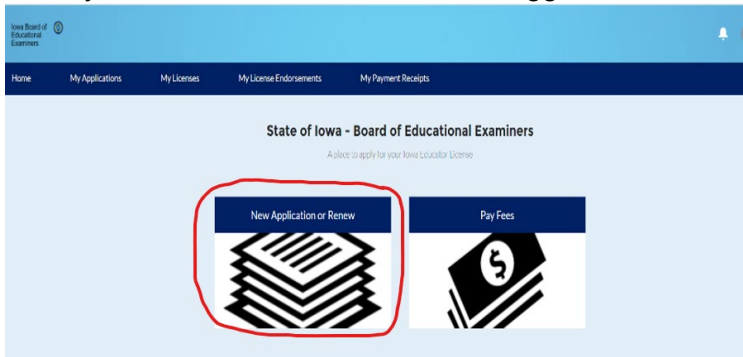


# Directions for a Class B Conditional Teaching License

1. Documents you need before you begin to confirm requirements are met:
  - Current transcript **or** verification form (9b of this checklist) confirming 50% of your program is completed.
  - Administrators seeking an additional administrative endorsement, such as Principal or Superintendent, may be eligible for a Class B conditional license if they have completed at least 75% of the required coursework for the requested endorsement. The Class B license allows educators to serve in the new administrative endorsement area while completing the remaining coursework.
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)

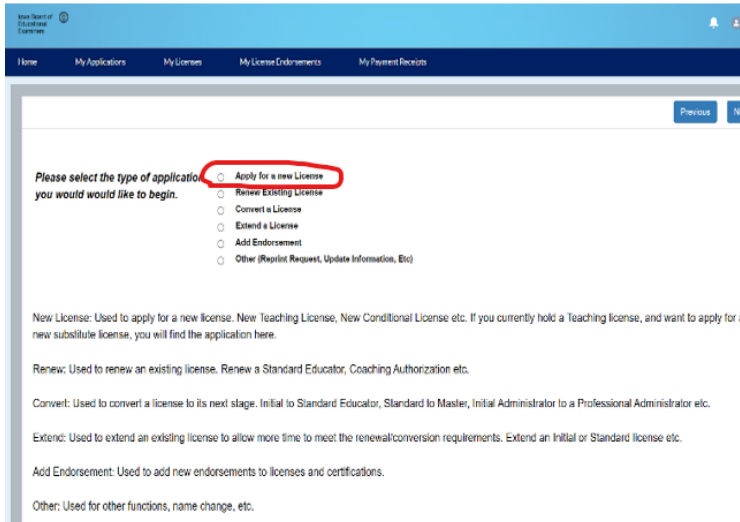
**or**

  - 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**



The screenshot shows the Iowa Department of Education website interface. At the top, there is a navigation bar with links for Home, My Applications, My Licenses, My License Endorsements, and My Payment Receipts. Below the navigation bar, there is a main content area with a title "Please select the type of application you would like to begin." and a list of radio button options. The first option, "Apply for a new License", is circled in red. Below the list, there are several paragraphs of text providing instructions for each application type: "New License", "Renew", "Convert", "Extend", "Add Endorsement", and "Other".

**Please select the type of application you would like to begin.**

- Apply for a new License**
- Renew Existing License
- Convert a License
- Extend a License
- Add Endorsement
- Other (Reprint Request, Update Information, Etc)

**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.

**Other:** Used for other functions, name change, etc.

## 7. Select **Conditional**

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

Conditional

## 8. Select the application: **Class B**

## 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 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.