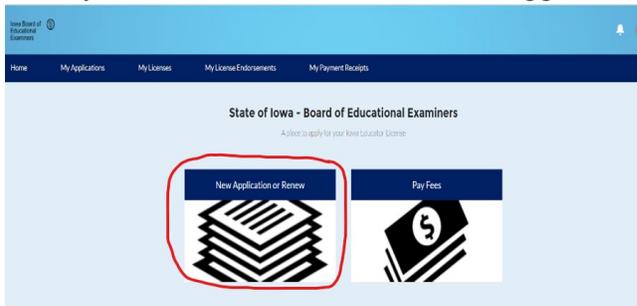


# Directions to Apply for an Initial Teaching License for Out-of-State Teacher Preparation Programs or Reciprocity

1. Documents you need before you begin:
  - Official transcripts from a U.S. Department of Education accredited college/university showing completion of a teacher preparation program.
  - Verification of all previous teaching experience.
  - Form completed by the Advising or Recommending official from your preparation program or copy of a teaching license issued by another state.
  - 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

The screenshot shows the Iowa Board of Education License Application System interface. The navigation bar includes 'Home', 'My Applications', 'My Licenses', 'My License Endorsements', and 'My Payment Records'. The main content area is titled 'Please select the type of application you would like to begin.' and features five radio button options: 'Apply for a new License' (selected and circled in red), 'Renew Existing License', 'Convert a License', 'Extend a License', and 'Add Endorsement'. Below the options, there are explanatory paragraphs for 'New License', 'Renew', 'Convert', 'Extend', 'Add Endorsement', and 'Other'.

## 7. Select **Teacher**

Please Select the Professional Area in which you are applying:

Teacher

## 8. Select the application: **First Iowa Teaching License (Out of State Institution)**

Please Select Application

First Iowa Teaching License (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.