



# APPLICATION FOR RENEWAL OF A MASTER EDUCATOR LICENSE

Board of Educational Examiners  
Use Only

**(Note: You may not renew your license earlier than one year from its expiration date.)**

**INSTRUCTIONS: (Please allow four weeks for processing. Incomplete applications may be returned.)**

Revised 10/09

## Renewal Requirements

Four credits every five years, completed during the term of the license (after issue date and before expiration date), are required to renew a Master Educator License. Complete this form and include official transcripts of credits earned.

**Acceptable renewal credits include any combination of the following list, but have to be taken within the term of the license:**

1. Credit(s) completed from a regionally accredited institution, which may not lead to a degree but which add greater depth/breadth to present endorsement held.
2. Credit(s) completed from a regionally accredited institution, which lead toward the completion of a planned master's, specialist's, or doctor's degree program in an endorsement area.
3. Credit(s) completed from a regionally accredited institution, which may not lead to completion of requirements for an endorsement not currently held.
4. Credit(s) completed through Iowa licensure renewal courses or activities approved through guidelines established by the Iowa Board of Educational Examiners. In other words, AEA licensure renewal or approved LEA licensure renewal courses. Credit taken must add greater depth/breadth to present endorsement held.
5. Four credits may be earned for achievement of the National Board for Professional Teaching Standards Certification. Please send a copy of the certificate to the Board of Educational Examiners.
6. One unit may be earned upon successful acquisition of three points from the following activities:
  - (1) Mentoring a full-semester student teacher (12 or more weeks) is worth two points.
  - (2) Mentoring a half-semester student teacher (less than 12 weeks) is worth one point.
  - (3) Mentoring a practicum student or practicum students (early field experience) equivalent to 60 contact hours (hours may be accrued over several semesters) is worth one point.
  - (4) Attending (from start to finish) a cooperating teachers' workshop in conjunction with mentoring a student teacher or practicum student is worth one point.
  - (5) Serving as a multiyear member of a teacher education program's advisory committee is worth one point.

## Application Requirements

1. Attach official/original college/university transcripts of credit, or AEA transcripts showing four credits.
2. Include a copy of the certificate verifying completion of the **child and dependent abuse mandatory reporter training** if you are currently serving in an Iowa School system **or** if you have an Iowa address. The mandatory reporter training is waived if you do not have an Iowa address **and** you are not serving in an Iowa school.
3. The application packet must include a completed application, official transcripts, \$85.00 nonrefundable application fee, child and dependent adult abuse reporter verification, and applicable late fees.
4. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-0147.**
5. **LATE RENEWAL FEE.** An additional fee of \$25.00 per calendar month, not to exceed \$150.00, shall be imposed if a renewal application is submitted after the date of expiration. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.
6. The only coursework acceptable for renewal from a non-Iowa institution is coursework that has been completed for undergraduate or graduate credit. Please be aware that some institutions may indicate that the course work is graduate level course work but graduate credit is not provided. Professional development units are provided instead. Professional development units and staff development credits completed at a non-Iowa institution are **not** acceptable. Continuing education units (C.E.U.s) are not acceptable for renewal.
7. If a license is not renewed before the date of expiration, the semester hours of credit presented for its renewal must have been completed within the five-year period immediately preceding the date of application for renewal.
8. Each applicant renewing a Standard or Master Educator License must complete an approved program in human relations unless previously completed.

# RENEWAL OF MASTER EDUCATOR LICENSE

Form #1

Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE.**

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	

Have you taken the Child and Dependent Adult Abuse Course?    Yes  No

Institution	Course Title of Those Courses Taken to Renew This License	Course Number	# of Credits Granted	Date Completed MM/YYYY

## 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 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.

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

\_\_\_\_\_  
Date

## **PROFESSIONAL DEVELOPMENT ACTIVITIES EQUIVALENT TO ONE RENEWAL CREDIT**

To earn recertification in Iowa, licensed teachers and administrators must take accredited coursework or approved staff development hours. Teachers and administrators who do not hold a Master Educators License are expected to document six hours of credit every five years and educators who hold a Master's Degree must document completion of four hours every five years. The Board of Educational Examiners recently adopted rules that authorize **one credit** of the six/four required may be completed in the form of documented professional development activities which relate directly to the training/development of teacher educators and administrators. The following describes the approved system in which *three points would be needed to earn one renewal credit*:

Renewal points cannot be carried over into the next five year renewal period. It should be noted that cooperating teachers will continue to be compensated for serving as a cooperating teacher for a student teacher (as directed by state code) and that renewal credit would be applied for independently by those teachers wishing to receive it.

Documented participation in any of the following activities could be used toward the acquisition of **three points** which would convert into one renewal credit:

- serving as a cooperating teacher for a full semester student teacher is worth **two points** \*
- serving as a cooperating teacher for a half-semester student teacher is worth **one point** \*
- serving as a cooperating teacher for a practicum or practicum students (early field experience) equivalent to *60 contact hours* is worth **one point** (hours may be accrued over several semesters) \*
- attending (from start to finish) a "Cooperating Teachers' Workshop" *in conjunction with* serving as a cooperating teacher with a student teacher or practicum student is worth **one point**
- serving as a multi-year member of a teacher education program's advisory committee is worth **one point**

Educators will be expected to record their own professional development activities for each five year period. On the following pages are forms that are to be used to document each professional development activity.

Once the educator has earned three points which can be converted into one renewal credit, they will document this by having a school district administrator (e.g., principal, etc.) sign the verification form which is a "Certificate of Professional Development Activities for Renewal Credit" and the teacher will be expected to submit this form which documents one renewal credit along with other licensure renewal materials to the Iowa Department of Education.

\* Should a student be removed from a student teaching or practicum placement, the cooperating teacher would maintain point eligibility.



## Summary of Professional Development Activities For Renewal Credit

To be completed by applicant.

Legal Name Last First Middle	Maiden/Former Name
Mailing Address	Date of Birth (Month/Day/Year)
City                      State                      Zip	Iowa License File number
Telephone Evening ( ) _____ Daytime ( ) _____	Email address

### Attendance at Cooperating Teachers Workshop and Serving as a Cooperating Teacher

I, \_\_\_\_\_, am providing evidence of attendance at a Cooperating Teachers' Workshop in conjunction with my role as a cooperating teacher for a student teacher or early field experience.

• I teach \_\_\_\_\_  
Grade level(s) and Endorsement area(s)

at \_\_\_\_\_ School in the \_\_\_\_\_ District.

• My student teacher/field experience student's name was

\_\_\_\_\_

• He/she attended \_\_\_\_\_ College/University

• Dates served as a cooperating teacher: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ for  
\_\_\_\_\_ total hours.

Verification of attendance and serving as a cooperating teacher as evidenced by:

\_\_\_\_\_  
**Representative of Teacher Education Program**

\_\_\_\_\_  
**Date**

# Summary of Professional Development Activities For Renewal Credit

To be completed by applicant.

Legal Name Last First Middle	Maiden/Former Name
Mailing Address	Date of Birth (Month/Day/Year)
City                      State                      Zip	Iowa License File number
Telephone Evening ( ) _____ Daytime ( ) _____	Email address

## Member of Teacher Education Program External Advisory Committee

• I teach \_\_\_\_\_  
Grade level(s) and Endorsement area(s)

at \_\_\_\_\_ School in the \_\_\_\_\_ District.

• I am an advisory committee member for \_\_\_\_\_

College/University.

• Dates of participation: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Verification of Advisory Committee membership as evidenced by:

\_\_\_\_\_  
**Representative of Teacher Education Program**

\_\_\_\_\_  
**Date**

## Certificate of Professional Development Activities for One Renewal Credit

To be completed by applicant.

Legal Name Last First Middle	Maiden/Former Name
Mailing Address	Date of Birth (Month/Day/Year)
City                      State                      Zip	Iowa License File number
Telephone Evening ( ) _____ Daytime ( ) _____	Email address

**Documented participation in any of the following activities could be used toward the acquisition of three points which would convert into one renewal credit:**

Please check the box below to indicate which of the Professional Development Activities you have completed. Additionally, please attach a copy of the individual summary form for each activity that you have completed

- serving as a cooperating teacher for a full semester student teacher is worth two points
- serving as a cooperating teacher for a half-semester student teacher is worth one point
- serving as a cooperating teacher for a practicum or practicum students (equivalent to 60 contact hours) is worth one point (hours may be accrued over several semesters)
- attending a "Cooperating Teachers' Workshop" in conjunction with serving as a cooperating teacher for a student teacher or practicum student is worth one point
- serving as a multi-year member of a teacher education program's advisory committee is worth one point

Verification of professional development activities equal to one renewal credit as evidenced by:

\_\_\_\_\_  
**School District Administrator (e.g. Principal)**

\_\_\_\_\_  
Date