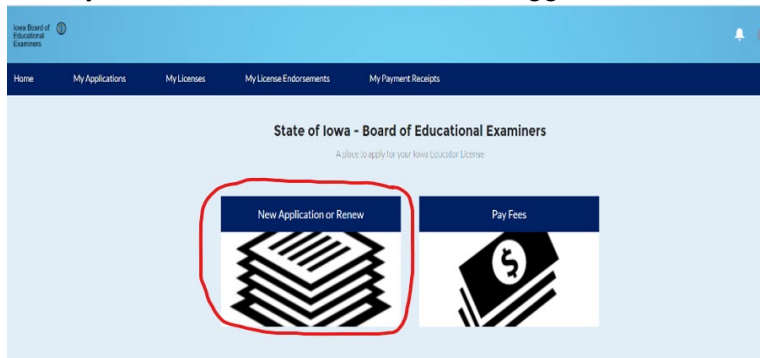


Directions for an Extension to an Iowa Teaching License

1. Before you begin, you will need the following documents confirming certain requirements are met:
 - Letter of Support - This may be accomplished with a letter on school letterhead from an administrator outlining their support. The Letter of Support is only required if you are currently under contract with a K-12 institution.
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 **Extend a License**

A screenshot of the Iowa Board of Educational Examiners website showing a form titled "Please select the type of application you would like to begin." The form has a "Previous" and "Next" button at the top right. The radio button options are: "Apply for a new License", "Renew Existing License", "Convert a License", "Extend a License" (which is selected and circled in red), "Add Endorsement", and "Other (Reprint Request, Update Information, Etc)". Below the form, there are explanatory paragraphs 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.", "Other: Used for other functions, name change, etc."

7. Select **Extension of Standard, Master, Exchange, Prof Admin, Sub., or PSL**

Select Application

Extension of Standard, Master, Exchange, Prof Admin, Sub., or PSL

8. Select your 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
 - i. This is where you will agree to FBI fingerprinting and click on [BOEE Instructions for using Fieldprint](#) to schedule your appointment. **Note: There is a CODE in the instructions you will need.**
 - ii. 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.