



APPLICATION FOR CONVERSION OF A STANDARD TO A MASTER EDUCATOR LICENSE

**Board of Educational Examiners
Use Only**

(Note: You may not convert your license earlier than one year from its expiration date.)

INSTRUCTIONS: (Incomplete applications may be returned.)

Revised 05/11

Conversion Requirements

1. One may not obtain a Master Educator License until one obtains a Master's Degree in an educational field and has taught for five years.
2. To convert the Standard license to the Master Educator License at the time of renewal, the holder of the Standard License must have earned six renewal credits within the term of the license (after issue date and before expiration date) and must send in the official transcripts.
3. Submit transcripts indicating a Master's Degree in a recognized endorsement area, or in curriculum, effective teaching, or a similar degree program which has a focus on school curriculum or instruction.
4. Submit verification of five years of properly endorsed teaching experience.
5. Complete and have the administrator complete the appropriate section on this form.
6. Attach a copy of a certificate verifying completion of the new child and dependent adult abuse reporter training.
7. The application packet must include a completed application, official transcripts, \$85.00 nonrefundable application fee, child and dependent adult abuse reporter verification, and applicable late fees.

Application Requirements

1. 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.**
2. **LATE RENEWAL FEE.** An additional fee of \$25.00 per calendar month, not to exceed \$150.00, shall be imposed if a renewal application is submitted after the date of expiration. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.
3. The only coursework acceptable for renewal from a non-Iowa institution is coursework that has been completed for undergraduate or graduate credit. Please be aware that some institutions may indicate that the course work is graduate level course work but graduate credit is not provided. Professional development units are provided instead. Professional development units and staff development credits completed at a non-Iowa institution are not acceptable. Continuing education units (C.E.U.s) are not acceptable for renewal.
4. If a license is not renewed before the expiration date, the semester hours of credit presented for its renewal must have been completed within the five-year period immediately preceding the date of application for renewal.

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	

