

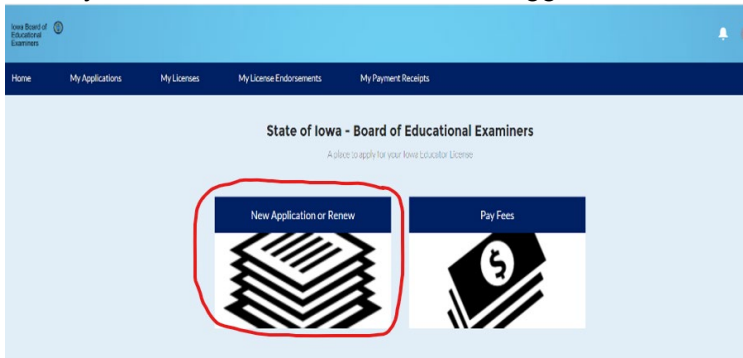
Directions to Renew an Initial Teaching License

Two renewals are available if needed. The second (and final) renewal requires proof of employment in a contracted position that will lead to the standard license. If you have met the requirements to convert your initial to your standard license you will need to follow the directions for converting.

1. You will need the following before you begin:
 - Current [mandatory reporter training](#) for child abuse.
 - No credits are required.
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 **Renew Existing License**

A screenshot of the application selection screen on the Iowa Board of Educational Examiners website. The page title is 'Please select the type of application you would like to begin.' Below this, there are several radio button options: 'Apply for a new License', 'Renew Existing License' (which is selected and circled in red), 'Convert a License', 'Extend a License', 'Add Endorsement', and 'Other (Reprint Request, Update Information, Etc)'. Below the radio buttons, there are detailed instructions for 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 the License you are renewing: **Initial Teaching License**
8. Select Application Type: **Renew Initial Teaching 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
 - c. Upload the required documents.
 - d. Pay the fees/Submit application.