



# APPLICATION for Licensure (IOWA INSTITUTION)

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

Rev 04/11

**I. TO BE COMPLETED BY APPLICANT** (type or print) Please allow four weeks for processing. 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 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	

Degree(s) held and conferred:

Bachelor's		Master's	
Date	Institution	Date	Institution

**License Desired:**

Initial (\$85)       Substitute (\$85)      (Make check or money order payable to the Board of Educational Examiners)

**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 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.**

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

**SECTION II - Endorsement: To be completed by institution**

**Include \$50 for each endorsement being added to an existing license. (payable to the Board of Educational Examiners)**

After our transcript analysis, we find that the applicant has completed this institution's approved program for adding the following endorsements:

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After our transcript analysis, in lieu of our approved program, we find that the applicant has completed the **BOEE's requirements** for adding the following endorsement(s).

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\_\_\_\_\_  
Signature of Recommending Official

\_\_\_\_\_  
Institution Name

**Affix College  
Seal Here**

\_\_\_\_\_  
Typed or printed Signature of Recommending Official

\_\_\_\_\_  
Date