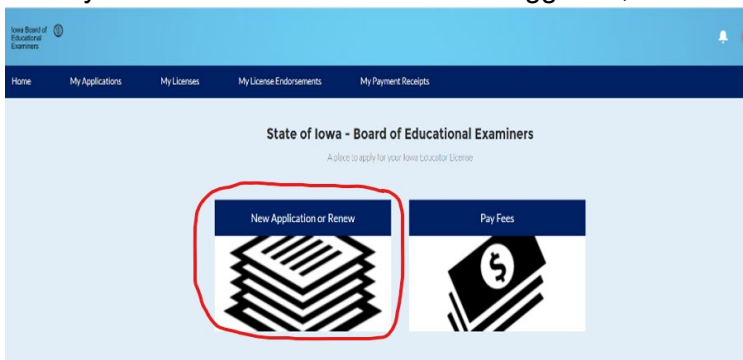


Directions for an Executive Director Decision Conditional Teacher License

1. Documents you need before you begin to confirm requirements are met:
 - Current transcript
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**

A screenshot of the application selection page on the 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' (selected and circled in red), 'Renew Existing License', 'Convert a License', 'Extend a License', and 'Add Endorsement'. Below these options is an 'Other (Reprint Request, Update Information, Etc)' option. The page also includes detailed instructions for each application type: 'New License' (for new licenses or substitutes), 'Renew' (for renewing existing licenses), 'Convert' (for converting license stages), 'Extend' (for extending license validity), 'Add Endorsement' (for adding new endorsements), and 'Other' (for name changes, etc.).

7. Select **Conditional**

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

Conditional

8. Select the application: **New Conditional License: Executive Director Decision-Teacher Gen. Ed. or Special Education (depending on need).**
9. The system will now have you
- Agree to creating an application, read through the instructions and scroll to the red X's.
 - Complete a checklist. It is important to read each checklist question so you create an accurate application.
 - Upload the required documents.
 - Pay the fees/Submit application.