Enclose check or money order

DO NOT SEND CASH

APPLICATION for Administrative Licensure (IOWA INSTITUTION)

State of Iowa
Board of Educational Examiners
Licensure
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

Rev 04/11

I. TO BE COMPLETED BY APPLICANT (type or print) Please allow four weeks for processing. Incomplete applications will be voided after 45 days.
Name changes require a photocopy of official legal documentation. ALL FEES ARE NONREFUNDABLE.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	☐ Male ☐ Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ( )	Daytime Phone ( )	Email Address	

Master's Degree conferred:
Date Institution

The fee for an Administrative license is $85. (Make checks and money orders payable to the Board of Educational Examiners)

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 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.

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 the FBI may be released as allowed by law.

_____ _____
Signature of Applicant Date

SECTION II - Endorsement:To be completed by institution
After our transcript analysis, we find that the applicant has completed this institution's approved program for the following administrative endorsements:

☐ ☐ ☐ ☐ ☐ ☐ ☐

_____ _____
Signature of Recommending Official Institution Name

Affix College Seal Here

_____ _____
Typed or printed Signature of Recommending Official Date