

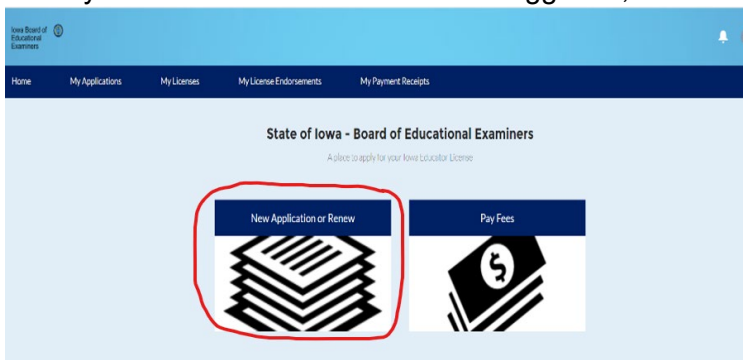
# Directions for an Initial PSL or Class G from an Iowa Institution – Conditional Licensure for School Counseling Application

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

1. Document you need before you begin:
  - Certificate from Child Abuse Mandatory Reporter Training (DS 169). Certificates are awarded by [AEA Learning Online](#) or [Iowa Health and Human Services](#) at the completion of the two-hour training.
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)

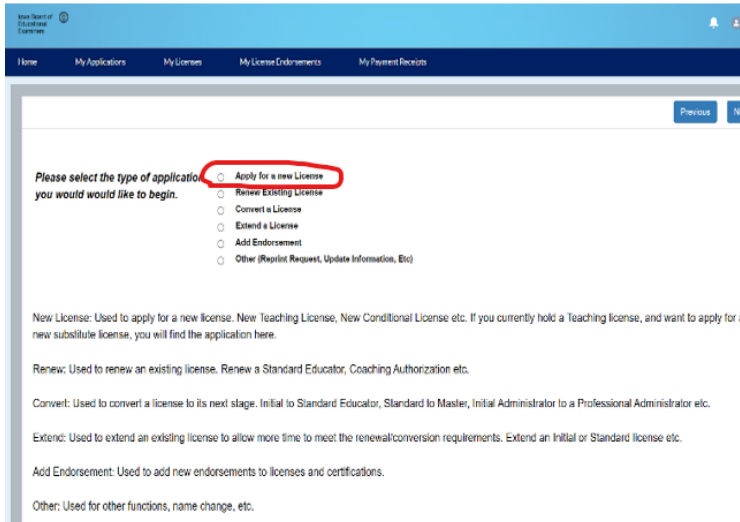
**or**

  - 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



Iowa Department of Education  
Learners

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Please select the type of application you would like to begin.

- Apply for a new License
- Renew Existing License
- Convert a License
- Extend a License
- Add Endorsement
- Other (Reprint Request, Update Information, Etc)

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.

Other: Used for other functions, name change, etc.

## 7. Select Professional Area: **Teacher**

Please Select the Professional Area in which you are applying:

Teacher

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

Please Select Application

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

## 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
  - 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.**
  - It is important to read each checklist question so you create an accurate application.
- Upload the required documents.
- Pay the fees/Submit application.