



APPLICATION FOR CONVERSION FROM AN INITIAL TO A STANDARD LICENSE

**Board of Educational Examiners
Use Only**

Revised 7/10
Form #1

INSTRUCTIONS: (Incomplete applications may be returned.)

1. The application must include a completed application, \$85 nonrefundable application fee, and applicable late fees.
 2. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147.**
 3. **LATE RENEWAL FEE.** An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a renewal application is submitted after the expiration date. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.
 4. Please allow four weeks for processing.
- FYI – If you have taken any college credit or AEA licensure renewal credit before the issue date of the Standard License, these hours cannot be used to renew the Standard License.**
Name changes require a photocopy of official legal documentation. **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	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 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.

Signature of Applicant

Date

Form #2

SECTION II: To be completed by your Iowa public school Administrator.

- Teacher has completed a mentoring and induction program, has 2 full years of teaching experience, meets or exceeds all Iowa Teaching Standards, and is recommended for a Standard License. (Superintendent's signature NOT required.)
- Teacher fails to meet the Iowa Teaching Standards. (Superintendent's signature required. It is the responsibility of the superintendent to report to the Board of Educational Examiners the teacher's failure to meet the Iowa Teaching Standards.)

Teaching Experience From (month) _____ 20____ Until (month) _____ 20____

Two years of experience are also required to convert this license.

(If teaching experience is completed in more than one school district, each additional school district must verify experience in that district. The district's administrator should use official school letterhead to document the dates of contracted teaching experience in that district.)

Evaluator's Signature and Folder Number # _____

Date

Superintendent's Signature and Folder Number # _____ District _____
(Not required if teacher is recommended for Standard License)

Iowa Public School

SECTION II: To be completed by your nonpublic or out-of-state school Administrator.

Nonpublic or Out-of-State School

I hereby verify that the applicant in Form #1 served successfully as a teacher in this school district between the following dates. (Three years of experience in an Iowa nonpublic school or out-of-state school are necessary to convert the initial license to a standard license.

_____-_____-_____
month day year

_____-_____-_____
month day year

School District/AEA

City

State

District(s) taught:

List specific subjects taught:

Signature of Administrator

Date

Typed or Printed Name of Administrator

Folder # (Iowa administrators only)

(If teaching experience is completed in more than one school district, each additional school district must verify experience in that district. The district's administrator should use official school letterhead to document the dates of contracted teaching experience in that district.)