



APPLICATION to Add an Endorsement (IOWA INSTITUTION)

State of Iowa
Board of Educational Examiners
Licensure
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

Rev 5/11

I. TO BE COMPLETED BY APPLICANT (type or print) Please allow four weeks for processing.
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	

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 (report any OWIs)?
- 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 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

SECTION II - Endorsement: To be completed by institution

Include \$50 for each endorsement being added to an existing license. (payable to the Board of Educational Examiners)

After our transcript analysis, we find that the applicant has completed this institution's approved program for adding the following endorsements:

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After our transcript analysis, in lieu of our approved program, we find that the applicant has completed the **BOEE's requirements** for adding the following endorsement(s).

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Signature of Recommending Official

Institution Name

**Affix College
Seal Here**

Typed or printed Signature of Recommending Official

Date