

New Paraeducator- 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=121 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 **Paraeducator Certification**

Step #5- Upload the verification of High School completion. This can be transcripts, diploma, copy of GED etc.

Step #6 Enter the contact information for your Paraeducator Preparation program and send the form electronically. Your preparation program will complete this form and recommend you for the certification.

Step #7- check “yes” or “no” to the five questions about your background status. Background information- If you answer “Yes” to any of the first 4 questions, provide an explanation in the text box below that question.

Step #8- You can order the background packet here and then be printed at a law enforcement center near your home using our fingerprint cards. Then send them in the mail back to us.

OR if you are near Des Moines, you can come to our office and be printed here electronically. Coming to our office to be fingerprinted does expedite the processing time. **Digitally sign this page at the bottom.**

Step #9- Read and then **digitally sign** the statement of fraud.

Step #10- Remit payment. Enter your credit card information which will charge \$118 for the application fee (\$40), the background fee (\$75), and for the credit card use fee (\$3). **Click submit payment.**

Step #11-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 Mike Cavin at (515) 281-3437 if you have questions, or email Mike.Cavin@iowa.gov.