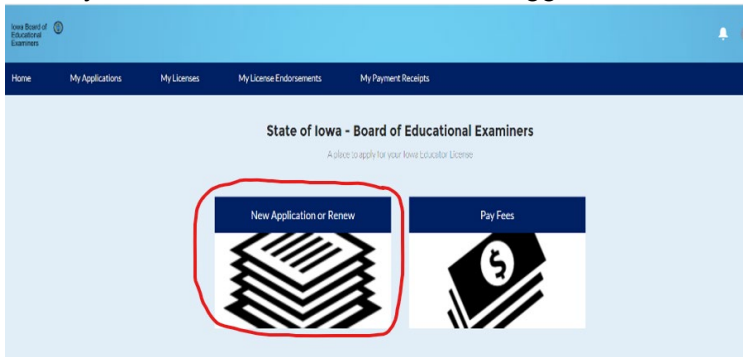


Directions to Convert a Standard Teaching License to a Master Educator Teaching License

1. Documents you need before you begin to confirm requirements are met:
 - Confirmation of five years of teaching.
 - Master's degree official transcript
 - 6 renewal credits (could be on your master's transcript if completed in the last 5 years)
 - Current [mandatory reporter training](#) for child abuse.
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 **Convert a License**

A screenshot of the application selection page on the State of Iowa - Board of Educational Examiners website. The page title is "Please select the type of application you would like to begin." There are five radio button options: "Apply for a new License", "Renew Existing License", "Convert a License", "Extend a License", and "Other (Request, Request, Update Information, Etc)". The "Convert a License" option is circled in red. Below the options, there are descriptions for "New License", "Renew", "Convert", "Extend", "Add Endorsement", and "Other". The navigation bar includes "Home", "My Applications", "My Licenses", "My License Endorsements", and "My Payment Receipts".

7. Select the Application: **Convert Standard to Master Educator**

Please Select Application

Convert Standard to Master Educator

8. Select the License: **Standard**

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.