



Iowa Board of
Educational Examiners



BoEE Quarterly Newsletter – May 2018

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Did you know . . . ? Licensure Renewal Tips



Why wait? You can renew your license **ONE YEAR** prior to your expiration date, and you will not lose any time on your license. We will add the new time to your current expiration date.

EARN CREDITS FOR WORK YOU ARE ALREADY DOING:

- Up to two credits may also be earned per cycle by serving as a cooperating teacher for candidates from Iowa institutions. The Iowa college will issue the certificate showing your credits.
- One credit may be earned through the successful completion of an Individualized Professional Development Plan. We will need a completed IPDP signed by an evaluator. The plan should minimally including specific goal(s), planned activities, alignment to building/district goals, alignment to the Iowa teaching standards, data collected, and how the goal impacted student learning.

Additional credits should be from approved Iowa providers such as the AEA, ISEA, PEI, Iowa colleges, or undergraduate or graduate college credits from any regionally-accredited institution. Credits need to be earned after the issue date of the current license, or be no more than five years old if the license is expired. Credits should be relevant to education or an endorsement area.



Teachers on an initial license must wait until after the last day of school to apply for their standard license once they have met the experience requirement. Applications received early will not be processed. School administrators should not sign their portion of the application form if it is submitted early. If the initial license expires before the last day of school, there is a \$25 extension available.

Hiring New Graduates

Iowa requires passing test scores on the required assessments (such as Praxis II, edTPA) before candidates are eligible for licensure beginning with graduates after January 1, 2013, unless they have three years of experience on a full and valid license. **No temporary or provisional licensure will be issued without passing test scores.** Substitutes cannot be used to “hold” a position while a candidate is waiting to pass the tests.

If a candidate already has an Iowa teaching license, you can be assured that they have met the testing requirements. You may search for a candidate’s license by using the [search function](#) on our website. Districts should use this function for all new hires to verify licensure, endorsements, and that no disciplinary action is currently in force against a license, such as a suspension or revocation. Only the electronic search on our website can provide this accurate real-time data.

Conditional Licensure

The **Class B License** is valid for two school years and may be issued under the following conditions:

- The person is the holder of a valid Iowa license with one or more endorsements and is seeking to obtain some other endorsement
- The employer requests the Class B be issued due to an official position offer
- The individual seeking this endorsement has completed at least two-thirds of the requirements or one-half in a shortage area.

The **Executive Director Decision License** is valid for one school year and may be issued under the following conditions:

- The person is the holder of a valid Iowa license with one or more endorsements and is seeking to obtain some other endorsement
- The employer requests the Executive Director Decision license be issued
- The employer verifies the diligent search to find a fully licensed teacher for the position
- The individual seeking this endorsement is not eligible for the Class B license

New Online Licensing System

- **Submit applications 6-8 weeks prior to an expiration date (or prior to when a new license is needed).** Background checks can take 4-6 weeks, in addition to the time our office needs to process the request. Educators cannot remain in the classroom, even if their materials have been submitted, if their license expires.
- **All fees are non-refundable as per Iowa Administrative Code 282—12.7(272).** Do not submit payment unless you are certain your application and fees are correct. Only select the license type you need (do not select additional licenses or you will be charged).
- **The last step of any application is to click the “submit application” button.** This is typically the page *after* submitting payment. We will not receive your application unless you click “submit application.”



Your Application is **not yet submitted.**

Submit Application

2018 Legislation News

[HF 2283](#) will allow the BoEE to change the expiration date for the initial license to follow the academic year, which will hopefully reduce the need for initial license extensions in future years. Other license expiration dates will remain in the birthday month (conditional licenses already follow the academic year).

[HF 2280](#) would eliminate the requirement for program completion assessments for teacher preparation (Praxis II or edTPA). The senate version would have allowed the BoEE to create a one-year license. Neither version has passed through both chambers, so there are no changes to the requirement as of this publication.

[SF 2113](#) will require BoEE license holders to complete one hour of annual suicide awareness and prevention training at the school district level starting in 2019-20.

Coaching – Which License?

The BoEE offers a variety of pathways to become a licensed coach. Below is a chart that will show the best pathway for both licensed teachers and non-licensed teachers.

Licensed teachers

Non-licensed teachers

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

www.coaching.iowa.gov

CTE Information Technology and Computer Science – New Endorsements

The 5-12 CTE Information Technology Endorsement is required for those teachers who will be teaching specific technology courses as a new CTE program. For information regarding CTE programs, contact Pat Thieben (pat.thieben@iowa.gov). For information regarding the new endorsements, contact Joanne Tubbs (joanne.tubbs@iowa.gov).

Otherwise, all technology courses may continue to be taught by anyone with an endorsement at the grade level of the students being taught.

The K-8 or 5-12 computer science endorsement is not required to teach any specific course, but there is also a one-year coursework waiver period for this optional endorsement.

During the coursework waiver period, we can waive coursework requirements for eligible applicants and add the endorsement permanently to the license (grandfathering).

Coursework waiver requirements for CTE Information Technology and/or Computer Science:

1. Initial, Standard, Master Educator, or Regional Exchange license
2. Two years of experience teaching computer science, computer programming (including web design), or IT networking (not computer applications)
3. For CTE Information Technology: hold another CTE endorsement such as business, industrial technology, etc.
 - a. Note: we can waive all but the CTE methods courses for teachers who meet the other requirements but do not hold a CTE endorsement.
4. Recommendation from the school administrator
5. Submit the [online coursework waiver application](#) before the required deadline:
 - a. 5-12 CTE Information Technology: August 9, 2018 deadline
 - b. K-8 or 5-12 Computer Science: March 21, 2019 deadline



The coursework waiver application period is ending soon for the CTE Information Technology endorsement (August 9, 2018). **Applications must be received by that date.**

Early Childhood – Licensure Questions Answered

Q. I have an initial teaching license with an early childhood endorsement. Can I move from the initial license to the standard license if I am teaching in an early childhood setting?

A. Yes – if you are teaching in one of the following state or federal settings on a valid license with the correct endorsement:

- A preschool program approved by the United States department of health and human services (Head Start).
- Preschool programs at school districts approved to participate in the preschool program under chapter 256C (Statewide Voluntary Preschool Program).
- Shared visions programs receiving grants from the child development coordinating council under section 256A.3.
- Preschool programs receiving moneys from the school ready children grants account of the early childhood Iowa fund created in section 256I.11.

Q. I have an initial license and I am teaching in one of the settings listed above. How many years do I need to teach before applying for my standard license?

A. Two years if you are employed by a public school or AEA, or three years if you are employed by a private community partner.

Q. I have an initial license and I teach in early childhood, but not in one of the settings listed above.

1. What will happen to my license? We recommend that you let your initial license expire. We consider it pressing “pause,” and this is very common in Iowa. We will hold your license for you indefinitely and you may simply renew it when you need it again. There are two full renewals available. We recently had an applicant whose initial license had been expired for 25 years and she received her renewed license in one day.

2. Will I have to take additional coursework and/or pay extra fees if my license expires? No additional classes are required to renew, even if your license has been expired for many years, and there are no extra fees.

3. What if the requirements for one of my endorsements changes? Will I have to take additional classes? No. Once an endorsement is already on your license, no additional coursework for that endorsement will ever be required.

4. My private preschool prefers to employ licensed teachers. Am I still considered a licensed teacher? Yes. Even if you let your initial license expire, you are considered to hold a license in good standing, meaning that you have achieved the degree and credentials of a licensed teacher.

Recent Case Studies

In case number 17-39, the respondent received a reprimand for abandoning his employment contract during the school year without a release from the employing school board.

<http://www.boee.iowa.gov/board/orders/2017/17-39.pdf>

The respondent in case number 17-25 was charged with falsifying, misrepresenting, or omitting material information regarding the evaluation of students. While working as a special education teacher, the respondent entered estimated behavioral data rather than taking data and recording it contemporaneously. The final order imposes a reprimand and a requirement to complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2017/17-25.pdf>

The respondent in case number 16-162 was charged with soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student. The respondent denied the allegations but agreed to a settlement that imposes a reprimand and a requirement to complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2016/16-162.pdf>

In case number 17-98, the respondent was charged with providing students answers to an assessment. The final order imposes a reprimand and a requirement to complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2017/17-98.pdf>

The respondent in case number 17-133, a special education teacher, was charged with entering false data points on a student's progress monitoring log, and sharing those data points with the student's parents. The final order imposes a reprimand and a requirement to complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2017/17-133.pdf>

In case number 17-106, the respondent was charged with soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student. Following a hearing, the board imposed a suspension for a minimum of three years. Prior to seeking reinstatement, the respondent must complete a mental health evaluation that addresses his ability to maintain appropriate teacher-student boundaries.

<http://www.boee.iowa.gov/board/orders/2017/17-106.pdf>

The respondent in case number 16-96 was convicted of Sexual Exploitation by a School Employee and Third Degree Sexual Abuse. All licenses issued to the respondent are permanently revoked with no possibility of reinstatement.

<http://www.boee.iowa.gov/board/orders/2016/16-96.pdf>

The respondent in case number 17-51 received a license suspension in Arizona after being charged with having inappropriate discussion with a class of third-graders while substitute teaching. Her Iowa license was indefinitely suspended, and she may apply for reinstatement after completing an ethics course.

<http://www.boee.iowa.gov/board/orders/2017/17-51.pdf>

In case number 17-159, the respondent allegedly created IEP meeting notices after the meetings had taken place, incorrectly documented attendees at the meetings, and held IEP meetings without all required team members present. The final order imposes a reprimand and a requirement to complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2017/17-159.pdf>

The respondent in case number 17-74 allegedly entered incorrect progress monitoring data for special education students. The final order imposes a reprimand and a requirement to complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2017/17-74.pdf>

The respondent in case number 17-151 reported to work while under the influence of alcohol. He received a reprimand and a two-year suspension, and must complete an ethics course.

<http://www.boee.iowa.gov/board/orders/2017/17-151.pdf>

The respondents in the following cases waived their right to a hearing and voluntarily surrendered their respective licenses:

<http://www.boee.iowa.gov/board/orders/2017/17-139.pdf>

<http://www.boee.iowa.gov/board/orders/2017/17-35.pdf>

<http://www.boee.iowa.gov/board/orders/2017/17-86.pdf>

<http://www.boee.iowa.gov/board/orders/2017/17-157.pdf>

<http://www.boee.iowa.gov/board/orders/2017/17-107.pdf>

<http://www.boee.iowa.gov/board/orders/2018/18-18.pdf>