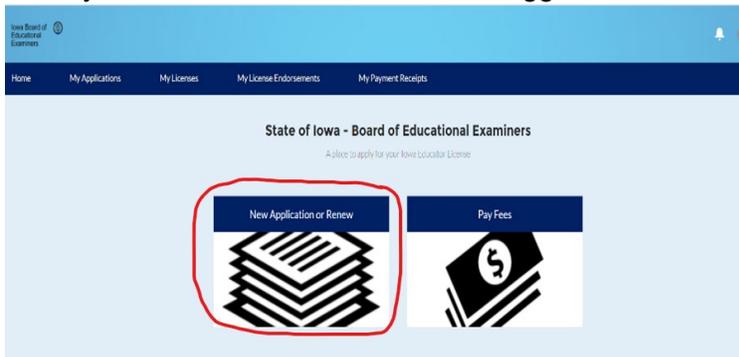


# Directions to Apply for an Initial Teaching License and Recommended by an Iowa Teacher Preparation Program

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/Renew/Convert 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/Renew/Convert 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**

A screenshot of the Iowa Board of Educational Examiners website showing a form titled "Please select the type of application you would like to begin." The form has a radio button list with the following options: "Apply for a new License", "Renew Existing License", "Convert a License", "Extend a License", "Add Endorsement", and "Other (Reprint Request, Update Information, Etc)". The "Apply for a new License" option is selected and highlighted with a red circle. Below the radio button 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.", "Other: Used for other functions, name change, etc."

7. Select **Teacher**

Please Select the Professional Area in which you are applying:

Teacher

8. Select the application: **First Iowa Teaching, Counseling, or Class G (Iowa 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 [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.