



# Application for Teacher Intern License

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

**I. TO BE COMPLETED BY APPLICANT** (type or print)

Revised 04/11

**Instructions:**

1. Enclose a \$125 non-refundable teacher intern license fee (made payable to the Board of Educational Examiners) and send to the address above.
2. Have the application signed and endorsement numbers indicated by the recommending official at the institution at which you are enrolled in an Iowa approved teacher intern program.
3. Include a BOEE stamped fingerprint card and waiver form and the \$65 fee for the background check. (A single check or money order is acceptable.) Please allow four weeks for processing. **ALL FEES ARE NONREFUNDABLE. Incomplete applications will be void after 45 days.**

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
Evening Phone (    )	Daytime Phone (    )	Email Address	
Degree(s) held and conferred: Bachelor's _____ Institution _____ date _____ Master's _____ Institution _____ date _____			

**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 Permission and Fraud:** I herby 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 FBI may be released as allowed by law.

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.

**Statement of Agreement:** As part of the evaluation process, I will allow school district administration, mentors and intern program members to share information that is helpful in ensuring my success.

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 institution**

I verify that the above applicant is currently enrolled in our Iowa approved teacher intern program and has completed the minimum amount of coursework in pedagogy. I also verify that the applicant has met all state minimum requirements for the following endorsements.

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\_\_\_\_\_  
Signature of Recommending Official

\_\_\_\_\_  
Institution Name

**Affix College  
Seal Here**

\_\_\_\_\_  
Typed or printed Signature of Recommending Official

\_\_\_\_\_  
Date