

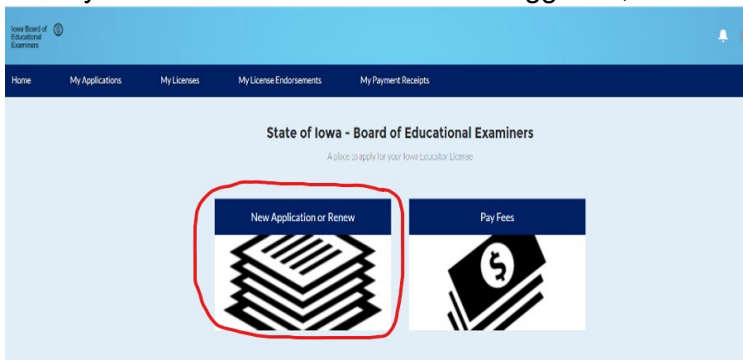
# Directions for Adding a Counseling Endorsement to an Iowa Teaching License and Enrolled in an Out-of-State Counseling Program – Initial Licensure for School Counseling Application

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

1. Before you begin, you will need the following documents confirming certain requirements are met:
  - Official transcript and form (in the checklist of the application) confirming your internship hours
2. 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.
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 **Add Endorsement**

A screenshot of the Iowa Board of Educational Examiners application form. The form has a header with the board's name and navigation links. Below the header, there is a section titled 'Please select the type of application you would like to begin.' with several radio button options: 'Apply for a new License', 'Renew Existing License', 'Convert a License', 'Extend a License', 'Add Endorsement', and 'Other (please specify reason, Update Information, Etc)'. The 'Add Endorsement' option is selected and circled in red. Below the options, there is a 'Previous' button and a 'Next' button. The form also includes explanatory text for each option: 'New License: Used to apply for a new license. New Teaching License, New Conditional License etc. If you currently hold a Teaching license, and want to apply for a new substitute license, you will find the application here.', 'Renew: Used to renew an existing license. Renew a Standard Educator, Coaching Authorization etc.', 'Convert: Used to convert a license to its next stage. Initial to Standard Educator, Standard to Master, Initial Administrator to a Professional Administrator etc.', 'Extend: Used to extend an existing license to allow more time to meet the renewal/conversion requirements. Extend an Initial or Standard license etc.', 'Add Endorsement: Used to add new endorsements to licenses and certifications.', and 'Other: Used for other functions, name change, etc.'

7. Select **Add Teaching Endorsement (state minimum requirements or non-Iowa institution)**

Select Application

Add Teaching Endorsement (state minimum requirements or non-Iowa institution)

8. Select license you want the endorsement(s) added to: **Standard, Master Educator, etc.**

Please Select License

337908 - Standard License

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
- c. Upload the required documents.
- d. Pay the fees/Submit application.