



# Application for Evaluator License

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

*Revised 10/09*

**INSTRUCTIONS:**

1. Attach official/original college/university transcripts of credit, or credit verification forms from SAI.  
**NO GRADE REPORTS OR COPIES ACCEPTED.**
  2. Attach a copy of a certificate verifying completion of the new child and dependent abuse reporter training. (This is not required if you are applying for your first "stand-alone" evaluator license.)
  3. The fee for a stand-alone evaluator license, or for the first evaluator endorsement to be added to your license, is \$85.
  4. A complete application must include the completed application, official transcripts, and fee.
  5. Please allow 6 to 8 weeks to process.
  6. 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, Des Moines, Iowa 50319-0146.**
- Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE.**

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 (report any OWIs)?
- 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 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