



# Application for a Substitute Authorization

**Board of Educational Examiners  
Use Only**

**(Do not use this form if you have completed a teacher education program.\*)**

**INSTRUCTIONS: (Please allow four weeks for processing. Incomplete applications may be returned.)**

Revised 10/09

**Directions:**

1. Complete this application form.
2. Enclose a \$150.00 (\$85.00 issuance fee, \$65.00 background fee) check or money order 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. Enclose the completed fingerprint cards and waiver form.
4. Enclose the official verification of completion of the 15 contact hour (minimum) course required for the Substitute Authorization.
5. One of the following requirements must be met:
  - a. A baccalaureate degree from \_\_\_\_\_ conferred \_\_\_\_\_ (attach an official transcript)
  - b. A paraeducator certificate (Note: unless the paraeducator also has a bachelor's degree, the Substitute Authorization will allow the holder to serve **ONLY** in the special education classroom in which the individual normally serves as a paraeducator.)

Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE.**

**\*Note:** If you have completed a teacher education program, do not use this form. Use the form for applying for a Substitute Teaching **License**.

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

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	

**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

## Rules governing a substitute authorization.

A substitute authorization allows an individual to substitute in a middle school, junior high school, or high school for no more than five consecutive days in one job assignment. An individual who holds a paraeducator certificate and completes the substitute authorization program is authorized to substitute only in the special education classroom in which the individual paraeducator is employed.

**14.143(1)** A substitute authorization may be issued to an individual who:

- a.* Has successfully completed all requirements of a board of educational examiners-approved substitute authorization program consisting of the following components and totaling a minimum of 15 clock hours:
  - (1) Classroom management. This component includes an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
  - (2) Strategies for learning. This component includes understanding and using a variety of learning strategies to encourage students' development of critical thinking, problem solving, and performance skills.
  - (3) Diversity. This component includes understanding how students differ in their approaches to learning and creating learning opportunities that are equitable and are adaptable to diverse learners.
  - (4) Ethics. This component includes fostering relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development and to be aware of the board's rules of professional practice and competent performance.
- b.* Has achieved at least one of the following:
  - (1) Holds a baccalaureate degree from a regionally accredited institution.
  - (2) Completed an approved paraeducator certification program and holds a paraeducator certificate.
- c.* Has attained a minimum age of 21 years.
- d.* Has successfully completed an Iowa division of criminal investigation background check. The background check fee will be assessed to the applicant.
- e.* Has successfully completed a national criminal history background check. The background check fee will be assessed to the applicant.

**14.143(2)** The fee for the substitute authorization is \$85 for three years.

**14.143(3)** Renewal requirements for the substitute authorization consist of a minimum of two renewal units equivalent to 30 clock hours and completion of a child and dependent adult abuse training program approved by the state abuse education review panel. A waiver of the approved child and dependent adult abuse training requirement may apply under the following conditions with appropriate documentation of any of the following:

- a.* The 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.* The person is practicing a licensed profession outside this state.
- d.* The person is otherwise subject to circumstances that would preclude the person from completing the approved child and dependent adult abuse training in this state.
- e.* The person has previously renewed a license or authorization issued by the board of educational examiners and, at that time, reported the completion, within the past five years, of child and dependent adult abuse training approved by the state abuse education review panel.

## **Substitute Authorization**

### **Frequently Asked Questions**

**1. What is the difference between a substitute teaching license and a substitute authorization?**

A substitute teaching license is based on the completion of a teacher education program. The substitute teaching license authorizes the individual to substitute teach on any level, in any area for a maximum of 90 days in one assignment.

The substitute authorization allows a person with a baccalaureate degree to substitute in the middle school, junior high or high school for a maximum of 5 days in one assignment.

The substitute authorization allows a paraeducator who completes the paraeducator training to substitute in the special education classroom where the person serves as a paraeducator for no more than 5 consecutive days.

The authorization is issued upon the successful completion of the substitute training program. Please review the rules for the substitute authorization.

**2. Who is offering the substitute training for the substitute authorization?**

Several area education agencies have been approved to offer the substitute authorization program. Please contact the staff development coordinator at your area education agency for information regarding the program offering.

**3. May I begin substituting under a conditional license while I am waiting for the training to be offered?**

No. You must complete the training before you would be issued the substitute authorization.

**4. Where is the application for a substitute authorization?**

You may download the application from our website [www.boee.iowa.gov](http://www.boee.iowa.gov).

**5. The substitute authorization does not allow me to substitute on the elementary level. What do I need to do to be able to substitute on the elementary level?**

If you hold a paraeducator certificate and serve as a paraeducator in an elementary special education classroom, you may substitute in that elementary special education classroom.

If you are not a paraeducator, you would need to complete a teacher education program and be recommended by the college in order to substitute on the elementary level.

**6. I am a paraeducator but I do not have a paraeducator certificate. How do I obtain a paraeducator certificate so I can then complete the substitute training to obtain the substitute authorization?**

The requirements for the paraeducator certificate are also found on our website.

**7. Can a school receive an extension so a person with the substitute authorization can substitute more than 5 days in one assignment?**

No. The rules do not allow for an extension.