



APPLICATION for Licensure (IOWA INSTITUTION)

State of Iowa
Board of Educational Examiners
Licensure
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147
Rev 10/09

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

Have you ever held an Iowa License? Yes - No --- If yes, do you wish to add an endorsement? Yes No

Degree(s) held and conferred:

Bachelor's	Master's		
Date	Institution	Date	Institution

License Desired: If you are applying for an Iowa license (Make checks and money orders payable to the Bd. of Educational Examiners)

Initial (\$85) Substitute(\$85) Class A (Conditional)(\$85) Administrator (\$85)

Note: If the applicant is **renewing** a license in addition to adding an endorsement, he/she needs to submit a **renewal form, transcripts** showing sufficient renewal credits (and master's degree if converting to the Master Educator License) and a certificate showing recent completion of an approved **mandatory reporter** of child and dependent adult abuse class. Do this as a separate process.

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

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, 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