



## BoEE Quarterly Newsletter – February 2017

Welcome Iowa Educators! We hope you find this quarterly newsletter to be a useful and valued resource.

**Please take a moment now to visit our website and update your contact information.** Go to

[www.boee.iowa.gov](http://www.boee.iowa.gov) and click “update my information” in the left column.

The “Search for a license” tool is helpful to see your license type and expiration date. The FAQ page replaces the old BoEE handbook and has the most current and relevant information for educators in a user-friendly format.

## New Online Licensing System

We are transitioning all licensure applications to a new user-friendly online application system. Applicants will be responsible for making sure their personal information is accurate, uploading their own documents, submitting payments, and submitting the complete application.

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 application](#). **Allow 4-6 weeks for processing.**
- **When uploading documents, make sure they are clearly readable.** You may take a clear picture or create a scanned PDF of your documents to upload. Also, transcripts must say *official transcript* or *issued to student*. We will not accept unofficial transcripts.
- **The BoEE is no longer printing and mailing licenses.** The new system will send you a color PDF of your license. You may also view your license at any time on our website under “search for a license”. The website version of your license is considered your official license record.
- **Some applications require an administrator signature.** Your administrator will now receive an electronic form to complete. You may wish to alert your administrator so they will expect the form.



Your Application is **not yet submitted.**

**Submit Application**

## Renewal Credits

Iowa accepts licensure renewal credits from approved Iowa providers such as the AEA or ISEA, or college credits from any regionally-accredited institution (undergraduate or graduate) in courses related to any endorsement area or to education. Initial licenses do not require renewal credits.

The BoEE has recently approved the following new renewal activities in addition to traditional renewal credits earned:

- Four renewal units may be earned for achievement of or the renewal of National Board for Professional Teaching Standards Certification.
- Two renewal units may be earned through serving as a cooperating teacher. Colleges will issue official reports.
  - (1) Mentoring a full-semester student teacher (14 or more weeks) is worth one unit.
  - (2) Mentoring a half-semester student teacher (less than 14 weeks) is ½ unit.
  - (3) Mentoring a practicum student or practicum students (early field experience) equivalent to 90 contact hours (hours may be accrued over several semesters) is worth ½ unit, or 180 hours or more is worth one unit.
- One renewal unit may be earned through verification of the successful completion of an individualized professional development plan as verified by the supervising licensed evaluator (or school board president in the case of a superintendent).
- Two renewal units may be earned by serving on a State of Iowa education board, commission, or task force as approved by the Iowa Board of Educational Examiners. Two renewal units may be earned by serving in a national education leadership position as approved by the Iowa Board of Educational Examiners.

## Social Media Tips for Educators

In the age of social media communication, educators often struggle to maintain clear professional and personal boundaries. The following recommendations will assist you to navigate social media as an educator.

Do not . . .	Do . . .
“friend” students on social media	set your personal privacy settings to the highest levels (but understand that posts can still be shared)
communicate privately with students via social media or texting	create a professional account for your classroom (if district policy allows)
use language that is vulgar, discriminatory, inflammatory, or disparaging	communicate with groups of students and families via text, through a professional account such as “Remind” (if district policy allows)
post information about students through a personal account	use a professional account to promote student activities and awards with permission (if district policy allows)
post pictures or statements that present your image as unprofessional	use social media to connect with other educators professionally, such as twitter #iaedchat

## BoEE Helpful Website Tools

[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.

## Recent Ethics Case Studies

In case number [16-119](#), the respondent was charged with being on school premises or at a school-sponsored activity while under the influence of alcohol. Pursuant to a settlement agreement, the respondent received a written reprimand and a two-year suspension. The respondent was also ordered to complete an ethics course as a condition of re-licensure.

In cases [16-62](#) and [16-121](#), the respondents received a licensure suspension as a result of noncompliance with the Iowa Department of Revenue.

In case [16-73](#), the respondent was charged with falsifying or deliberately misrepresenting or omitting material regarding the evaluation of students in relation to data in IEPs for which he was responsible. Pursuant to a settlement agreement, the respondent received a written reprimand. The respondent was also ordered to complete an ethics course as a condition of re-licensure.

In case [16-13](#), the respondent was charged with falsifying or deliberately misrepresenting or omitting material information, misuse of public funds or property, and failure to protect the health and safety of students following issues related to a student field trip. Pursuant to a settlement agreement, the respondent received a written reprimand and a six-month suspension. The respondent was also ordered to complete an ethics course as a condition of re-licensure.

In case [16-134](#), the respondent was charged with noncompliance with a board order. Pursuant to a settlement agreement, the respondent received a written reprimand and a 14-day suspension.