

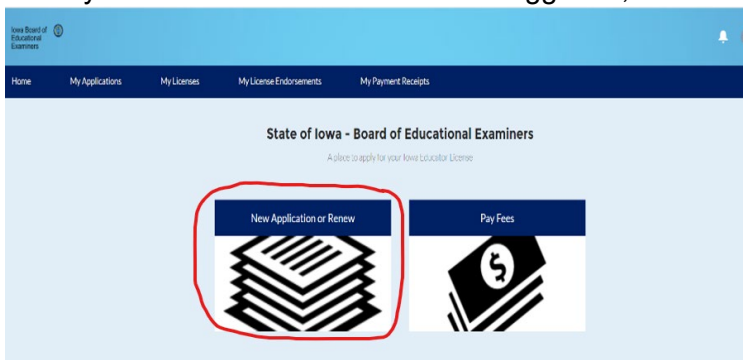
Directions for an Initial PSL (Out of State Programs) Reciprocity School Counseling Application

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.
 - d. 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)

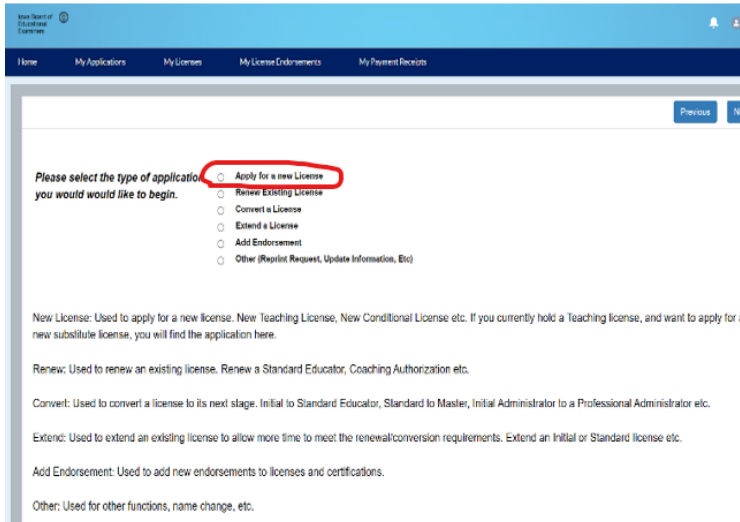
or

 - 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



The screenshot shows the BOE application portal interface. At the top, there is a navigation bar with links for Home, My Applications, My Licenses, My License Endorsements, and My Payment Receipts. Below the navigation bar, there is a section titled "Please select the type of application you would like to begin." with a list of radio button options. The first option, "Apply for a new License", is selected and circled in red. The other options are "Renew Existing License", "Convert a License", "Extend a License", "Add Endorsement", and "Other (Reprint Request, Update Information, Etc)". Below the list, there are several paragraphs of text explaining 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 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.