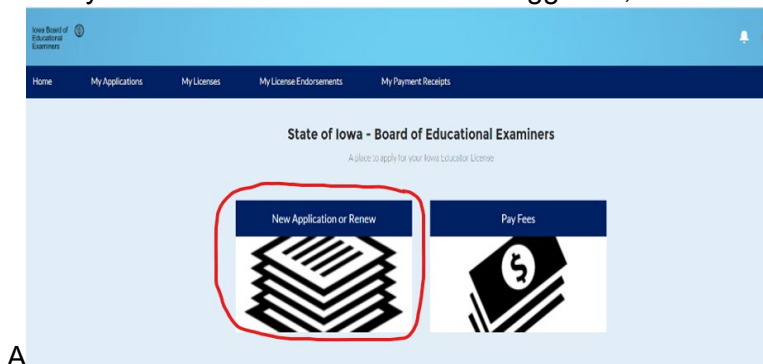


Directions for Application 1 (Step 1) of the Content Specialist Authorization

1. The [Content Specialist Authorization](#) is a two-step application process. Please note that you must have a master's degree in a [BoEE endorsement area](#). For Step 2 you will need a position offer and the district must show efforts of a diligent search and no properly endorsed applicants were available.
2. This certification is limited to the endorsement listed on the authorization. This authorization is not eligible for conditional licensure or to add any other endorsement areas.
3. Before you begin, you will need the following documents confirming certain requirements are met:
 - Official transcripts issued to you to be uploaded in the applications.
4. Go to the [Apply 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.
5. From the Apply 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)
6. Once you have created an account or logged in, select **New Application or Renew**.



7. Confirm your profile information and select **Next**.

8. Select **Apply for a new License**

Iowa Board of Educational Examiners

Home My Applications My Licenses My License Endorsements My Payment Receipts

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)

Previous Next

9. Select the Professional Area in which you are applying: **Authorizations**

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Please Select the Professional Area in which you are applying:

Authorizations

Previous Next

10. Select the Application: **Content Specialist Authorization (Step 1 – Transcript Evaluation)**

11. 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
- Upload the required documents.
- Pay the fees/Submit application.