



## BoEE Quarterly Newsletter – November 2016

Welcome to the educators who are receiving this newsletter for the first time! We hope you find this quarterly newsletter to be a useful and valued resource.

### CPR Certification for Coaches

The BoEE recently voted to adopt amendments to Iowa Administrative Code that will require current CPR certification for certain coaches. The BoEE received comments supporting the change from the American Heart Association (Midwest Affiliate), the Iowa Athletic Trainers Society, and the Iowa Medical Society.

The proposal will affect the following applicants:

- Applicants applying for their first coaching endorsement
- Applicants applying for their first coaching authorization
- Applicants renewing their coaching authorization

These applicants will need to present a current certificate of CPR certification when applying for one of the above transactions. Coaching authorization and endorsement programs will be embedding the training into their coursework.

We anticipate the rule going into effect on 12/14/16. Holders of the coaching authorization who need to renew may wish to be proactive and seek out CPR training now to prevent any licensure delays. Coaches may be able to complete CPR training at school districts where it is offered to high school students, and it will be accepted if certification is achieved. We will accept any official CPR training through reputable organizations such as the following:

- [American Heart Association](#)
- [American Red Cross](#)
- [American Safety and Health Institute \(ASHI\)](#)
- [National Safety Council \(NSC\)](#)
- [Medic First Aid](#)

**Important Note: online only programs do not meet the OSHA first aid and training requirements and will not be accepted.** This helpful website gives tips regarding online CPR certification scams.

<http://news.hsi.com/onlineonlycpr>

Contact: Steve Mitchell ([steve.mitchell@iowa.gov](mailto:steve.mitchell@iowa.gov))

## Helpful BoEE Website Tools

Please take a moment to visit these helpful BoEE website pages where you will find the answers to most licensure questions.

[Update My Information](#) – update your current address and email address. This is essential so that you will receive important updates and expiration reminders.

[Search for a license](#) – view your current license type, endorsement, expiration dates, and if a pending transaction has been processed.

[Licensure Forms/Applications](#) – all applications are found here. The instructions and requirements are listed with each application.

[Endorsements](#) – view all endorsement requirements, find checklists to add endorsements, and see which Iowa colleges offer each endorsement.

[Endorsement Crosswalk](#) – view all courses and their approved endorsements. Use the secondary crosswalk for high school courses, and the non-secondary (60000 series of codes) for K-8 regular education courses.

[FAQs](#) – this replaces the old BoEE handbook and has the most current and relevant information for educators in a user-friendly format.

[Ethics](#) – view the ethics brochure to review the Iowa Code of Professional Conduct and Ethics.

[Coaching](#) – visit this site for comprehensive information about coaching in Iowa.

## New Licensing System Applications

Some of our applications are now processed through our new online application system. Below are a few tips to ensure that your application will be processed accurately and in a timely manner.

- **All fees are non-refundable as per Iowa Administrative Code 282—12.7(272).** Do not submit payment unless you are certain your application and fees are correct. Only select the license type you need (do not select additional licenses or you will be charged).
- **The last step of any application is to click the “submit” button.** This is typically the page after submitting payment. We will not receive your application unless you click “submit”.
- **When uploading documents, make sure they are clearly visible.** Also, transcripts must say “official transcript” or “issued to student”. We will not accept unofficial transcripts.

## Elimination of Printed Licenses and Walk-In Transactions

The Iowa Board of Educational Examiners is no longer printing and mailing licenses as of July 1, 2016. Check our website under “search for a license” to view your license or to see if a pending licensure transaction has been processed. ***Our website version of your license is considered your official license record.*** You may simply print the screen version of this license to submit to your district.

We are transitioning to an online licensing system which will allow us to send electronic PDF versions of licenses via email once the transaction has been processed.

The BoEE is no longer able to guarantee same day processing for walk-in applications.

## Hiring December Graduates

School districts may have openings or substitute positions available now or starting next semester. December graduates may teach or substitute teach once their Iowa initial license has been issued. All program completion assessments (Praxis II or edTPA) must be taken and passed prior to receiving an initial license or a substitute license.

If the candidate has completed their BoEE background check, we will typically issue their license within 24-48 hours of receiving the licensure recommendation from their Iowa college. Licensure for out-of-state candidates may be delayed as it is less likely that they have completed the required Praxis II testing for Iowa.

Once the bachelor's degree is conferred, candidates may apply for the substitute *authorization* if they are waiting to pass their Praxis II tests. This cannot be used for long-term subbing.

## Open Positions

If a district cannot find a teacher who is properly licensed for an open position, a substitute should not be used. Districts should instead find properly-licensed candidates, and if needed, those willing to pursue the necessary coursework and apply for conditional licensure.

Additionally, districts may not use a substitute teacher to temporarily cover a position while a recent graduate waits to pass the required assessments for licensure.

With BoEE approval, a substitute may fill an unusual last-minute resignation or last-minute new section until the position can be filled, which requires an immediate diligent search.

## Two Award Opportunities

### Preschool Endorsement Tuition Reimbursement

The T.E.A.C.H. grant (Teacher Education and Compensation Helps) is a scholarship program that does include financial assistance for preschool teachers who are pursuing their early childhood preschool endorsements. If you are a preschool teacher taking early childhood preschool courses, this is a great resource. Contact [teach@iowaaeyc.org](mailto:teach@iowaaeyc.org) or call 515-331-8000 ext. 13 or [apply online now!](#)

### Shortage Area Student Loan Reimbursement

[The Teach Iowa Scholar \(TIS\) Program](#) provides awards of up to \$4,000 a year for a maximum of five years to eligible teachers. An applicant must:

- Graduate from a teacher preparation program on/after January 1, 2013 (including undergraduate, masters or intern programs) in the top 25% academically of all teacher preparation program graduates during the academic year in which you graduated.
- Completing coursework to add an endorsement to your teaching license does not qualify.
- Secure full-time employment for the 2016-17 school year in a designated shortage area at a school district, area education agency, charter school, or accredited nonpublic school recognized and approved by the Iowa Department of Education and be properly licensed.
- [Submit the TIS application by November 18, 2016.](#)

## TLC Programs and Licensure

### Are school counselors and interventionists eligible to participate in a school district's teacher leadership and compensation plan?

The focus of the Teacher Leadership and Compensation System is on strengthening the content instruction and pedagogical skills of **classroom teachers**. If a counselor or interventionist meets the requirement to be eligible for a teacher leader role (i.e. holds a valid teaching license, has three years of teaching experience and one year of experience in the district), then they can apply for a teacher leader role (they must have a teaching license; not a professional service license).

## Recent Case Studies

In case number **15-161**, the respondent was charged with physical abuse of a student and received a one-year suspension following a hearing. The respondent was also ordered to complete an ethics course as a condition of re-licensure.

<http://www.boee.iowa.gov/board/orders/2015/15-161.pdf>

The respondent in case number **16-74** was alleged to have provided unwarranted accommodations to students taking standardized tests. Pursuant to a settlement agreement, the respondent will receive a reprimand and must complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2016/16-74.pdf>

In case number **16-12**, the respondent was charged with exchanging inappropriate personal Facebook messages with a student and inappropriate use of his school email account. In order to resolve the matter without proceeding to hearing, the respondent agreed to accept a reprimand and an 18-month suspension. The respondent will also be required to complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2016/16-12.pdf>

The respondent in case number **16-93** was charged with attending a school event involving students while under the influence of alcohol. The settlement agreement in the case imposes a reprimand, two-year suspension, and a requirement to complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2016/16-93.pdf>