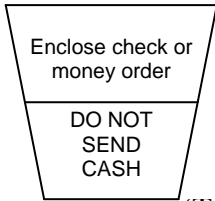


# **Administrative Decision License**

**Teachers with fewer than half the hours in a content area completed.**

- 1) Contact a BoEE Consultant prior to applying.**
- 2) The Administrative Decision License is issued at the discretion of the Executive Director of the Board of Educational Examiners and shall not be granted in the following areas:**
  - a. K-6 Elementary Classroom Teacher**
  - b. Drivers Education**
  - c. PK-12 Principal/Supervisor of Special Education**
  - d. Superintendent**
- 3) A Diligent Search for a qualified teacher must be conducted and documented prior to the request of an Administrative Decision License. A Diligent Search must include multiple state wide advertisements, number of applicants, and justification for not employing properly licensed individuals.**
- 4) The Administrative Decision License is a one year license which authorizes a teacher to teach for one school year while completing at least half the course requirements of a content area.**
- 5) Expiration is based on the teacher's hire date and will expire on June 30<sup>th</sup> of the school year hired. Teachers hired after January 1 of a school year may have an adjusted expiration date at the discretion of the BoEE and must include a written request from the School Administration.**
- 6) All applications for the following areas must include a Program of Study from a college or university listing courses needed and possible time line:**
  - All Special Education.**
  - Reading.**
  - Guidance Counseling.**
  - English Language Learners.**
  - Teacher Librarian.**
  - Teacher Middle School.**
  - Family Consumer Science.**
  - Teacher PK- Grade 3 including Special Education.**
- 7) All applications for Regular Education (not listed above) must include transcripts and completed Checklist from the BoEE web site or Program of Study from a college or university. Checklists are located at: <http://www.boee.iowa.gov/addition.html>.**
- 8) The processing fee is \$85.00.**
- 9) A late fee of \$25.00 per month, not to exceed \$150.00 will be assessed from the date of hire for all individuals teaching in a content area without proper licensure and must be paid prior to the issuance of any license.**
- 10) Application does not guarantee issuance of the Administrative Decision license.**



# Application for a Administrative Decision License

**Board of Educational Examiners  
Use Only**

(Teachers with fewer than half the hours in a content area completed)

**INSTRUCTIONS:**

The addition of endorsements on Iowa teaching licenses are based on completion of college or university based credit. Competency or assessment based programs will not be accepted.

1. Include:
  - a. an official college/university program of study for Special Education endorsements outlining the coursework to be completed for the desired endorsement. (The program of study must show the anticipated completion date and it must be signed by the college/university official.) All programs of study must be based on college or university credit, or,
  - b. official transcripts and completed checklist for Regular Education endorsements..
2. Send all materials and a check or money order (*made payable to the Board of Educational Examiners*) for \$85.00 (and any applicable late fees\*) to:  
**State of Iowa, Board of Educational Examiners Licensure, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, Iowa 50319-0147.**
3. Please allow four weeks for processing.  
 Name changes require a photocopy of official legal documentation.

\*IAC 272.7 "A person employed as a practitioner shall hold a valid license with an endorsement for the type of service for which the person is employed." A late fee of \$25.00 per month, not to exceed \$150.00 will be assessed for teaching without proper licensure. Late fees must be paid prior to the issuance of licensure.

**ALL FEES ARE NONREFUNDABLE. Incomplete application will be void after 45 days.**

Revised 04/11

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone (    )	Work Phone (    )	Email Address	

**Background Information:**

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.

- 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?  
 (NOTE: Include all deferred judgments.)
- c. Yes  No  Do you currently have any criminal charges pending against you?
- d. Yes  No  PR  Have you ever had a founded report of child abuse made against you?
- e. Yes  No  PR  Have you ever had an educational license denied, revoked, or suspended?
- f. Yes  No  Are you a United States citizen? If you answered "No," check if you are:
  - a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
  - an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
  - a foreign national not physically present in the United States.
  - other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

**Statement of Fraud:**

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

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

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or the FBI may be released as allowed by law.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**SECTION II - TO BE COMPLETED BY AN ADMINISTRATOR** (type or print)

If a person is the holder of a valid Iowa teaching license and is seeking to obtain a new endorsement, an Administrative Decision license may be issued if requested by an employer and if the individual seeking this endorsement has not completed half of the requirements leading to completion of all requirements for that endorsement.

Enclosed is the official program of study or checklist and transcripts as evidence that the above-named applicant has not completed half of the semester hours for the requirements leading to completion of all requirements for that endorsement.

**Note: This Administrative Decision License shall be valid only if the applicant's primary license remains current and valid. The applicant is expected to complete one half or two thirds of the requirements for this endorsement within the term of this license in order to be eligible for the Class B license. Upon completion of the requirements, the applicant must complete the application for the Class B license, including all necessary materials and processing fee.**

The \_\_\_\_\_ school system requests that \_\_\_\_\_  
(Name of applicant)

be issued an Administrative Decision license for the following assignment (s):

\_\_\_\_\_  
\_\_\_\_\_

We have conducted a Diligent Search for this position and have been unsuccessful in filling this position with a fully certified teacher.

1. How many times was this position advertised? \_\_\_\_\_
2. Where was this position advertised? . \_\_\_\_\_
3. How many applicants applied for this position? \_\_\_\_\_
4. How many properly endorsed applicants applied for this position? \_\_\_\_\_
5. What is your justification for not employing individuals who are properly licensed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Other information relevant to the choice of this individual. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This request is for the period beginning with the following school year: 20\_\_\_\_ - 20\_\_\_\_.**

**Beginning date of Employment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.**

\_\_\_\_\_  
(Administrator's Signature)      \_\_\_\_\_ (Print or type administrator's name)      \_\_\_\_\_ (Phone #)      \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Date)