

Intern 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=107> 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 a “**Intern Teaching License**”. This box should already be checked.

Step #5- Fill in your preparation program information including e-mail address of your Advisor/Department Head. Be sure to click the “Send Form Now” at the bottom.

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

Steps #8 and 9 – Answer the background questions and history.

Step # 10 – Designate background check packet process, and sign.

Step #11- Remit payment. Enter your credit card information which will charge \$163 for the application fee (\$85), background check fee (\$75) and for the credit card use fee (\$3). **Click submit payment.**

Step #12-Submission Verification: If you have all documents inputted you can submit you 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 Joanne Tubbs at (515) 281-3611 if you have questions, or email Joanne.Tubbs@iowa.gov.