

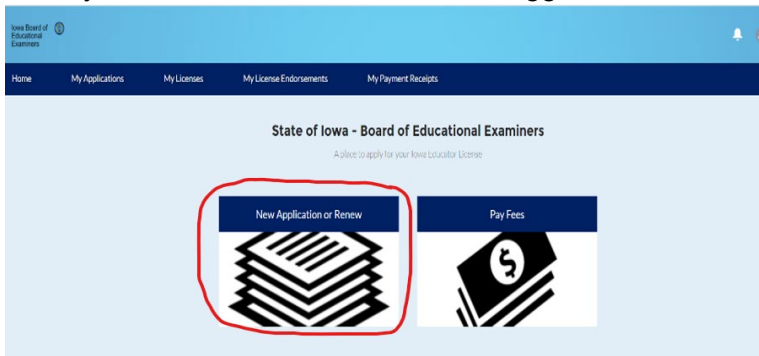
# Directions for Adding an Endorsement to an Iowa Teaching License Through State Minimums

**Use this process if you hold a valid Iowa Teaching License and are adding an endorsement through state minimums**

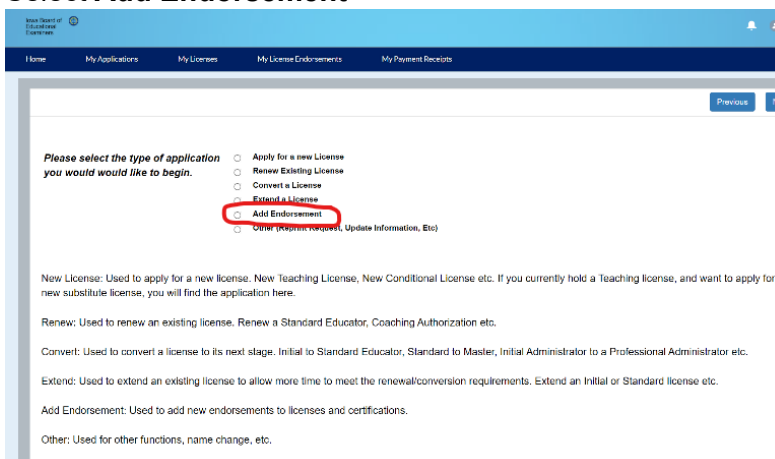
1. Before you begin, you will need the following documents confirming certain requirements are met:
  - Official transcript(s)
  - Completed endorsement worksheet
2. Go to the [Apply/Renew/Convert webpage](#) under Educator Licensure.
  - Have your folder number ready if you already hold a license.
  - 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 **Add Endorsement**



7. Select **Add Teaching Endorsement (state minimum requirements or non-Iowa institution)**

Select Application

Add Teaching Endorsement (use only if an Iowa institution will be recommending you)

8. Select license you want the endorsement(s) added to: **Initial** or **Standard** or **Master Educator, etc.**

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. Address the e-form to the Iowa College you completed the coursework for your new endorsement and send.
- d. Pay the fees/Submit application.