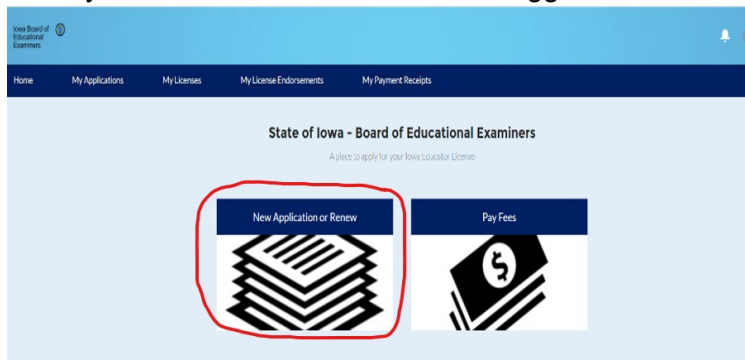


Directions for Converting an Initial PSL to a Full PSL for School Counseling Application

- Before you begin, you will need the following documents confirming certain requirements are met:
 - Confirmation of two years of successful service in a professional service license area in an Iowa public school, **or** 3 years in an accredited private or out-of-state setting (form in checklist of the application). Evidence of meeting the standards and completed mentoring (form in the checklist).
- 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 **Convert a License**

A screenshot of the application selection page on the Iowa Board of Educational Examiners website. The header is the same as the previous image. Below the header, there is a section titled 'Please select the type of application you would like to begin.' with a list of radio button options: 'Apply for a new License', 'Renew Existing License', 'Convert a License' (highlighted with a red circle), 'Extend a License', 'Add Endorsement', and 'Other (Reprint Request, Update Information, Etc)'. Below the options, there are detailed instructions 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 the Application: **Convert Initial Teacher/PSL to Standard/PSL**

Please Select Application

Convert Initial Teacher/PSL to Standard/PSL

8. Select the application: **Initial PSL**

Please Select License

-- Please Select --

9. The system will now have you
- Agree to creating an application, read through the instructions and scroll to the red X's.
 - Complete a checklist
 - Upload the required documents.
 - Pay the fees/Submit application.