



# APPLICATION FOR RENEWAL OF A SUBSTITUTE 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 10/09

1. To renew a substitute teaching license, provide either verification of at least 30 days of substitute teaching during the term of the license or transcripts showing the completion of one semester hour of credit taken from either a regionally accredited college or AEA license renewal credit.
  2. Continuing education units (C.E.U.s) are not accepted for renewal.
  3. All applicants renewing a license must submit verification of completion of the child and dependent adult abuse training approved by the state abuse education review panel. Contact your AEA to find out when the training is offered.
  4. The application packet must include a completed application, \$85.00 fee, and a transcript or verification of substitute teaching. **All fees are NONREFUNDABLE.**
  5. 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.**
- \*Name changes require a photocopy of official legal documentation.

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 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

**To be completed by district administrator or official.**

I hereby verify that the applicant served successfully as a substitute teacher in this school district during the term of his/her license.

\_\_\_\_\_ Number of days taught during the term of the license.

\_\_\_\_\_  
School District

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

If substitute teaching experience is completed in more than one school district, each school district must verify the number of days substituted. Use official school letterhead for additional verification. (It is unnecessary to verify more than 30 days of substitute teaching.)