



Application for a Career and Technical License

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

Revised 04/11

INSTRUCTIONS:

1. Complete the first four sections of this form, and have your administrator complete the last section.
2. A complete application must include the completed application, official transcripts (if any), fingerprint packet, and fees.
3. Fees include the \$85 application fee and the \$65 background check fee (a single check or money order for \$150 is acceptable).
4. Send all materials and check or money order (made payable to Board of Educational Examiners) to:
State of Iowa, Board of Educational Examiners/ Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, Iowa 50319-0147.
5. Please allow 6 to 8 weeks to process.

Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE. Incomplete applications will be void 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	

A minimum of 6000 hours of recent, hands-on, professional experience in the specific area in which this license is sought is required for the issuance of this license. Please describe at least 6000 hours of work experience relevant to the teaching endorsement for which you are applying.

Name and Address of Employer	Dates of Employment	Hours/Week	Total Hours	Describe Position and Nature of Work
Employer: Address:	From: / / To: / /			
Employer: Address:	From: / / To: / /			
Employer: Address:	From: / / To: / /			
Employer: Address:	From: / / To: / /			
Employer: Address:	From: / / To: / /			

Have you ever held an Iowa teaching license Yes No

Please check the type of license for which you are applying.

- Provisional Secondary Career and Technical Teaching License (Experience has been completed, but course work has not.)
- Secondary Career and Technical Teaching License Secondary (All required courses and experience have been completed)

It is required that ALL of the following course work be completed before or during the term of the Provisional Career and Technical Teaching License. If you have already completed any of this work, please check the course and include transcripts for all courses completed.

- New teacher Workshop (To be completed during or before the first year of teaching)
- Curriculum (course planning and construction)
- Methods of teaching
- Foundations of vocational education
- Evaluation of students and program (Often called Educational Psychology)
- An Iowa approved Human Relations course

Background Information:

For any "Yes" response attach a written explanation on 8 1/2 x 11" paper. 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?

Statement of Fraud: Fraud in procurement of a license or falsifying records for licensure purposes will constitute grounds for filing a complaint with the Iowa Board of Educational Examiners.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

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.

Signature of Applicant

Date

TO BE COMPLETED BY ADMINISTRATOR IN THE HIRING SCHOOL DISTRICT (type or print)

The _____ school system requests that _____
(name of applicant)
be issued a Provisional Career and Technical Teaching License to serve as _____

(List position and grade level.)

I verify that the applicant will instruct only in that specific career and technical program in which he/she is endorsed and that the applicant will instruct only those students who are enrolled in that specific program.

This request is for period beginning with the following school year- 2____ - 2____

(Administrator's Signature)

(Print or type administrator's name)

(date)

(Applicant's Signature)

(date)