

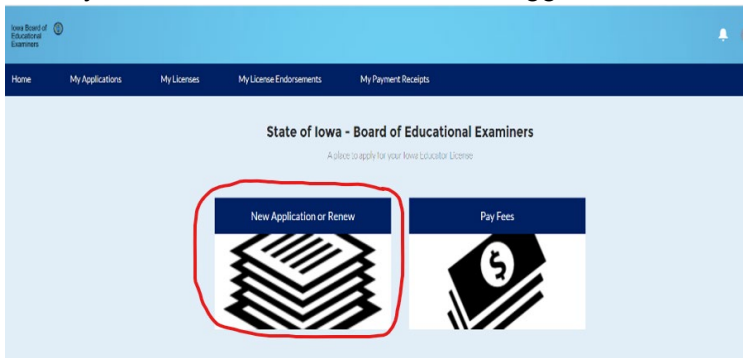
# Directions for a Class B – Conditional Licensure for School Counseling Application

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

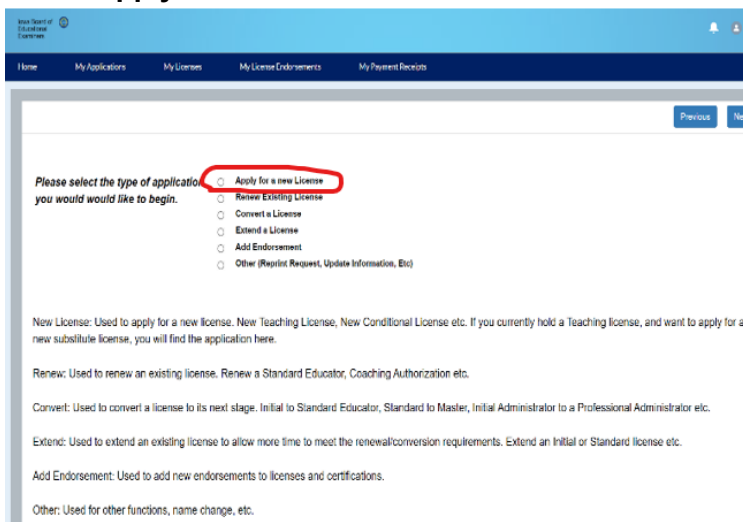
- Before you begin, you will need the following documents confirming certain requirements are met:
  - Current transcript **or** verification form (9b of this checklist) confirming 50% of your program is completed.
- Go to the [Apply webpage](#) under Educator Licensure.
  - Have your folder number ready if you already hold a license.
  - Use the [License Search](#) if you are unsure of your folder number **or** unsure if you have one.
- From the Apply webpage, select either:
  - [Create a new account](#) (if you have never used our online application system)

**or**

  - [Log In](#) (if you already have an account)
- Once you have created an account or logged in, select **New Application or Renew**.



- Confirm your profile information and select **Next**
- Select **Apply for a new License**



- Select **Conditional**

**Please Select the Professional  
Area in which you are applying:**

Conditional

8. Select the application: **Class B**
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.