



# APPLICATION FOR RENEWAL OF AN INITIAL LICENSE

**Board of Educational Examiners  
Use Only**

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

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

Revised 5/11

1. The application packet must include a completed application, \$85.00 fee, verification of completion of the child and dependent adult abuse training, and applicable late fees.
2. Include a copy of the certificate verifying completion of the **child and dependent adult abuse mandatory reporter training** if currently teaching in an Iowa School system **or** if you have an Iowa address. The mandatory reporter training is waived if you do not have an Iowa address **and** you are not teaching in Iowa.
3. 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. 14<sup>th</sup> St., Des Moines, IA 50319-0147.**
4. **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 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.
5. The Initial License may be renewed only twice, for a total of three terms. The second renewal application must be accompanied by a letter from a school district administrator indicating contracted employment.
- 6. All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days.**

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

|                         |                         |                                       |  |
|-------------------------|-------------------------|---------------------------------------|--|
| 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                         |  |

Please verify PK-12 teaching experience if you have any. Note: Do not include substitute-teaching experience.

From (month and year)    Until (month and year)                      School District    State

From (month and year)    Until (month and year)                      School District    State

I verify that I am not currently teaching      OR

I verify that I have not yet completed two full years of teaching experience (or three years in a nonpublic school setting ).

**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

**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