

OUT OF STATE APPLICATION FOR ADMINISTRATOR EXCHANGE LICENSE CHECKLIST

Incomplete applications will be void after 45 days. Please double check:

- Have you completed section I?**

- Have you attached official transcripts of all college credits including transferred credits? Course titles must show on the transcripts. Course numbers only or total credits transferred do not provide adequate transfer information.**

- Have you enclosed your check or money order which includes the evaluation and processing fees (\$60) and the fee for issuance of the license (\$85)?**

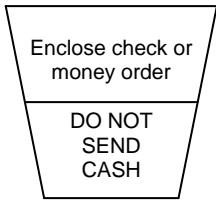
- Have you sent the form to the institution through which you completed your administrative education program and secured the signature and seal (on the bottom of section II) of the recommending official at that institution?**

- Have you verified sufficient teaching and administrator experience?**
(-At least three years of teaching experience are necessary to qualify for an Administrator License.)
(-Three years of administrative experience are necessary to qualify for a superintendent endorsement.)
You may use our form or a letter from an administrator in the employing school district on school letterhead stating the nature, and dates of your assignment.

- Have you enclosed a valid administrator license from the state in which you completed your educational administration program?**

- Have you enclosed, or sent separately, your completed fingerprint card and waiver form, and the \$65 background check fee? Even if you have been fingerprinted to obtain a teaching license in another state, you must be fingerprinted again in order to obtain an Iowa teaching license. (This fee and the fees for the processing and license may be combined in a single check or money order.)**
If you need a card, request it from our website, www.boee.iowa.gov/FPPktReq.html or call (515)281 3245 to leave your name and address and request a fingerprint packet. The packet will be mailed on the same or next business day.

- Have you signed and dated the application?**



Application For An Administrator Exchange License

State of Iowa
**Board of Educational Examiners
 Licensure**
 Grimes State Office Building
 Des Moines, Iowa 50319-0146
 Revised 04/11

INSTRUCTIONS:

1. Complete Section I.
 2. Enclose the \$60.00 nonrefundable evaluation fee.
 3. Enclose a \$85.00 nonrefundable licensure fee. Total Items 2 & 3 and remit ONE Check or money order, made payable to the Board of Educational Examiners.
 4. Attach **official** college/university transcripts.
 5. Have Section II completed. This section is to be completed **only** by the recommending official at the non-Iowa institution where the applicant completed the educational administration program. **Do not detach the requirement pages** until Section II has been completed.
 6. Attach a copy of your out of state Administrator License.
 7. Verify any full-time (160 school days per school year) teacher and/or administrator experience on the enclosed form (make as many copies as necessary).
 Three years of teaching experience are needed for the principal endorsement.
 Three years of experience as a K-12 school administrator are needed for the superintendent endorsement.
 8. Complete the fingerprint packet information. Enclose the \$65 fee (the entire \$210 fee may be on a single check or money order.)
NOT NEEDED IF YOU HAVE EVER HELD AN IOWA TEACHER OR ADMINISTRATOR LICENSE
 9. Send all materials to the address that appears in the upper right hand corner of this page.
- NOTE:** Photocopies or copies by fax of any application forms or experience verification forms will not be accepted. Original signatures are needed. Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE. Incomplete applications will be void after 45 days**

Section I – To be completed by Applicant

Applicant's Folder # (To Be Assigned by BoEE Office)	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:

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: Fraud in procurement of a license or falsifying records for licensure purposes will constitute grounds for filing a complaint with the Iowa Board of Educational Examiners.

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

Degrees held and conferred:

Bachelor's: ____/____/____ Institution
Month Day Year

Master's: ____/____/____ Institution
Month Day Year

Specialist's: ____/____/____ Institution
Month Day Year

Doctorate: ____/____/____ Institution
Month Day Year

Do you hold a valid Teaching License in the state where you completed your teacher preparation? ____ Yes ____ No
(If yes, please attach a copy of the license.)

Do you hold a valid Administrator License in the state where you completed your Admin. Program? ____ Yes ____ No
(If yes, please attach a copy of the license.)

Do you, or have you ever, held an **Iowa** Teacher or Administrator License? ____ Yes ____ No

Section II: (To be completed by University Recommending Official)

I verify that the applicant has completed our college program in school administration

Applicant Name: _____ Applicant Social Security Number: _____

____ Principal (elementary) ____ Principal (secondary) ____ Principal (all levels PK-12)

____ Principal (all levels PK-12 including special education) ____ Superintendent

Institution Name

Signature of Recommending Official

Date

Typed Signature of Recommending Official

Administrative Endorsements

189 --- PK-12 principal and PK-12 supervisor of special education:

a. Authorization. The holder of this endorsement is authorized to serve as a principal of programs serving children from birth through grade twelve, a supervisor to instructional special education programs with children from birth to the age of 21, and a supervisor of support for special education programs for children from birth to the age of 21 (and to a maximum allowable age in accordance with Iowa Code section 256B.8).

b. Program requirements.

-(1) Degree-master's.

-(2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements.

--1. Knowledge of early childhood, elementary, early adolescent, and secondary level administration, supervision, and evaluation.

--2. Knowledge and skill related to early childhood, elementary, early adolescent, and secondary level curriculum development.

--3. Knowledge of child growth and development from birth through adolescence and developmentally appropriate strategies and practices of early childhood, elementary, and adolescence, to include an observation practicum.

--4. Knowledge of family support systems, factors which place families at risk, child care issues, and home-school community relationships and interactions designed to promote parent education, family involvement, and interagency collaboration.

--5. Knowledge of school law and legislative and public policy issues affecting children and families.

--6. Completion of evaluator training component.

--7. Knowledge of current issues in special education administration.

--8. Planned field experiences in elementary and secondary school administration including special education administration.

-(3) Competencies: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. A school administrator is an educational leader who promotes the success of all students by accomplishing the following competencies.

--1. Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

--2. Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.

--3. Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

--4. Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.

--5. Acts with integrity, fairness, and in an ethical manner.

--6. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

c. Other.

-(1) The applicant must have had three years of teaching experience at the early childhood through grade twelve level.

-(2) Graduates from institutions in other states who are seeking initial Iowa licensure and the PK-12 principal and PK-12 supervisor of special education endorsement must meet the requirements for the standard license in addition to the experience requirements.

171 Superintendent/AEA administrator .

a. Authorization. The holder of this endorsement is authorized to serve as a superintendent from the prekindergarten level through grade twelve or as an AEA administrator.

NOTE: This authorization does not permit general teaching, school service, or administration at any level except that level or area for which the practitioner holds the specific endorsement(s).

b. Program requirements.

-(1) Degree-specialist-(or its equivalent: A master's degree plus at least 30 semester hours of planned graduate study in administration beyond the master's degree).

-(2) Content: Through completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements, the administrator has knowledge and understanding of:

--1. Models, theories, and practices that provide the basis for leading educational systems toward improving student performance.

--2. Federal, state and local fiscal policies related to education.

--3. Human resources management, including recruitment, personnel assistance and development, evaluation and negotiations.

--4. Current legal issues in general and special education.

--5. Noninstructional support services management including but not limited to transportation, nutrition and facilities.

-(3) Practicum in PK-12 school administration. In the coursework and the practicum, the administrator facilitates processes and engages in activities for:

--1. Developing a shared vision of learning through articulation, implementation, and stewardship.

--2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

--3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

--4. Collaborating with school staff, families, community members and boards of directors; responding to diverse community interests and needs; and mobilizing community resources.

--5. Acting with integrity, fairness, and in an ethical manner.

--6. Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

c. Other. The applicant must have had three years of experience as a building principal or other PK-12 districtwide or area education agency administrative experience.

Experience Verification Form

State of Iowa
Board of Educational Examiners
Licensure
Grimes State Office Building
Des Moines, IA 50319-0146

<u>Folder Number (if known)</u>	<u>Social Security Number</u>
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Section I: (To be completed by applicant.)

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: (_____) _____ (_____) _____
Evening Daytime

2. To be completed by administrator

I hereby verify that the above-named applicant served successfully as a teacher or administrator in this school district during the dates indicated below, based on a local evaluation process.

- a) _____ - dates in district, list beginning and ending month and year dates
- b) _____ - specific grade(s) taught or administered
- c) _____ - subject area / disability area / or administrative area
- d) _____ - school district
- e) _____ - city
- f) _____ - state

Signature of Administrator Date

Typed Signature of Administrator Telephone #: _____ - _____
Area Code

NOTICE--RETURN TO APPLICANT--DO NOT MAIL DIRECTLY TO BOARD OF EDUCATIONAL EXAMINERS

NOTE: Photocopies or copies by fax of any application form or experience verification form will not be accepted. Original signatures are needed.

NOTE TO ADMINISTRATOR: If in your judgment you are convinced that the applicant above should not be given licensure, at least until further investigation is made, do not sign this form and please write a CONFIDENTIAL LETTER to the above address stating your reasons.