Directions for an Initial PSL (Out of State Programs) and Reciprocity 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 with 75% of the program completed, **or**
- **completed** a school counseling master's program at an Out of State Institution.

1. Before you begin, you will need the following documents confirming certain requirements are met:
   a. Official U.S. Department of Education accredited college/university transcripts of your preparation. Include all transcripts (undergraduate and graduate).
   b. Verification of all previous professional school counseling experience.
   c. Form completed by the advising or recommending official from your preparation program or copy of counseling license issued by another state.

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**.
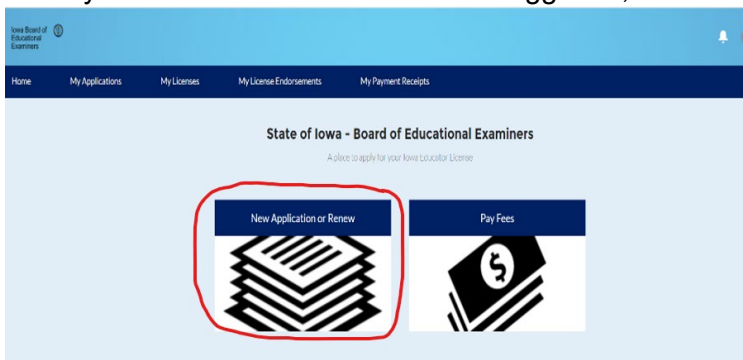
5. Confirm your profile information and select **Next**

6. Select **Apply for a new License**

7. Select Professional Area: **Support Services**

Please Select the Professional Area in which you are applying: | Support Services

8. Select Application: **First Prof Svc Counsel (Out of State Institution)**

Please Select Application | First Prof Svc License: Counsel (Out of State 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 **BOEE Instructions for using Fieldprint** to schedule your appointment. Note: There is a CODE in the instructions you will need.
      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.