

Substitute application - directions & help. Some key things to keep in mind: you can always save and come back to the application and log back in with the user name and password you create. Make sure you save before signing out.

Step #1- Follow the "Online" link from our website or below:

<https://www.applitrack.com/iowalicensure/onlineapp/application.aspx?posjobcodes=117> then click on "Start" or use the "Login" buttons to begin.

Step #2- Start by entering your demographics and email address (user name) and create a password. When done with this page click on "next page" at the bottom right hand corner of the page.

Step #3- Send information to Iowa- Enter your birthdate and gender in the appropriate spaces and click on "**Send Info**" at the bottom of the page.

Step #4- Type of licensure- Check the box for an **Substitute License**. This box should already be checked.

Step #5- Verify you have held and Iowa license and have not ever held a Substitute license in Iowa. You may look up your license record at, <https://www.iowaonline.state.ia.us/boee/>.

Step #6- check "yes" or "no" to the five questions about your background status. Background information- If you answer "Yes" to any of the first 4 questions, provide an explanation in the text box below that question.

Step #7- Read and then **digitally sign** the statement of fraud.

Step #8- Remit payment. Enter your credit card information which will charge \$88 for the application fee (\$85), and for the credit card use fee (\$3). **Click submit payment.**

Step #10-Submission Verification: If you have all documents inputted you can submit your application. If you see an error message, be sure to fix the error or upload the missing documents, or your application will NOT be considered submitted.

Please call Linda Espey at (515) 725-2146 if you have questions, or email Linda.Espey@iowa.gov.