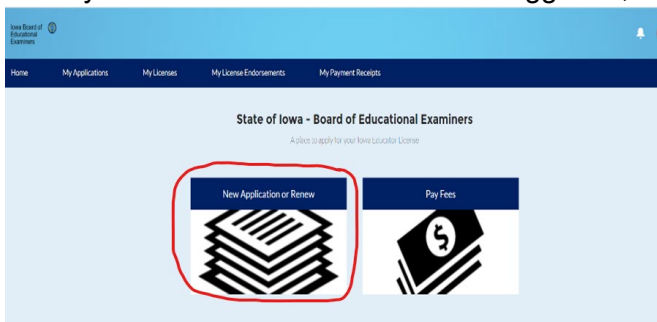


Directions to Apply for an Extension of an Initial Teaching License

1. Documents you need before you begin:
 - None
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 **Extend a License**

A screenshot of the Iowa Board of Educational Examiners website showing the application type selection screen. The header is the same as the previous screenshot. Below the header, there are 'Previous' and 'Next' buttons. The main text says 'Please select the type of application you would like to begin.' followed by a list of radio button 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 'Extend a License' option is circled in red. Below the options, there are detailed instructions for each application type: 'New License', 'Renew', 'Convert', 'Extend', 'Add Endorsement', and 'Other'.

7. Select the application: **Extension of Initial teacher/Admin (experience requirement will be met within one year)**

(This can also be for teachers not meeting Iowa teaching standards)

Select Application

Extension of Initial Teacher/Admin (experience requirement will be met within one year)

8. Select: your Initial license
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.