.
3. Please allow four weeks for processing.
Name changes require a photocopy of official legal documentation.

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
Home Phone ()	Work Phone ()	Email Address	

Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. 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?

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

SECTION II - TO BE COMPLETED BY AN ADMINISTRATOR (type or print)

If a person is the holder of a valid Iowa teaching license and is seeking to obtain a new endorsement, a class C license may be issued if requested by an employer and if the individual seeking this endorsement has completed **12 semester hours** of the requirements leading to completion of all requirements for that endorsement.

Note: This Class C License shall be valid only if the applicant's primary license remains current and valid. The applicant is expected to complete all requirements for this endorsement within the term of this license. Upon completion of the requirements, the applicant must complete application materials, and be recommended by the recommending official of the institution at which the requirements have been completed.

The _____ school system requests that _____
(Name of applicant)

be issued a Class C license for the following endorsement (please check whichever applies):

- _____ Early Childhood Special Education _____ K-6 Instructional Strategist I: Mild/Moderate
_____ 7-12 Instructional Strategist I: Mild/Moderate _____ K-12 Instructional Strategist II: Mental Disabilities
_____ K-12 Instructional Strategist II: Behavior Disorders/ Learning Disabilities

For any other position, please specify the name of the endorsement: _____

Enclosed is the official program of study as evidence that the above-named applicant has completed 12 semester hours of the requirements leading to completion of all requirements for that endorsement.

This request is for the period beginning with the following school year: 20____ - 20____.

The school official has documented that the respective AEA special education official supports this request.

(Administrator's Signature) _____ (Print or type administrator's name) _____ (Phone #) ____/____/____
(Date)

TO: Special Education Class C Applicant
FROM: Board of Educational Examiners—Licensure
RE: Eligibility for the Special Education Class C License

To be eligible for the Special Education Class C (conditional) License, an applicant must meet the following requirements:

- 1) Hold a valid Iowa Initial, Standard, Master Educator or Exchange License.
- 2) Has completed at least one-half (no less than 12 semester hours) of the credits necessary for a Special Education endorsement.
- 3) Files a written request from the employing school official supported by the respective area education agency Special Education Official. (A statement under Section II on the Special Education class C application form verifies the school official has notified the AEA Special Education Official and has documented the support.)
- 4) Files an official Program of Study (outline of course work to be completed for the desired endorsement) from a college/university. The Program of Study must show the anticipated completion date and must be signed by an official of the college/university.

The term of the license (1, 2, or 3 year) will be issued based on the amount of preparation needed to complete the requirements for the endorsement.

ALL four requirements must be met before the license will be issued.

NOTE: If issued, this Class C License shall be valid only if the applicant's primary license remains current and valid. The applicant is expected to complete all requirements for this endorsement within the term of this license. Upon completion of the requirements, the applicant must complete application materials, and be recommended by the recommending official of the institution at which the requirements have been completed.