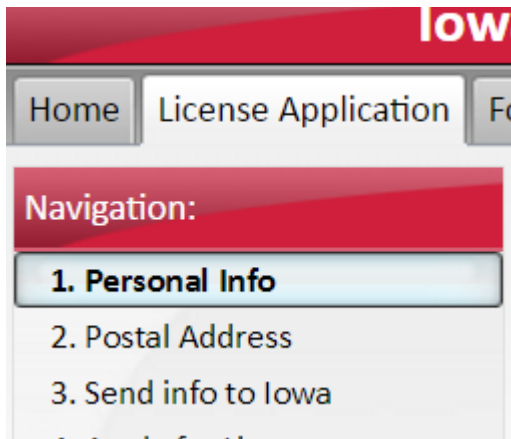


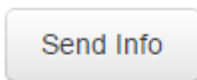
**Renewal Application Instructions.**

Note: If you have already started an application for anything in our AppliTrack system, you should be able to log in with the same credentials and review the first three steps – just update as needed. If you are creating a new account in our system and have an account on Teachlowa or some other AppliTrack system, you might be able to import some of that information when creating an account in our system.

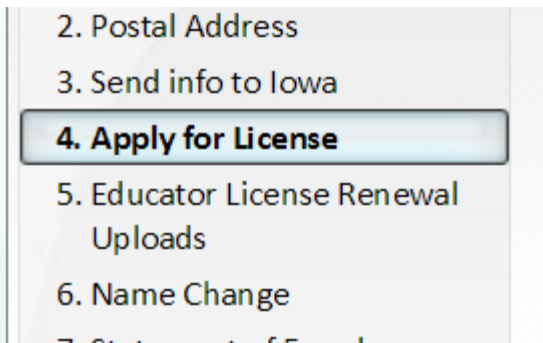
- 1) Input your personal information on the first page. (Or verify/correct information if already there)



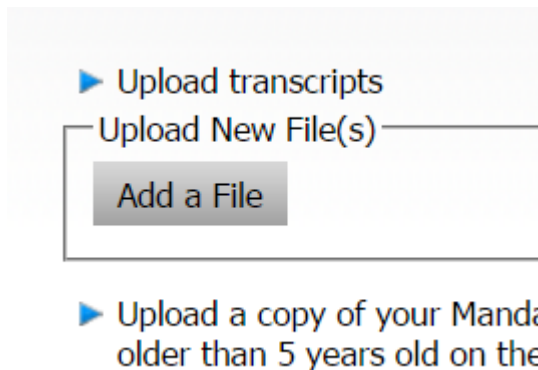
- 2) Continue to enter or verify your information (postal address.)
- 3) Tab 3 (Send info to lowa) may ask you to verify your birthdate and gender. This information may already be in our database and may be updated later with the information you entered on the prior screens. If you need to enter information here, be sure to click the “Send Info” button at the bottom of the page. When it shows your BOEE folder number, you are ready to continue to the next tab.



- 4) Tab 4, should already have the application type checked. Do not check other applications. Doing so will require additional materials and additional fees. All paid fees are non-refundable.



- 5) Upload the necessary materials. In most cases, official transcripts are required. Official transcripts issued from the college/university/education agency, all should state “Official” on the transcripts. They may have official seal, signature of institution official, and often are printed on watermarked paper. If mailed from a college, the envelope may state “Not official if opened.” To the Board of Educational Examiners, you may open this envelope, they are still official. If the college provided you a pdf that contains security or authentication features, time limited viewing, or anything other than a simple image of your transcript, you will need to create a simple pdf for us to review – perhaps print the one given to you and scan or take a picture of the paper transcript for uploading.



You may scan and upload documents, upload electronic versions of documents, or may take photos of the documents to upload. Please view documents once uploaded to ensure they can be read.

- 6) Complete the remaining pages of the application, proceed to the Remit payment tab. Submit payment via debit/credit card.

## Submit Payment

Required!  
Submit

MM/DD/YYYY.

Be sure to go to the last step “Confirmation”. This step will let you know if any information is missing. If nothing is missing, it will allow you to “Submit” the application. If the application is not submitted, it will not be processed.

Additional: Examiners for review, click the submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following [continue working](#).

- Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if necessary.

## Submit Application

Save as Draft

Finish and Submit

Prev Page