Directions for an Executive Director Decision – Conditional Licensure for School Counseling Application

Use this process if you *hold* a valid Iowa teaching license

1. Documents you need before you begin:
   - Current transcript

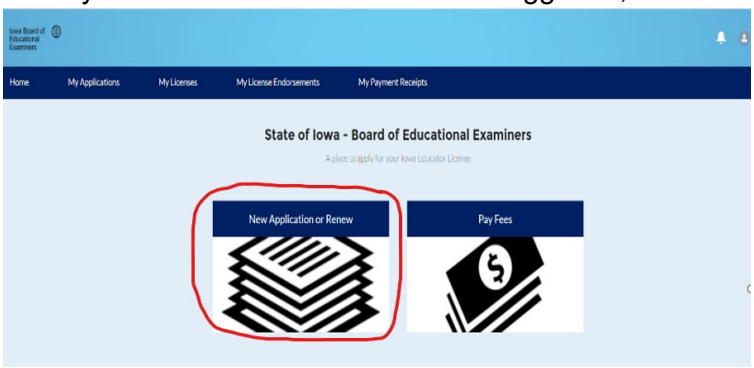
2. Go to the Apply/Renew/Convert webpage under Educator Licensure.
   - Have your folder number ready if you already hold a license.
   - Use the License Search if you are unsure of your folder number or unsure if you have one.

3. From the Apply webpage, select either:
   a. Create a new account (if you have never used our online application system)

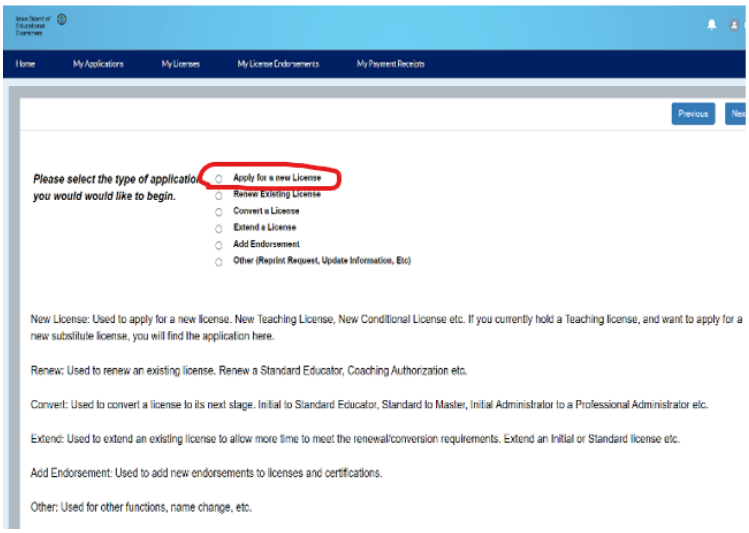
   or

   b. Log In (if you already have an account)

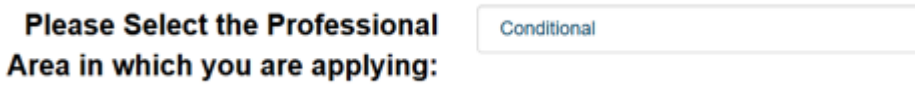
4. Once you have created an account or logged in, select **New Application or Renew**.



5. Confirm your profile information and select **Next**
6. Select **Apply for a new License**



7. Select **Conditional**



8. Select the application: **New Conditional License: Executive Director Decision-Teacher Gen. Ed.**
9. The system will now have you
    a. Agree to creating an application, read through the instructions and scroll to the red X's.
    b. Complete a checklist
        i. This is where you will agree to FBI fingerprinting and click on **BOEE Instructions for using Fieldprint** to schedule your appointment. Note: There is a CODE in the instructions you will need. If you hold a license with the BOEE you won't need to do fingerprinting again.
        ii. It is important to read each checklist question so you create an accurate application.
    c. Upload the required documents.
    d. Pay the fees/Submit application.