

IOWA BOARD OF EDUCATIONAL EXAMINERS

Instructions for Completing the Waiver Form And Fingerprinting for FBI Background Check

Please read carefully the following information as a guide to answering the questions on the waiver form.

- 1) All criminal convictions must be disclosed. This includes any and all OWIs. An OWI is a criminal conviction. The Board's licensure question requires that an applicant disclose all criminal convictions including OWIs and all misdemeanor offenses whether a simple, serious, or aggravated misdemeanor.
- 2) When an individual applicant signs a waiver release, the Board is entitled to access all criminal history convictions, including those involving deferred judgments or expunged records. An applicant, therefore, must disclose all convictions, even if the public record has been expunged or a judgment deferred.
- 3) Due to an Iowa Supreme Court decision, an incident with a deferred judgment will be considered when making licensure decisions because a deferred judgment is a conviction. The individual was either found guilty of, or pled guilty to, the incident, and the incident must be disclosed. Although sentencing or penalty may not be imposed if the individual successfully completes the probation, a deferred judgment is still considered a conviction and must be disclosed.
- 4) Please keep in mind that not all criminal offenses, founded abuse reports, or suspended or revoked licenses from another state will result in a Board decision not to issue a license. The applicant, however, must provide truthful information for the Board's review. A failure to disclose may result in the denial of a license, certificate, or authorization.
- 5) For any "Yes" response to background questions "a" to "e," explain on a separate 8 ½ x 11 paper and attach it to the waiver form. Do not respond on the waiver form. Be sure to include the date of the violation(s).
- 6) If you have already completed a background check for a license or authorization from the Iowa Board of Educational Examiners, you might not need a new one. You can call the Board of Educational Examiners at 515-281-3245 to inquire about your specific situation.
- 7) Please note that the **FINGERPRINTING MUST BE PERFORMED BY AN AUTHORIZED FINGERPRINTER** from the Board of Educational Examiners (BOEE) or by a local police department or sheriff's office on a BOEE supplied card.
- 8) Check with your affiliated college or AEA or a nearby college or AEA about a scheduled time for BOEE to fingerprint near you, or call our office to schedule an individual time for fingerprinting. (515-281-3245)
- 9) If you choose to submit fingerprints on a BOEE supplied card:

You will need to contact your local police department or sheriff's office to set up an appointment to have your fingerprints taken at your expense. Have your fingerprints rolled carefully and legibly in the appropriate boxes.

Complete all appropriate items on the fingerprint card. Please print legibly. When you received your fingerprint card, three boxes should have been completed in red ink in advance by our office. If the card that you received does not have these boxes stamped in red ink with the appropriate information, please contact our office for a new card. The three areas are: Employer and Address (This section should be preprinted "Board of Educational Examiners"), Reason Fingerprinted (This section should be preprinted "NCPA/VCA-Employment"), YOUR NO. OCA (This section should be preprinted "BOEE")

Be sure to complete the following boxes that are labeled: Residence (Address), Name (Last, First, Middle), Date of Birth (Month, Day, Year), Citizenship (Country), Sex, Race, HGT. (Height), WGT. (Weight), Eyes (Color), Hair (Color), Place of Birth (City, State), Social Security Number

DO NOT FOLD, STAPLE, BEND, TAPE, OR MODIFY the FBI fingerprint card.

Send the fingerprint card, signed waiver, and payment to the Iowa Board of Educational Examiners with your application. The address may be found at the end of this form.

The non-refundable fee for a background check is \$65 for applicants fingerprinted outside of BOEE office or \$52 for applicants fingerprinted in BOEE office. Payment for the fee must accompany this form or be in BOEE office already. Background check fee may be combined with other licensure fees in a single payment. Due to the likelihood of address and bank changes by many graduating students, we require a money order for \$150 to pay the Initial License application fee and Background Check fee (\$137 for those fingerprinted in BOEE office) if payment is made within four weeks of graduation.

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WAIVER

Folder # (if known)	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	Teacher Prep. Institution

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 the FBI may be released as allowed by law.

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 1/2 x 11 sheet of paper
- g. Yes No Have you already completed a background check for a teaching license, coaching authorization, or other license or authorization from the Iowa Board of Educational Examiners? (If you answered "Yes" you might not need a new background check.)

Statement of Fraud: Fraud in the procurement of a license or falsifying records for licensure purposes may constitute grounds for filing a complaint with the Iowa Board of Educational Examiners. I understand that any misrepresentation of facts may result in the denial or revocation of my license.

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information on this waiver is true and correct.

Signature of Applicant

Date

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Fingerprinting Worksheet

Complete all items listed below. Please print legibly.

Name
Citizenship (Country)
Place of Birth (City, State)
Height (feet & inches)
Weight (pounds)
Eye Color
Hair Color
Race
Sex
All Other Names Used (including maiden name)

For office use:

Case ID

Iowa Board of Educational Examiners
Licensure
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

Licensure Office: 515-281-3245
FAX: 515-281-7669