



# Application for a Class G (Conditional) License

Board of Educational Examiners  
Use Only

**(For use by counselors who have NOT completed a teacher education program and have completed all requirements except the internship/practicum)**

10/09

**INSTRUCTIONS:**

1. Attach official/original college/university transcripts showing all counseling course work.  
**NO GRADE REPORTS OR COPIES ACCEPTED.**
  2. Complete the fingerprint packet information. Enclose the \$65 fee. You may order a fingerprint packet at 515.281.3245
  3. A complete application must include the completed application, official transcripts, completed fingerprint packet, and fee.
  4. Send all materials and check or money order for \$85 made payable to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-0147.**
  5. Please allow 6 weeks to process.
- Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE.**

**SECTION I**

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
Evening Phone (    )	Daytime Phone (    )	Email Address	

**Background Information:**

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." 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 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 Permission and Fraud:**

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 FBI may be released as allowed by law.

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.

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

\_\_\_\_\_  
Date

**SECTION II - TO BE COMPLETED BY THE COLLEGE RECOMMENDING OFFICIAL** (type or print)

If a person has completed a baccalaureate degree and has completed all requirements of the school guidance counselor endorsement prior to the practicum or internship, the Class G license may be requested if the person receives the recommendation from the college official in the school guidance counseling program. **The applicant is expected to complete all requirements for this endorsement within the term of this license. Upon completion of the requirements, the applicant must complete application materials, and be recommended by the recommending official of the institution at which the requirements have been completed.**

\_\_\_\_\_ verifies that \_\_\_\_\_ is eligible for a  
(College or university) (Name of applicant)

Class G (*conditional*) license to serve as school guidance counselor.

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

\_\_\_\_\_  
(Recommending Official's Signature)

\_\_\_\_\_  
(Print or type official's name.)

\_\_\_\_\_  
(Date)