

Paraeducator Certification Renewal Application

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

Board of Educational Examiners
Use Only

revised 6/15



**You cannot renew your license more than one year in advance.
Do not use this form for adding an area of concentration or for your first license.**

WE WANT TO DO AN EXCELLENT JOB FOR YOU. HERE IS HOW YOU CAN HELP:

1. Complete this renewal application form.
2. Enclose the \$41.00 non-refundable application and background check fees made payable to the Board of Educational Examiners.
3. Attach official/original transcripts showing coursework totaling three credits. Credits must be college credits through a regionally-accredited institution or licensure renewal credits issued through an approved Iowa provider. CEUs, clock hours, and certificates of completion are not accepted. Coursework should be related to education or duties performed. Credits are valid if earned during the term of the current certificate or no more than five years old if the certificate is expired.
4. Verification of completion of the mandatory child and dependent adult abuse class approved by the state abuse education review panel. Please submit a photocopy of the certificate that you received upon completion of the course. The training must have been completed within the past five years.

Please allow 6 to 8 weeks to process. **ALL FEES ARE NONREFUNDABLE. Incomplete applications will be voided after 45 days.**

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name <i>Name changes require a photocopy of legal documentation.</i>	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ()	Daytime Phone ()	Email Address	

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 1/2 x 11 sheet of paper.

(CONTNUED ON PAGE 2)

Statement of Permission and Fraud:

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 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.

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

The paraeducator certificate is valid for 5 years and shall expire five years from the date of issuance.

Renewal requirements.

The paraeducator certificate may be renewed upon application, payment of a \$41 fees, and verification of successful completion of coursework totaling three credits in any combination listed below (credits must be either college credits or Iowa-approved licensure renewal credits):

- a. One credit may be earned for each hour of credit which leads to the completion of the requirements for an area of concentration not currently held.
- b. One credit may be earned for each hour of credit that will assist a paraeducator to demonstrate the knowledge of and the ability to assist in reading, writing and mathematics.
- c. One credit may be earned for each hour of credit completed which supports either the building's or the district's career development plan.
- d. One credit may be earned for each semester hour of college credit.

All applicants renewing a paraeducator certificate must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a. A person is engaged in active duty in the military service of this state or of the United States.
- b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c. A person is practicing a licensed profession outside this state.
- d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.