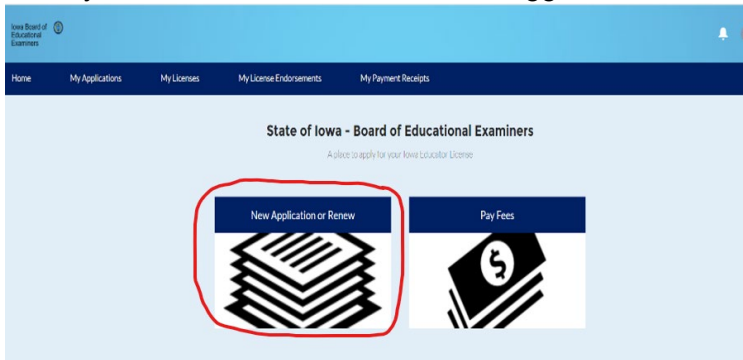


Directions for Application 2 (Step 2 - Processing) of the Content Specialist Authorization

1. 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. Before you begin, you will need the following documents confirming certain requirements are met:
 - Letter from the BoEE stipulating eligibility for Authorization and specific content area(s).
 - Current [mandatory reporter training](#) for child abuse.
 - Offer letter from the school district on school letterhead.
3. 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.
4. 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)
5. Once you have created an account or logged in, select **New Application or Renew**.



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

7. 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

8. 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

9. Select the Application: **Content Specialist Authorization (Step 2 - Processing)**

Please Select Application

Content Specialist Authorization (Step 2 - Processing)

10. The system will now have you

- Agree to creating an application, read through the instructions and scroll to the red Xs.
- Complete a checklist
 - This is where you will agree to FBI fingerprinting and click on the ["BOEE Instructions for using Fieldprint"](#) to schedule your appointment. There is a CODE in the instructions you will need.
 - It is important to read each checklist question so you create an accurate application.
- Upload the required documents.
- Pay the fees/Submit application.