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

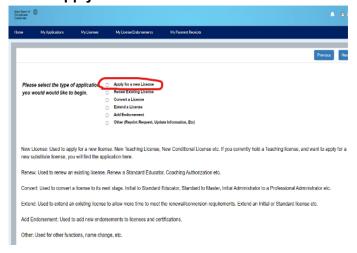
- 1. Documents you need before you begin:
  - Official transcripts from a U.S. Department of Education accredited college/university showing completion of a teacher preparation program.
  - Verification of all previous teaching experience.
  - Form completed by the Advising or Recommending official from your preparation program or copy of a teaching license issued by another state.
- 2. Go to the Apply/Renew/Convert webpage under Educator Licensure.
  - Have your folder number ready if you already hold a license.
  - Use the <u>License Search</u> 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



## 7. Select Teacher

Please Select the Professional	Teacher
Area in which you are applying:	

8. Select the application: First lowa 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
    - This is where you will agree to FBI fingerprinting and click on <u>BOEE Instructions for</u> <u>using Fieldprint</u> to schedule your appointment. <u>Note: There is a CODE in the instructions you will need.</u>
    - 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.