

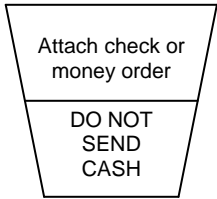
# OUT-OF-STATE APPLICATION FOR SUBSTITUTE LICENSURE

## CHECKLIST

Incomplete applications will delay processing. Please double check:

- \_\_\_\_\_ Have you completed section I?
- \_\_\_\_\_ Have you attached official transcripts of all college credits including transferred credits? Course titles must show on the transcripts. Course numbers only or total credits transferred do not provide adequate transfer information.
- \_\_\_\_\_ Have you enclosed your check or money order for the \$85.00 processing fee?
- \_\_\_\_\_ A valid or expired teaching license from another state is required in order to use this application form. Have you enclosed a photocopy of the license?
- \_\_\_\_\_ Have you enclosed your completed fingerprint card and waiver form, and the \$65 background check fee? (This fee and the fees for the processing and license may be combined in a single check or money order.)  
If you need a card, visit our website at [www.boee.iowa.gov](http://www.boee.iowa.gov) or you may call (515) 281-3245 to leave your name and address and request a fingerprint packet. The packet will be mailed on the same or next business day.
- \_\_\_\_\_ Have you signed and dated the application?

**Please note:** This license will authorize you to serve as a substitute teacher only; it will not allow you to serve as a full time or regular part time teacher. If you accept employment as a full time or regular part time teacher at some later date, you must apply for your Iowa teacher license. At that time you will need to send in the completed application from out of state (signed by the recommending official at your college/university) an \$85 license fee, and a \$60 analysis fee.



# APPLICATION FOR SUBSTITUTE LICENSURE NON-IOWA INSTITUTION

**Board of Educational Examiners  
Use Only**

7/09

**INSTRUCTIONS:**

1. Complete this application form.
2. Enclose an \$85.00 nonrefundable licensure fee, and remit one check or money order 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.**
3. Attach **official** college/university transcripts.
4. Attach a copy of your current or expired teaching license from another state.
5. Complete the fingerprint packet information. Enclose the \$65 fee. (*You may combine the \$85 and \$65 fees and send a single check/money order for \$150.*)
6. Send all materials to the address that appears in #3. Please allow four weeks for processing.

**Name changes require a photocopy of official legal documentation. ALL FEES ARE NONREFUNDABLE. (Incomplete applications will delay processing.)**

## Section I

Applicant's Folder # (To Be Assigned by BoEE Office)	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 1/2 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