



# Substitute Authorization Renewal Application

Board of Educational Examiners  
Use Only

**(Note: Do NOT use this form to renew a Substitute Teacher License! Use the License Renewal form.)**

Revised 6/15

**Directions:**

1. Complete this renewal application form.
2. Enclose the \$86.00 non-refundable Substitute Authorization and Background Check fees made payable to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-0147.**
3. Attach the official transcripts of the 2 semester hours of credit earned during the term of the license (after the issue date and before the expiration date) required for renewal of the Substitute Authorization. These credits may be completed for staff development credit from an Iowa Area Education Agency or undergraduate or graduate college credit from a regionally accredited institution. If your license is expired, the credits need to be no more than five years old.
4. Renewal requirements for the substitute authorization include verification of completion of a 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 class must have been completed within the past five years.
5. Please allow four weeks for processing.

\*Name changes require a photocopy of official legal documentation. **All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days.**

**To be completed by applicant. Use black or blue ink.**

|                         |                         |                                       |  |
|-------------------------|-------------------------|---------------------------------------|--|
| Applicant's Folder #    | Social Security #       | Date of Birth<br>Month    Day    Year | <input type="checkbox"/> Male<br><input type="checkbox"/> Female |
| Last Name               | First Name              | Middle Name                           | Maiden Name  |
| Address                 | City                    | State                                 | Zip Code   |
| Evening Phone<br>(    ) | Daytime Phone<br>(    ) | 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 ½ x 11 sheet of paper

**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