

OUT-OF-COUNTRY APPLICATION FOR LICENSURE CHECKLIST

Effective January 1, 2013 all out of country applicants are required to take and pass Iowa's mandated assessments prior to being licensed. Currently, you will need to take both a level content and pedagogy PRAXIS exam. To try to minimize your cost, the out of country application is now a three step process.

Step 1: You will submit the application, \$60 evaluation fee and the course by course evaluations from a transcript evaluation service. In order to progress to Step 2, your evaluations must show that:

- You have the equivalent of a US bachelor's degree
- You completed a teacher preparation program (there must be education or pedagogy classes listed on your evaluation).

Step 2: You will receive a letter from the BOEE telling you that you are eligible to move on to Step 2, listing the content and pedagogy PRAXIS exams which must be taken, and the cut scores needed to pass the exam.

Step 3: After passing the exams, you will submit the passing scores, verification of experience, and a completed background check packet OR come into our office for fingerprinting. The cost of step 3 will be \$160.

Step 1:

Incomplete applications will delay processing. Please double check:

_____ Have you completed section I?

_____ Have you sent your transcripts to an approved transcript evaluation service, and are you enclosing the results of their analysis with this application?

_____ Have you enclosed your check or money order which includes the evaluation fees (\$60)

_____ Have you signed and dated the application?

*The processing time for this application is 4-6 weeks.

State of Iowa
BOARD OF EDUCATIONAL EXAMINERS
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

SUBJECT: Information concerning transcript or credential evaluation for individuals with teacher preparation outside of the United States.

The State Board of Educational Examiners does not have the resources to determine degree and course credit equivalencies from outside the United States or to translate foreign credentials or transcripts. The rules for licensure require persons with preparation from outside of the United States to work with some agency or institutions to obtain an appropriate assessment of the credentials/records in terms of degree and course credit equivalencies and translation of course titles. This office will use the assessment to determine if the appropriate degree and course requirements have been met for Iowa teacher licensure purposes. **PLEASE SUBMIT THE COURSE BY COURSE EVALUATION REPORT FROM THE AGENCY.**

Photocopies will not be accepted.

The following private agencies provide foreign credential evaluation services at varying fees.

Academic & Credential Records Evaluation & Verification Service

1776 Clear Lake Ave.
Milpitas, CA 95035-7014
tel: (408) 719-0015 or (866) 583-4834
www.acrevs.com

Career Consulting International

1304 SW 160th Avenue #203
Sunrise, FL 33326
tel: (954) 384-9541 or (800) 771-4723
fax: (866) 585-1409
www.thedegreepeople.com

Foreign Consultants, Inc.

(Credential Evaluation Services)
11206 A Osage Circle
Westminster, CO 80234
tel: (303) 585-0978 • fax: (303) 379-2161
info@foreignconsultants.com
www.foreignconsultants.com

International Education Research Foundation, Inc.

P.O. Box 3665
Culver City, CA 90231
tel: (310) 258-9451 • fax: (310) 342-7086
www.ierf.org

American Association of Collegiate Registrars and Admissions Officers

One Dupont Circle NW, Suite 520
Washington, DC 20036-1135
tel: (202) 296-3359 • fax: (202) 822-3940
www.aacrao.org

Educational Credential Evaluators, Inc.

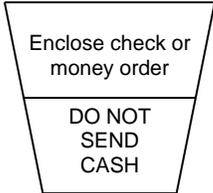
P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
www.ece.org

Global Education Group, Inc.

1205 Lincoln Road, Suite 218
Miami Beach, FL 33139
tel: (305) 534-8745 • fax: (305) 534-3487
www.globaledu.com

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
tel: (212) 966-6311 • fax: (212) 739-6311
www.wes.org



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

Revised 06/15

INSTRUCTIONS:

1. Complete the application below.
2. Enclose the \$60.00 evaluation fee.
3. Attach the results of the evaluation service which evaluated your transcripts.
4. 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.

ALL FEES ARE NONREFUNDABLE. Incomplete applications will be void after 45 days.

SECTION I

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 application for an educational license denied or had disciplinary action of any type (including letter of reprimand, warning, suspension, revocation, or voluntary surrender) taken against an educational certificate, license or authorization in Iowa, any other state, or any other country?

Citizenship:

Are you a United States citizen? Yes No

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.

Licensure Information:

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

- Check License desired:

Initial Standard Master Educator Exchange Substitute Class A (1-year conditional)

Degrees held and conferred:

Bachelor's: / /
Month Day Year Institution

Master's: / /
Month Day Year Institution

Specialist's: / /
Month Day Year Institution

Doctorate: / /
Month Day Year Institution

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