Licensure Tips for Administrators

Complaints

- Required Reporting Areas for Complaints
- Required Employment Reference Form

Licensure

- Educator Licensure Frequently Asked Questions
- Iowa Board of Educational Examiners License Search
- Licenses & Authorizations (types and requirements) and BEDS Crosswalk

Conditional Licensure

This is **ONLY** for individuals who already hold an Iowa teaching license. The main license (Initial, Standard, Master Educator) must also be valid.

- Class B License
- Executive Director Decision License

Substitutes

	Subbing Grade Levels	Long-term subbing?	Providing temporary coverage for a vacancy?
Full teaching/administrator licenses/professional service licenses	PK-12	Yes – up to 90 days, then permission needed	Licensed teachers should be hired (with conditional licensure if needed)
Substitute license	PK-12	Yes – up to 90 days, then permission needed	Possibly – VERY SHORT TERM ONLY – permission needed
Substitute authorization	PK-12	Permission needed	Possibly – VERY SHORT TERM ONLY – permission needed
Paraeducator	*Assigned special education classroom only	NOT ALLOWED	NOT ALLOWED

*__Employed__ paraeducators with the substitute area of concentration **may** be allowed to occasionally step into another classroom in the building/district on an emergency, day-to-day only basis. See below.

- **Substitute authorizations for non-teachers** (limited to 10 days in a row in a 30-day period in one assignment) - requirements to apply: A minimum of 60 semester hours and a sub authorization workshop
- **Extend day limit for substitute authorization** Use this form to request an extension beyond the 10-day limit for holders of a Substitute Authorization. This is for cases for lengthier absences requiring a long-term substitute. Substitute Authorization Limit Extension
- **Paraeducator Substitute Request** Use this form to request that a paraeducator with a substitute authorization on their paraeducator certificate be allowed to substitute outside of their classroom. Paraeducator Substitute Request
- **Vacant positions** Use this form to request the use of any substitute teacher **VERY** temporarily to provide coverage only while the position is continuously advertised. This is not intended to be a long-term solution. It does not meet accreditation rules. Vacant Position Substitute Request
- **Student teachers** A student teacher who holds a substitute authorization may serve as a substitute for their cooperating teacher only, on a very limited basis (no long-term subbing). They can be paid for the day.

Coaching

K-12 Coaching Authorization	Transitional Coaching Authorization	Coaching Endorsement	Class B Conditional License
For licensed teachers or non-teachers Require 55 clock hours of coursework (college semester hour credit is not required) Separate license Separate renewal requirements	**For non-teachers only** Requires a diligent search and approval by a district Applicants first complete a short course on ethics, concussion training and mandatory reporter training Applicant has one year to complete the full coaching authorization course.	**For licensed teachers only** Must be five college semester hour credits in specific areas Added as an endorsement on a teaching license Renews automatically with teaching license renewal	**For licensed teachers only** Good choice if coaching authority is needed before coursework can be completed Teachers then have two years to take coursework for either the coaching endorsement or the coaching authorization

Pathways to Teaching

Pathway	Requirements	Full Authority or Limited
Traditional Teacher Program	Complete degree, content/pedagogy coursework, student teaching	Full Teaching Authority
Teacher Intern Program	Bachelor's degree and content coursework for entry into the program, then complete pedagogy coursework, internship in year 2	Full Teaching Authority in internship area; full initial license after internship
Content Area Specialist Authorization	Master's degree or higher in a BoEE endorsement area for initial authorization, then complete some pedagogy coursework	Limited to degree area, no additional endorsements or conditional licensure
Native Language Teacher Authorization	Bachelor's degree in any area and passing Praxis test scores in native language for initial authorization, then complete some pedagogy coursework	Limited to native language, no additional endorsements or conditional licensure
Career and Technical Authorization (CTE)	Specific number of work experience hours in CTE area for initial authorization, then complete some pedagogy coursework	Limited to CTE experience area, no additional endorsements or conditional licensure
Work-based Learning Program Supervisor Authorization	Mandatory reporter training for initial authorization, then complete 15-hour training	Limited to work-based learning supervision, no additional endorsements or conditional licensure
Community College Instructors	Educator employed by school or community college in specific teaching areas	No BoEE license is required
School Librarian	Previous employment as a public librarian	No BoEE license is required