

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The main title is centered in a large, bold, black, sans-serif font.

FIRST APPLICATION FOR AN INITIAL CTE AUTHORIZATION

BOARD OF EDUCATIONAL EXAMINERS

CAREER AND TECHNICAL AUTHORIZATION

- THIS PROCESS IS USED FOR AN APPLICANT'S FIRST CTE AUTHORIZATION. YOU MUST HAVE A JOB OFFER FROM AN IOWA SCHOOL DISTRICT TO START THIS APPLICATION
- QUALIFICATION FOR THE CTE AUTHORIZATION IF YOU DO **NOT** HOLD A BA DEGREE, IS 6000 HOURS OF VOCATIONAL EXPERIENCE
- IF YOU HOLD A BA/BS DEGREE, 4000 HOURS OF EXPERIENCE VERIFICATION IS REQUIRED. IF YOU HOLD AN AA DEGREE, 3000 HOURS OF EXPERIENCE IS REQUIRED.

HOME PAGE BOEE

- [HTTPS://BOEE.IOWA.GOV/](https://boee.iowa.gov/)

- FIRST CLICK THE “APPLY FOR/RENEW MY LICENSE” THEN CLICK “I AGREE...”



Apply for/Renew My License (i

- ❑ CLICK ON I AGREE (CREATE AN ACCOUNT) IF YOU HAVE NEVER HELD A LICENSE WITH THE BOEE OR NOT USED THIS NEW SYSTEM. (SYSTEM STARTED 3/18/2018).



I Agree (create an account)



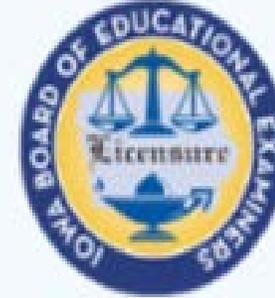
I Agree (continue to log in)

- ❑ CLICK ON “I AGREE (CONTINUE TO LOG IN) IF YOU HAVE ALREADY SET UP AN ACCOUNT AFTER 3/18/2019. SKIP TO SLIDE 8.

IF YOU ALREADY HOLD A SUBSTITUTE OR COACHING AUTHORIZATION, YOU WILL CHOOSE "YES"

IF YOU DO NOT REMEMBER YOUR FOLDER NUMBER, YOU MAY LOOK IT UP HERE BY CLICKING ON "**IOWA BOEE LICENSE SEARCH.**"

YOU WILL NEED YOUR FOLDER NUMBER TO COMPLETE THE APPLICATION.



* Have you ever been issued a Folder Number or License of any kind from the Iowa Board of Educational Examiners?

--None--

[Back to Login](#)

[Iowa BoEE License Search](#)

EXISTING FOLDER NUMBER “YES”

ENTER EMAIL THAT YOU WILL USE AS A
LOGIN USER NAME FOR THIS ACCOUNT
AND FOLDER NUMBER

CLICK “SIGN UP”
(SKIP TO SLIDE 6)



If you already have an account created in this system after 3/18/19 use the Back to Login button to proceed to the login screen

* Have you ever been issued a Folder Number or License of any kind from the Iowa Board of Educational Examiners?

Yes



Email



Folder Number

[Back to Login](#)

[Sign Up](#)

[Iowa BoEE License Search](#)

AN EMAIL WILL BE SENT
TO THE ADDRESS
PROVIDED.

CLICK THE LINK IN THE
EMAIL TO SETUP YOUR
NEW PASSWORD AND
START YOUR ACCOUNT.

Your new Iowa BoEE Self Service password

Iowa BoEE Self Service boee@iowa.gov via waw2wgnysusv.t-lbeaea4.na21.bnc.salesforce.com
to mike.cavin+test111@iowa.gov ▾

Hi James,

Thank you for activating your registration to Iowa BoEE Self Service. [Please click on this link to set a new password.](#)

Or, copy and paste the link below into your browser:

<https://boee.force.com/login?c=dzuhxkC52BJ2SSGAbGDp9Nd72eUoa70z880AoHNq6Jlt%2FAqurFVBunzFwXeOm0vcymKjMITdn37TTNxlUt8AB%2B7v1ltuV4ws%2BZt6dl%2FG3J5oG%2FJZM%2BAdsQrC7218F2bWpdGVeuT1LwlX12kKSzodKU1QXCq%2Fn3k2mVedzlcncJ6iEyOBjCFYQddSx9r5FG6y13B0mSdMyrXTP00vG2i%2BADY>

Thanks,

Iowa Board of Educational Examiners
400 East 14th St.
Des Moines, IA 50319

Main: (515) 281-3245

Website: <http://www.boee.iowa.gov>

PASSWORD

A REQUEST FOR A PASSWORD
WILL BE SENT TO THE EMAIL
PROVIDED. REMEMBER THIS
PASSWORD FOR FUTURE USE.

Change Your Password

Enter a new password for
mike.cavin+test111@iowa.gov. Your password must
have at least:

- 8 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character 

* New Password

* Confirm New Password

Change Password

Password was last changed on 3/6/2019 8:10 AM.

LOGGING IN WITH EXISTING ACCOUNT

USE THE EMAIL YOU USED TO SET UP YOUR
ACCOUNT PREVIOUSLY

PASSWORD RESET WILL BE SENT TO THE
USERNAME EMAIL ORIGINALLY USED TO SET
UP THE ACCOUNT



Welcome to Iowa Board of Educational Examiners.

Please click "Not a Member" if you have never
logged in to this system. (This system was launched
on 3/18/2019. Logins to the old system are not
copied over.)

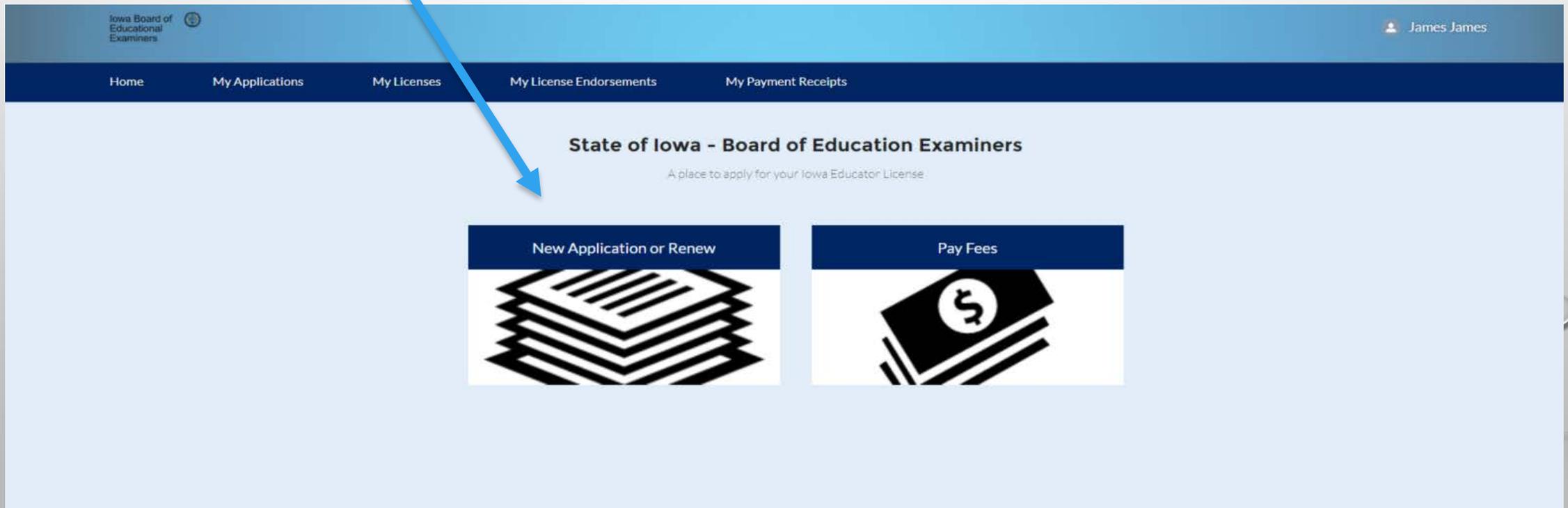
For best results, use Google Chrome web browser.
Please note: Internet Explorer v11 and Edge are
NOT supported.

IF YOU HAVE EVER HELD A LICENSE ISSUED BY
THE IOWA BOARD OF EDUCATIONAL
EXAMINERS, ON THE NEXT SCREEN, THE FIRST
AND LAST NAMES MUST MATCH WHAT WAS
LISTED ON YOUR LICENSE(S).

[Forgot your password?](#) [Not a member?](#)

YOU ARE NOW LOGGED IN TO THE APPLICATION SYSTEM.

CLICK THE “NEW APPLICATION OR RENEW” TO START AN APPLICATION.



The screenshot displays the user interface of the Iowa Board of Educational Examiners application system. At the top left, the logo for the Iowa Board of Educational Examiners is visible. At the top right, the user's name, James James, is displayed. A dark blue navigation bar contains the following menu items: Home, My Applications, My Licenses, My License Endorsements, and My Payment Receipts. Below the navigation bar, the main content area features the heading "State of Iowa - Board of Education Examiners" and the subtitle "A place to apply for your Iowa Educator License". Two prominent buttons are shown: "New Application or Renew" with a stack of papers icon, and "Pay Fees" with a stack of money icon. A blue arrow points from the text above to the "New Application or Renew" button.

YOU WILL HAVE A FEW
SCREENS OF VERIFYING
YOUR DEMOGRAPHIC
INFORMATION. IF ALL IS
CORRECT, CLICK ON THE
“NEXT BUTTON.” THIS
SHOULD ALL BE OK IF THIS IS
YOUR FIRST APPLICATION
EVER.



Next

Applicant Profile: Michael D Cavin

Primary Phone: 9991234567
Secondary Phone: 9991234567
Email: mike.cavin@iowa.gov

Maiden Name:

Is the applicant profile above
complete and correct?

Yes
 No

Next

IF YOU NEED TO MAKE A CHANGE, CLICK THE “NO” RADIO BUTTON AND MAKE THE APPROPRIATE CHANGES.

Previous Next

Update Applicant Profile:

Primary Phone

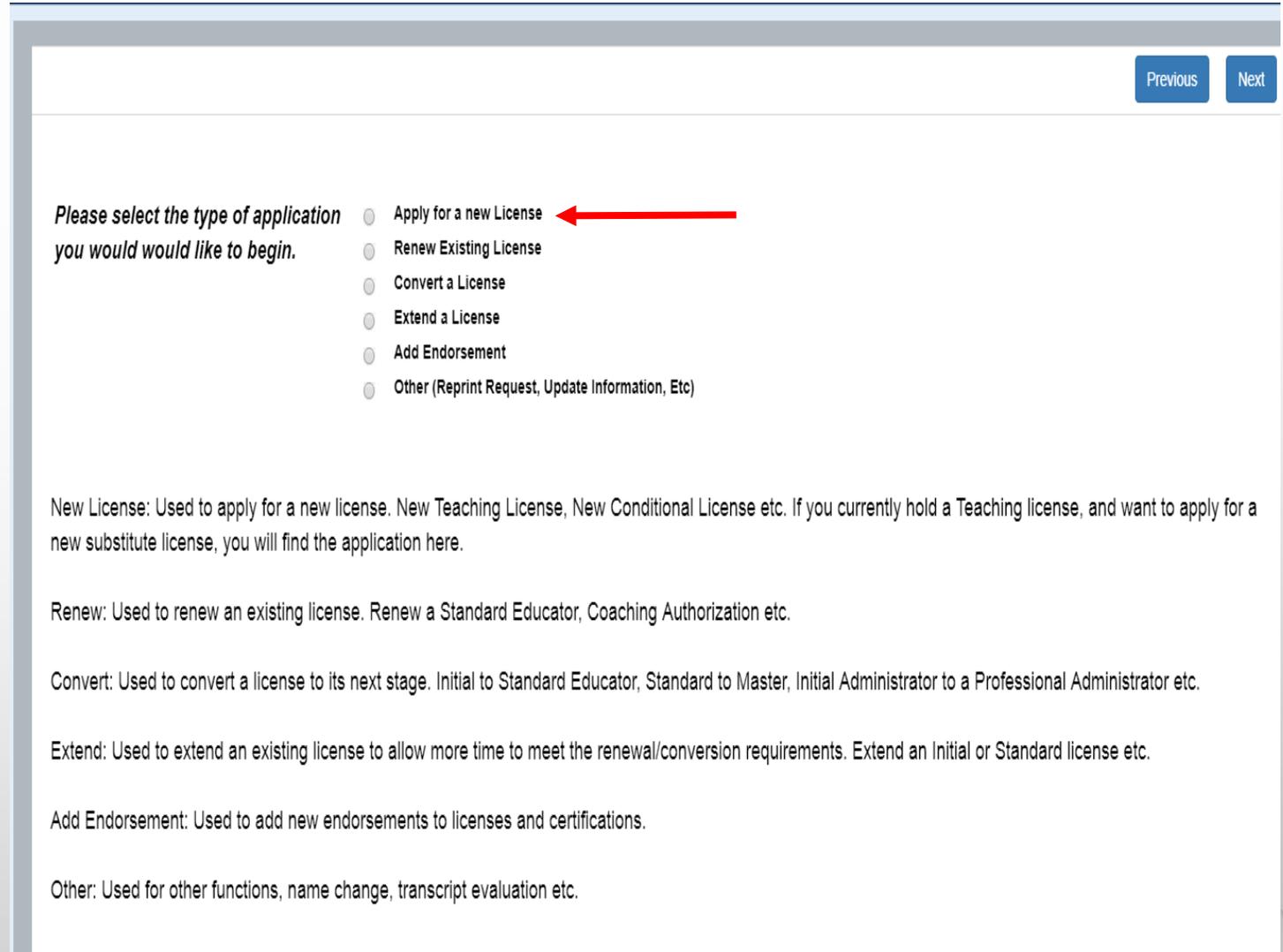
Secondary Phone

Email

Maiden Name

Previous Next

YOU NOW NEED TO
CHOOSE WHAT YOU WILL BE
APPLYING FOR. SELECT THE
“APPLY FOR A NEW LICENSE”
OPTION. THEN CLICK “NEXT”



The screenshot shows a web application interface with a light blue header. In the top right corner, there are two blue buttons labeled "Previous" and "Next". Below the header, the main content area has a white background. On the left, there is a prompt: "Please select the type of application you would like to begin." To the right of this prompt is a list of six radio button options. The first option, "Apply for a new License", is selected and has a red arrow pointing to it from the right. The other options are "Renew Existing License", "Convert a License", "Extend a License", "Add Endorsement", and "Other (Reprint Request, Update Information, Etc)". Below the list, there are six paragraphs of text, each starting with a bolded word followed by a colon and a description of the option.

Previous Next

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.

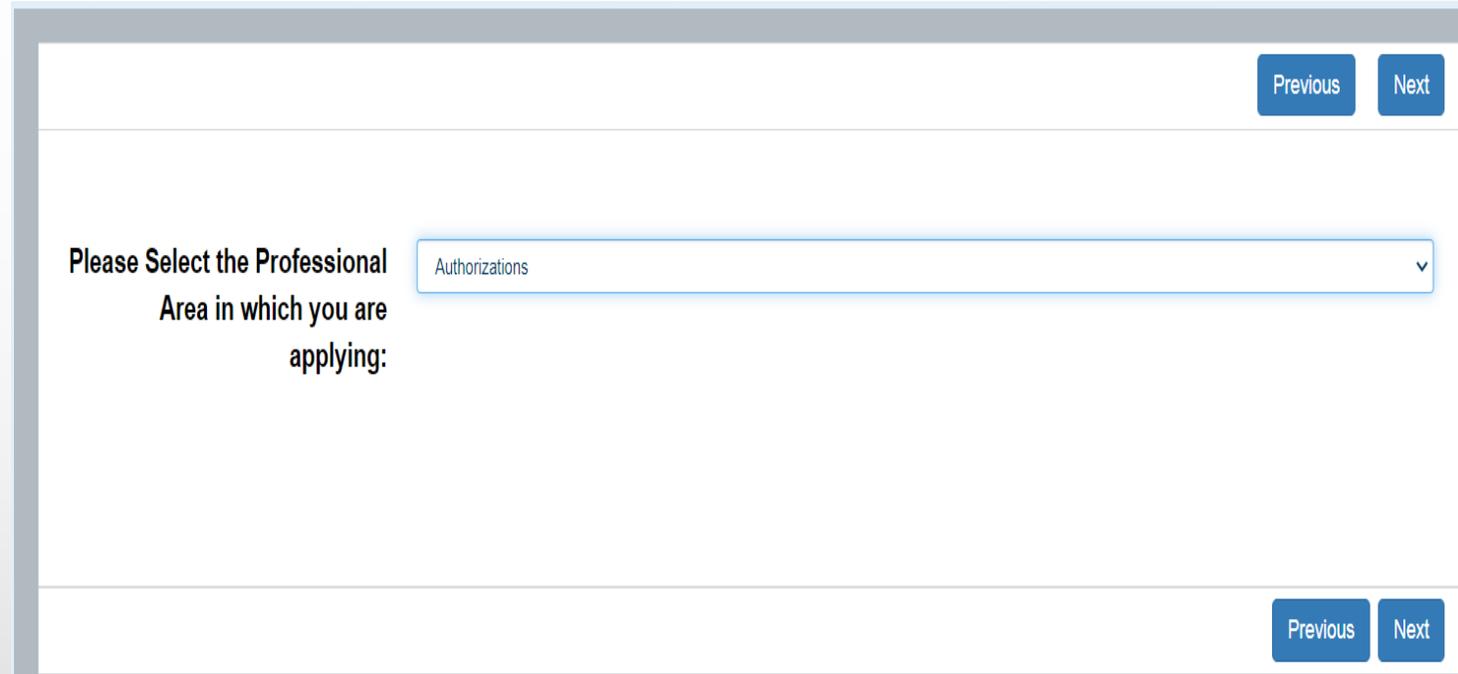
Convert: Used to convert a license to its next stage. Initial to Standard Educator, Standard to Master, Initial Administrator to a Professional Administrator etc.

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.

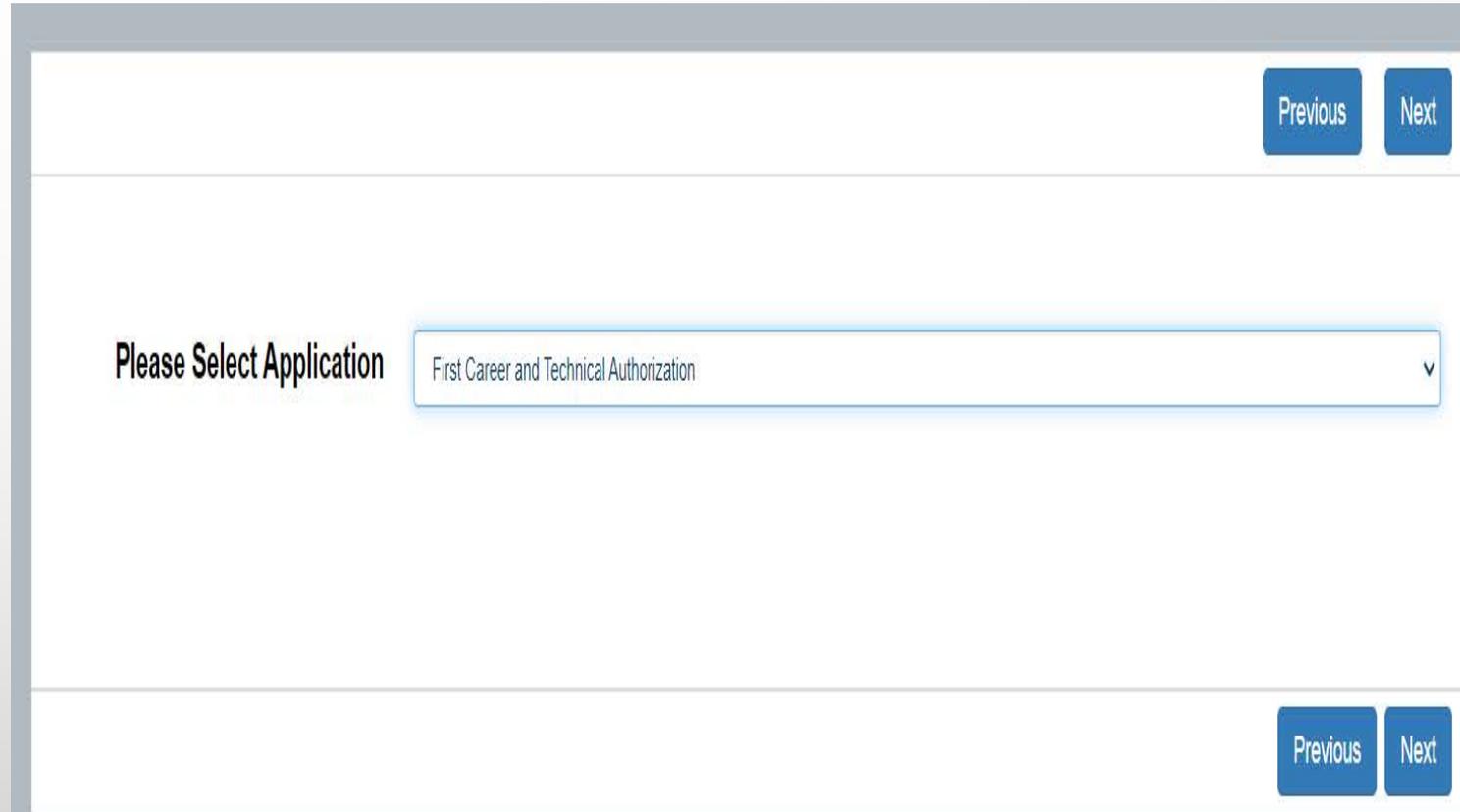
Other: Used for other functions, name change, transcript evaluation etc.

USE THE PULL DOWN MENU
TO CHOOSE THE
“AUTHORIZATIONS” OPTION,
THEN CLICK “NEXT”



The screenshot shows a web form interface. At the top right, there are two blue buttons labeled "Previous" and "Next". The main content area contains the text "Please Select the Professional Area in which you are applying:" followed by a pull-down menu. The menu is currently set to "Authorizations" and has a small downward arrow on the right side. At the bottom right of the form, there are two more blue buttons labeled "Previous" and "Next".

USE THE PULL DOWN MENU
TO CHOOSE YOUR
“FIRST CAREER AND
TECHNICAL AUTHORIZATION.”
AND CLICK “NEXT”



The screenshot shows a web form interface. At the top right, there are two blue buttons labeled "Previous" and "Next". Below these, the text "Please Select Application" is displayed next to a dropdown menu. The dropdown menu is currently open, showing the selected option "First Career and Technical Authorization" with a small downward arrow on the right side. At the bottom right of the form, there are another two blue buttons labeled "Previous" and "Next".

BRIEF INSTRUCTIONS
WILL OUTLINE WHAT
WILL BE REQUIRED, AND
NECESSARY FEES. IF ALL
SEEMS CORRECT, CLICK
THE “NEXT” BUTTON.

You are About to Create the Following Application

Application: First Career and Technical Authorization

How do you wish to proceed?

Please Select Continue
 Select a Different Application

This application is used to apply for the Initial Career and Technical Authorization.

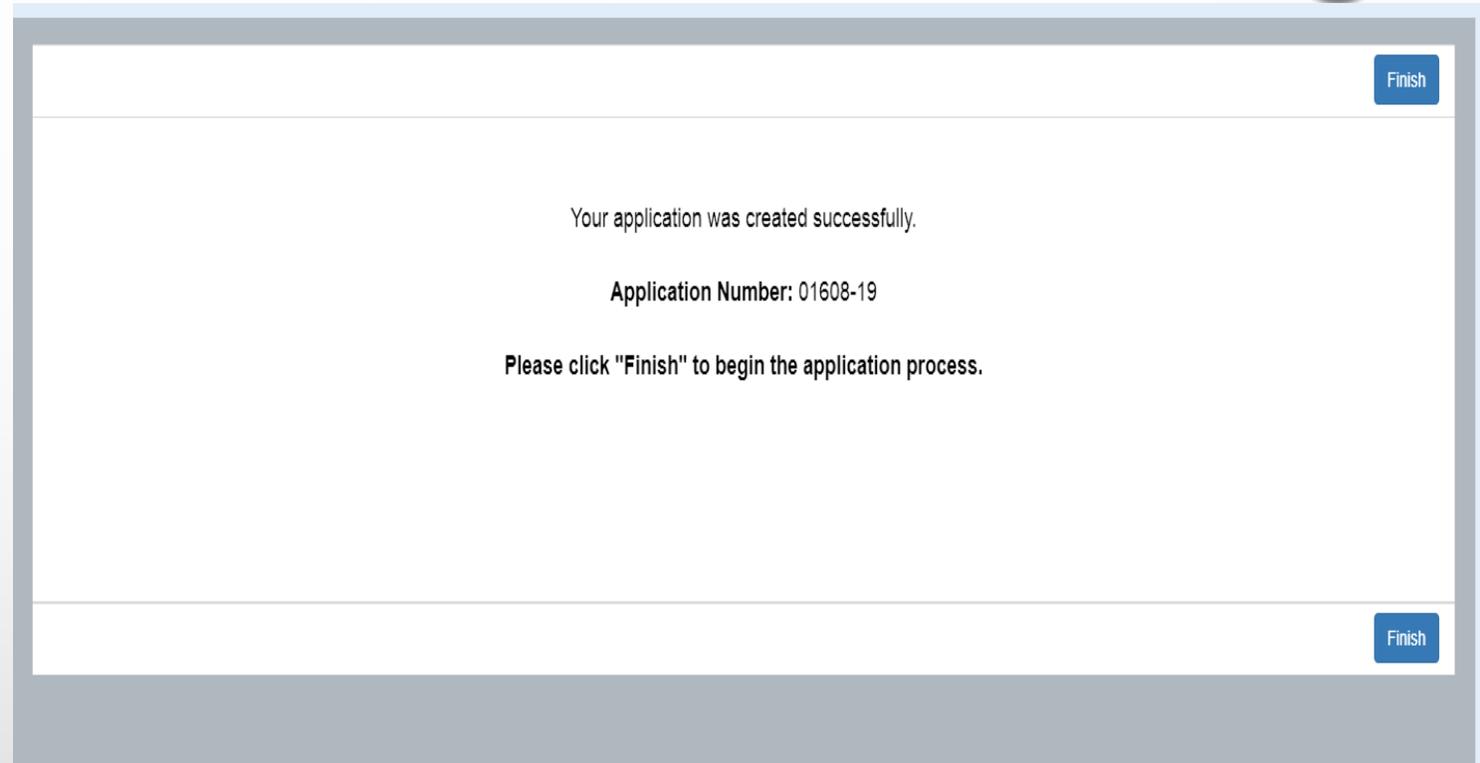
Required Documentation:

- 1) Verification of vocational career and technical experience for each career and technical area you are requesting. Six thousand hours per area are required without a BA/BS degree. Four thousand hours per area are required if a BA/BS has been earned.
- 2) Official college/university transcripts of your BA/BS or AA preparation (if applicable). Please include all transcripts. Unofficial transcripts, grade reports and certificates of completion are not acceptable for this application.
- 3) Official college/university transcripts of your educational core preparation (if applicable). Please include all transcripts. Unofficial transcripts, grade reports and certificates of completion are not acceptable for this application.
 - Methods and techniques of career and technical education.
 - Curriculum development.
 - Measurement and evaluation of programs and students.
 - Human relations and cultural competency.
 - Exceptional learners, to include those with disabilities and gifted and talented.
 - An approved ethics course.
- 4) Verification of employment with an Iowa school district.

Fees:

- 4) \$85.00 processing fee
- 5) \$3.00 convenience fee
- 6) \$75.00 background check fee, if never completed a full background check with the BoEE.

**YOUR APPLICATION HAS
BEEN CREATED, CLICK
“FINISH” TO COMPLETE
THE SETUP AND BEGIN
THE APPLICATION.**



YOU WILL SEE GENERAL REQUIREMENTS, AND NECESSARY FEES: \$85 FOR THE PROCESSING, \$75 FOR A BACKGROUND CHECK, AND \$3 FOR CREDIT CARD FEE. SCROLL DOWN TO THE “APPLICATION” SECTION AND CLICK ON THE “COMPLETE CHECKLIST” BUTTON.

Record Detail

Application Instructions

This application is used to apply for the Initial Career and Technical Authorization.

Required Documentation:

- 1) Verification of vocational career and technical experience for each career and technical area you are requesting. Six thousand hours per area are required without a BA/BS degree. Four thousand hours per area are required if a BA/BS has been earned.
- 2) Official college/university transcripts of your BA/BS or AA preparation (if applicable). Please include all transcripts. Unofficial transcripts, grade reports and certificates of completion are not acceptable for this application.
- 3) Official college/university transcripts of your educational core preparation (if applicable). Please include all transcripts. Unofficial transcripts, grade reports and certificates of completion are not acceptable for this application.
 - Methods and techniques of career and technical education.
 - Curriculum development.
 - Measurement and evaluation of programs and students.
 - Human relations and cultural competency.
 - Exceptional learners, to include those with disabilities and gifted and talented.
 - An approved ethics course.
- 4) Verification of employment with an Iowa school district.

Fees:

- 4) \$85.00 processing fee

Application

Complete Checklist [Complete Checklist](#) [Review Checklist](#)

Upload Application Attachments (If [Optional Attachments](#)

AS YOU RESPOND TO EACH CHECKLIST QUESTION, CLICK THE “SAVE & NEXT” BUTTON AND YOU WILL ADVANCE TO THE NEXT SECTION.

1. General Information ↓

IOWA BOARD OF EDUCATION EXAMINERS
Grimes State Office Building
400 East 14th St.
Des Moines, Iowa 50319-0147
Phone: (515) 281-3245

1.1 Are you a United States citizen?
**required*

Yes
 No

[Save & Next →](#)

THIS PAGE NOTIFIES YOU OF THE REQUIRED COURSES YOU MUST TAKE DURING THE 3 YEARS OF YOUR INITIAL CTE AUTH. PLEASE CHECK 'YES' TO ALL THE QUESTIONS.

2. Coursework

It is required that ALL of the following coursework be completed before or during the term of the Initial Career and Technical Authorization.

Have you completed each of the following courses?

2.1 Methods and techniques of career and technical education

*required

- Yes
 No

2.2 Curriculum Development

*required

- Yes
 No

2.3 Measurement and evaluation of programs and students

*required

- Yes
 No

2.4 Human relations

*required

- Yes
 No

2.5 Exceptional learners to include those with disabilities and gifted and talented

*required

- Yes
 No

A FORM VERIFYING YOUR VOCATIONAL EXPERIENCE WILL NEED TO BE DOWNLOADED, BY CLICKING ON THE BLUE “CTE WORK EXPERIENCE” LINK HIGHLIGHTED BELOW. AFTER YOU HAVE COMPLETED THE FORM, IT WILL BE UPLOADED IN STEP 2: UPLOAD- ATTACHMENTS.

THEN CLICK THE BOX “I AGREE.”

YOU MAY ALSO UPLOAD A COPY OF YOUR OFFICIAL TRANSCRIPTS. WE DO NOT ACCEPT UNOFFICIAL TRANSCRIPTS.

3. Work Experience

3.1 A minimum of 6000 hours of recent, hand-on, professional experience in the specific area in which this Authorization is sought is required. 4000 hours may be accepted if you also have a bachelor's degree. 3000 hours may be accepted if you have an Associate's degree in the teaching endorsement area sought.

Please describe the hours of relevant work experience using the form below, which will be uploaded in the following portion of the application.

CTE Work Experience

*required

I Agree

← Previous

Save & Next →

YOU MUST ALSO HAVE A JOB OFFER FROM AN IOWA SCHOOL IN ORDER TO BE ISSUED THE INITIAL CTE AUTH. DOWNLOAD THE FORM ON THIS PAGE, HAVE THE ADMINISTRATOR COMPLETE, SIGN AND THEN UPLOAD IT IN STEP 2: UPLOAD-ATTACHMENTS.

6.2 The licensure/authorization being requested requires verification of employment by an Iowa School or Education Agency. Please use the attached form to be completed by your future/current employer to verify your employment. The form will be uploaded to the "Attachments" section of the application.

Employment Verification

*required

I agree and will upload the employment verification document.

[← Previous](#)

[Save & Next →](#)

IN SOME SECTIONS, YOUR RESPONSE MAY OPEN ANOTHER TEXT BOX FOR YOU TO PROVIDE MORE INFORMATION. MANY OF THESE ARE FREEFORM TEXT BOXES. JUST TYPE THE INFORMATION REQUESTED. IN THE CASE OF PAST CONVICTIONS, PLEASE LIST ALL AND BE SPECIFIC. FAILURE TO DO SO, MAY DELAY THE PROCESSING OF YOUR APPLICATION.

2.2 Have you ever been convicted of a crime other than minor traffic offenses? You may exclude violations such as parking, speeding, failure to obey a traffic control device, improperly tinted windows, and seat belt violations. You must disclose a conviction even if it happened a long time ago; it happened in another state; federal court; military; or a foreign jurisdiction. You must disclose even if you did not go to jail and the sentence was only a fine or probation.

You must disclose all OWI charges and all deferred judgment or suspended sentences. This includes both convictions and non-convictions for a deferred judgment or suspended sentence.

NOTE: Any new incident that has occurred since your last application requires you to answer yes and provide further information as directed

*required

- Yes
 No

2.1 Please describe the details of the criminal conviction(s). Include Location State, Location County, Date, and resolution.

*required

Minor in Possession, May 1990, Black hawk County Iowa. Paid fine.

4934 remaining

IF YOU HAVE NOT HELD A SUBSTITUTE OR COACHING AUTHORIZATION, YOU WILL NEED TO ANSWER THE QUESTION IN SECTION 5: "NO" AND THEN SELECT YOUR PREFERRED METHOD TO COMPLETE FINGERPRINTING THROUGH THE BOEE FOR YOUR IOWA BACKGROUND CHECK.

5. Eligibility and Background

5.1 Have you previously completed a Background Check with the Board of Educational ?

This is separate from the background check for employment. All applicants applying for the first license (after October 2000) with the Board of Educational Examiners are required to complete a full background check including fingerprints. If you hold a license with the Board of Educational Examiners, issued for the first time after October 2000, and completed a full background check with the Board of Educational Examiners, you are may select "Yes".

If you have questions regarding your need for a background check, please contact the Board of Educational Examiners
**required*

Yes
 No

5.1 Please choose your desired Background Check Packet delivery method
**required*

Please mail me a fingerprint packet.

5.2 You will be required to pay a \$75 background check fee.
**required*

I Agree

← Previous

Save & Next →

RECIPROCITY OF THE CTE AUTHORIZATION.

IF YOU HAVE HELD A CTE LICENSE FROM ANOTHER STATE FOR AT LEAST ONE YEAR AND ARE NOW RESIDING IN IOWA, YOU MAY QUALIFY FOR RECIPROCITY OF YOUR LICENSE. IF SO, CHECK THE BOX TO VERIFY THIS AND ACCESS OTHER FORMS TO VERIFY THESE REQUIREMENTS. IF NOT, CLICK ON 'SAVE & NEXT' TO MOVE TO THE NEXT PAGE:

6.3 Iowa has a reciprocity law that allows the issuance of similar licensure and endorsements which may limit deficiencies. The following criteria must be met to be eligible for reciprocity.

I have held a full license in another state for at least one year (not temporary or emergency licensure).

I hold Iowa residency, which can be verified by a driver's license, utility bill, lease/mortgage agreement, or other official documentation.

I have passed all required educator assessments in my other state (if applicable).

I do not have any past or pending disciplinary action in any other state.

[State Verification Form](#)

I meet all the above requirements and will include verification of Iowa Residency, and verification from my preparation state agency of meeting state requirements and upload documents in the attachments section of this application.

[← Previous](#)

[Save & Next →](#)

THERE ARE SEVERAL OTHER PAGES WITH QUESTIONS ABOUT PAYMENT, RELEASE OF INFORMATION AND FRAUD QUESTIONS. THEN ELECTRONICALLY SIGN YOUR NAME IN THE BLANK TEXTBOX AT THE BOTTOM:

8.3 The Iowa Department of Human Services requires individuals to authorize the release of any child and dependent adult abuse registry information. Please review the [Iowa Department of Human Services Release](#) regarding your rights pertaining to the release of this information. By signing below, you are agreeing to allow the Board of Educational Examiners access to the registries to complete our required background checks.

Failure to sign will result in our inability to process your application.

Should you have questions or concerns, please feel free to contact our office.

Please agree that you have read and understand the Iowa Department of Human Services Release.

*required

I Agree

8.4 I understand that my fingerprints will be used to check the criminal history records of the FBI. I have been provided a copy of the Privacy Act Statement. I understand that I am entitled to challenge the accuracy and completeness of any information contained in the criminal history report, if any, received on me. I understand that the procedures for obtaining a change, correction, or update of my criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34. I further understand that I will be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before a final decision is made about my status as an employee, volunteer, contractor or subcontractor, or my eligibility for any pertinent license, certification or registration, adoption, or other benefit. I understand that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. Documentation referenced above can be found on our site at the [Background Check Rights, Waiver & Privacy page](#)

*required

I Agree

8.5 Applicant Signature: Please type Full Name below. This signature must match the Applicant's name and all required questions must be answered.

*required

THE ATTACHMENTS SECTION IS WHERE YOU WILL UPLOAD A PDF OF THE FORMS, AND OFFICIAL TRANSCRIPTS (IF APPLICABLE).

Application

Complete Checklist

Upload Application Attachments (If Applicable)

Assess Application and eForms

Pay Fees

✓	Complete Checklist	Review Checklist
✗	Required Attachments	←
✗	Review Application/eForm	
✗	Pay Fees	(Total Balance: \$25.00)

Applicant Folder Number

Status

CLICK THE "UPLOAD FILE" BUTTON TO ATTACHED THE CTE WORK EXPERIENCE AND EMPLOYMENT VERIFICATION FORMS. ANY TRANSCRIPTS OR OTHER FORMS CAN BE ADDED BY CLICKING ON THE "ADD MORE" BUTTON.

Title	Description	Submission Form Link	Required	Submission Date
CTE Work Experience Upload file		CTE Work Experience Form	<input checked="" type="checkbox"/>	
Name change documentation Upload file	Please upload legal documentation in support of your name change		<input type="checkbox"/>	
Employment Verification Upload file	Please upload Employment Verification form.	Employment Verification	<input checked="" type="checkbox"/>	
Add more				

[Done](#)

THE "REVIEW APPLICATION" AREA IS WHERE THE SYSTEM WILL CHECK TO MAKE SURE YOU HAVE ALL THE REQUIRED BOXES CHECKED AND DOCUMENTS NEEDED.

Complete Checklist

✓ Complete Checklist Review Checklist

Upload Application Attachments (If Applicable)

✓ Optional Attachments

Assess Application and eForms

✗ Review Application/eForm *(Please Pay Fees Before Submitting)*

Pay Fees

✗ Pay Fees *(Total Balance: \$25.00)*

Applicant Folder Number

Status

CHOOSE THE FEES YOU ARE WANTING TO PAY. ALL FEES FOR A SPECIFIC APPLICATION MUST BE PAID FOR THE APPLICATION TO BE SUBMITTED. YOU MAY PAY WITH A CREDIT CARD ONLINE NOW, OR SELECT THE OPTION TO PRINT AN INVOICE AND MAIL IN A CHECK.

Please select the fees you wish to pay and your desired payment method.

Payment Method

Online Credit Card Payment Now



Fees to Pay

- \$75.00 - Background Check Fee - 0095166 - 30235-20**
- \$85.00 - Processing Fee - 0095171 - 30235-20**

YOU ARE NOW READY TO PAY FEES AND SUBMIT YOUR APPLICATION.

Complete Checklist

✓ Complete Checklist Review Checklist

Upload Application Attachments (If Applicable)

✓ Required Attachments

Assess Application and eForms

✗ Review Application/eForm

Pay Fees

✗ Pay Fees (Total Balance: \$160.00)

WHEN COMPLETED WITH ALL CHECKLIST QUESTIONS, DOCUMENTS UPLOADED, AND PAYMENTS MADE, YOUR SCREEN WILL LOOK AS BELOW SHOWING A COMPLETE STATUS.

2) \$3.00 convenience fee
3) \$75.00 background check fee, if never completed a full background check with the BoEE

Application

Complete Checklist [Complete Checklist](#)

Upload Attachments (If Applicable) [Optional Attachments](#)

Assess Application and eForms [Review Application](#)

Pay Fees



ONCE ALL STEPS HAVE BEEN COMPLETED, YOUR APPLICATION WILL BE SUBMITTED TO THE BOARD OF EDUCATIONAL EXAMINERS FOR EVALUATION AND ISSUANCE.

PLEASE EMAIL IF YOU HAVE ANY PROBLEMS OR QUESTIONS: DAVID.WEMPEN@IOWA.GOV

