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# Application for Licensure (Iowa Institutions)

State of Iowa  
Board of Educational Examiners  
Licensure  
Grimes State Office Building  
Des Moines, Iowa 50319-0146

**I. TO BE COMPLETED BY APPLICANT (type or print)**

1. Applicant's folder no. (to be assigned)		2. Social security no.		3. Date of birth		month	day	year
4. Male <input type="checkbox"/>	Last name		First name		Middle name		Maiden name	
Female <input type="checkbox"/>								
5. Street and number or R.F.D.			City		State		Zip	
6. Home telephone no. AC _____ / _____				7. Work telephone no. AC _____ / _____				
8. Email Address: _____								

9. Have you ever held an Iowa license? Yes  No  If yes, do you wish to **add** an endorsement? Yes  No

10. License Desired:  Initial  Substitute  Standard  Master Educator  Administrator

11. Degree(s) held and conferred:  
 Bachelors \_\_\_\_\_ Institution \_\_\_\_\_ Masters \_\_\_\_\_ Institution \_\_\_\_\_  
 Month Day Year Month Day Year

12. STATEMENT OF FRAUD: Fraud in procurement of an endorsement of falsifying records for licensure purposes will constitute grounds for filing a complaint with the Board of Educational Examiners.

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?  
 c. Yes  No  'PR  Have you ever had a founded report of child abuse made against you?  
 d. Yes  No  'PR  Have you ever had an educational license revoked or suspended?

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

13. Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

14. Please submit the nonrefundable licensure fee made payable to the Board of Educational Examiners. The fee structure is:

Issuance of a teacher or an administrative license	\$50.00*
Issuance of a substitute license	\$50.00*
Adding an endorsement and renewing at the same time (\$50.00 renewal and \$25.00 to add each endorsement - enclose official transcripts)	
Adding endorsement(s) to an existing license.	\$25.00 each endorsement*

\*The first Iowa teaching or substitute license requires a **MONEY ORDER**.

**II. IOWA INSTITUTIONAL STATEMENT - (Approved Program Section) (To be filled out by recommending official)**

15. This is to certify that the above named has completed our approved program of practitioner preparaton on file with the Department of Education and is recommended for the following endorsement(s):

Endorsement Numbers

16. \_\_\_\_\_ 17. \_\_\_\_\_ 18. COLLEGE SEAL  
 Date on which requirement was met Signature of Recommending Official

**III. BOARD OF EDUCATIONAL EXAMINERS REQUIREMENT SECTION**

19. After our transcript analysis, the above named individual has completed the Board of Educational Examiners minimum requirements in lieu of our approved program for adding the following endorsement(s).

20. \_\_\_\_\_      
 Signature of Recommending Official

**BOEE Use:**

CLASS      EXPER      REAS      TYPE      ISSUEDATE      EXPIRE      END      END      TRDATE