



Iowa Board of
Educational Examiners



BoEE April 2018 – Superintendent/AEA Update

Converting Initial to Standard



Teachers on an initial license must wait until after the last day of school to apply for their standard license once they have met the experience requirement. Applications received early will not be processed. School administrators should not sign their portion of the application form if it is submitted early. If the initial license expires before the last day of school, there is a \$25 extension available.

Legislative Update

[HF 2283](#) will allow the BoEE to change the expiration date for the initial license to follow the academic year, which will hopefully reduce the need for initial license extensions in future years. Other license expiration dates will remain in the birthday month (conditional licenses already follow the academic year). This has been signed by the governor.

[HF 2280](#) would eliminate the requirement for program completion assessments for teacher preparation (Praxis II or edTPA). There is a senate version that would instead allow the BoEE to create a one-year license to allow applicants to teach for one year while they pass the assessments. We are waiting to see which version passes both chambers. This is currently on the unfinished business calendar in the Senate.

[SF 2113](#) will require BoEE license holders to complete one hour of annual suicide awareness and prevention training at the school district level starting in 2019-20. This has been signed by the governor.

CTE Information Technology and Computer Science – New Endorsements

The 5-12 CTE Information Technology Endorsement is required for those teachers who will be teaching specific technology courses as a new CTE strand. For information regarding CTE programs, contact Pat Thieben (pat.thieben@iowa.gov). For information regarding the new endorsements, contact Joanne Tubbs (joanne.tubbs@iowa.gov).

Otherwise, all technology courses may continue to be taught by anyone with an endorsement at the grade level of the students being taught.

The K-8 or 5-12 computer science endorsement is not required to teach any specific course, but there is also a one-year coursework waiver period for this optional endorsement.

During the coursework waiver period, for eligible applicants we can waive coursework requirements and add the endorsement permanently to the license (grandfathering).

Coursework waiver requirements for CTE Information Technology and/or Computer Science:

1. Initial, Standard, Master Educator, or Regional Exchange license
2. Two years of experience teaching computer science, computer programming (including web design), or IT networking (not computer applications)
3. For CTE Information Technology: hold another CTE endorsement such as business, industrial technology, etc.
 - a. Note: we can waive all but the CTE methods courses for teachers who meet the other requirements but do not hold a CTE endorsement.
4. Recommendation from the school administrator
5. Submit the [online coursework waiver application](#) before the required deadline:
 - a. 5-12 CTE Information Technology: August 9, 2018 deadline
 - b. K-8 or 5-12 Computer Science: March 21, 2019 deadline



The coursework waiver application period is ending soon for the CTE Information Technology endorsement (August 9, 2018). Applications must be received by that date.

Conditional Licensure

The **Class B License** is valid for two school years and may be issued under the following conditions:

- The person is the holder of a valid Iowa license with one or more endorsements
- Is seeking to obtain some other endorsement
- The employer requests the Class B be issued
- The individual seeking this endorsement has completed at least two-thirds of the requirements or one-half in a shortage area.

The **Executive Director Decision License** is valid for one school year and may be issued under the following conditions:

- The person is the holder of a valid Iowa license with one or more endorsements
- Is seeking to obtain some other endorsement
- The employer requests the Executive Director Decision license be issued
- The employer verifies the diligent search (through at least June) to find a fully licensed teacher for the position
- The individual seeking this endorsement is not eligible for the Class B license

IMPORTANT NOTE: The BoEE will not consider Executive Director Decision Conditional License applications until at least June due to the diligent search required.

New Online Licensing System

- **Submit applications 6-8 weeks prior to an expiration date (or prior to when a new license is needed).** Background checks can take 4-6 weeks, in addition to the time our office needs to process the request. Educators cannot remain in the classroom, even if their materials have been submitted, if their license expires.
- **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.



Your Application is **not yet submitted**.

Submit Application

Online License Check

Administrators should carefully check our website under “search for a license” to ensure that each educator has a valid license with the correct endorsement. Fall BEDS errors assist in this effort, but BEDS will not show errors for staff members not reported (substitute teachers, some coaches, etc.), staff members reported incorrectly, or licensure sanctions or expirations that occur after the report is submitted. **We have recent examples in Iowa where educators have altered a printed license and gained employment based on the falsified document.**

Start here (www.boee.iowa.gov):



Enter name or folder number

Last Name First Name

OR

Folder Number (if known-not required)

Search

Valid license

License Professional Administrator License Expiration Date 6/30/2020
Endorsements PK-8 Principal
5-12 Principal
Evaluator (New)

License Master Educator License Expiration Date 6/30/2020
Endorsements K-8 Music
5-12 Music

Assignments (no assignments)

Expired license, cannot be in the classroom until license is renewed (cannot teach, cannot be paid)

License Master Educator License Expiration Date 3/31/2018
Endorsements K-6 Teacher Elementary Classroom
K-8 Reading
BY VIRTUE OF HOLDING A CERTIFICATE PRI
BE AUTHORIZED TO TEACH ALL SUBJECTS
P.E., SP.ED., READING). ANY ENDORSEMENT
PARAGRAPH BUT ARE SHOWN ABOVE.

Revoked license - is not eligible for employment

Folder Number: 998450 08/08/14: Final Order-Lic permanently revoked; 25.3(1)e(4) inapp. relationship

License License Suspended or Revoked Expiration Date
Endorsements (No Endorsements)
Assignments (no assignments)

Coaching – which license?

The BoEE offers a variety of pathways to become a licensed coach. Below is a chart that will show the best pathway for both licensed teachers and non-licensed teachers.

Licensed teachers

Non-licensed teachers

Coaching Endorsement	Class B Conditional License	K-12 Coaching Authorization	Transitional Coaching Authorization
For licensed teachers only Must be five college semester hour credits in specific areas Added as an endorsement on a teaching license Renews automatically with teaching license renewal	For licensed teachers only Good choice if coaching authority is needed before coursework can be completed Teachers then have two years to take coursework for <u>either</u> the coaching endorsement or the coaching authorization	For licensed teachers or non-teachers Requires 55 clock hours of coursework (college semester hour credit is not required) Separate license Separate renewal requirements	For non-teachers only Requires a diligent search and approval by a district Applicants first complete a short course on ethics, concussion training, and mandatory reporter training Applicant has one year to complete the full coaching authorization course

www.coaching.iowa.gov