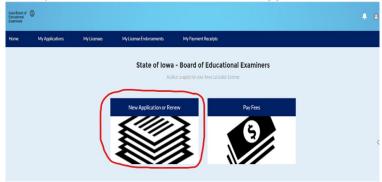
Directions for an Initial PSL or Class G from an Iowa Institution – Conditional Licensure for School Counseling Application

Use this process if you do not hold a valid lowa teaching license but have enrolled in a school counseling master's program at an lowa Institution with 75% of the program completed.

- 1. Documents you need before you begin:
 - None
- 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)

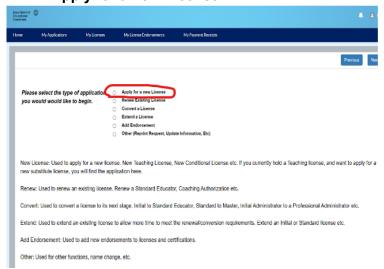
or

- 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 Apply for a new License



7. Select Professional Area: Teacher

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

8. Select the application: First lowa teaching, counseling, or Class G license (lowa Institution)

Please Select Application	First Iowa Teaching, Counseling, or Class G license (Iowa Institution)

- 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 <u>BOEE Instructions for using Fieldprint</u> to schedule your appointment. <u>Note: There is a CODE in the instructions you will need.</u> 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.