



APPLICATION FOR RENEWAL OF A PROFESSIONAL SERVICE LICENSE

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

Board of Educational Examiners
Use Only

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

Revised 5/11

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 Professional Service 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.

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 adult 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. 14th 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 if you are not currently practicing as an educator in Iowa.
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.

RENEWAL OF PROFESSIONAL SERVICE LICENSE

Form #1

Name changes require a photocopy of official legal documentation. **All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days.**

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 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

PROFESSIONAL DEVELOPMENT ACTIVITIES EQUIVALENT TO ONE RENEWAL CREDIT

To earn recertification in Iowa, practitioners in professional service areas must take accredited coursework or approved staff development hours. Holders of Professional Service licenses must document completion of four hours of college/university or Iowa AEA Licensure Renewal Credits every five years. The Board of Educational Examiners recently adopted rules that authorize **one credit** of the four required may be completed in the form of documented professional development activities which relate directly to the training/development of professional service practitioners. 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.

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 practitioner for a full semester internship is worth **two** points *

serving as a cooperating practitioner for a half-semester internship is worth **one** point *

- serving as a cooperating practitioner 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) *

- serving as a multi-year member of a education program's advisory committee is worth **one** point

Practitioners 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 practitioner has earned three points which can be converted into one renewal credit, they will document this by having a administrator (e.g., principal or AEA administrator, etc.) sign the verification form which is a "Certificate of Professional Development Activities for Renewal Credit" and the practitioner will be expected to submit this form which documents one renewal credit along with other licensure renewal materials to the Board of Educational Examiners.

* Should a student be removed from a internship or practicum placement, the cooperating practitioner 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

Supervision of Internship or Practicum Experience Student

I, _____, am providing evidence of serving as a cooperating practitioner for an intern or practicum student for license renewal credit - as related to my assignment.

• I serve _____
Grade level(s) and Professional Service Area

at _____ School(s) in the _____
District/AEA.

• My intern/practicum experience student's name was

• He/she attended _____ College/University

• Dates served as cooperating practitioner: ____/____/____ to ____/____/____
for _____ total hours.

Verification of serving as a cooperating practitioner for a student as evidenced by the building principal's signature:

Building Principal/AEA Supervisor

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 Education Program External Advisory Committee

• I serve _____
Grade level(s) and Professional Service area(s)

at _____ School(s) in the _____
District/AEA.

• I am an advisory committee member for _____
College/University.

• Dates of participation: ____/____/____ to ____/____/____

Verification of Advisory Committee membership as evidenced by:

Representative of 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 practitioner for a full semester intern is worth two points
- serving as a cooperating practitioner for a half-semester intern is worth one point
- serving as a cooperating practitioner for a practicum or practicum students (equivalent to 60 contact hours) is worth one point (hours may be accrued over several semesters)
- serving as a multi-year member of a 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)
AEA Supervisor/Administrator

 Date