

Conditional Licensure

Many educators have exciting new assignments for the start of the new year. These educators are sometimes surprised to find out that they may be working outside of their endorsement areas.

Administrators should report assignments accurately to the Department of Education through the annual BEDS reporting system. Sometimes an error message will occur, which is a signal that the educator may not be properly licensed for the assignment. This is a great opportunity to call the BoEE to talk about conditional licensure—we are here to help!

Conditional licensure normally falls into two categories, Class B and Executive Director Decision. Both applications are \$85 and will require an administrator signature. If submitted after Sept. 1, a late fee of \$25 per month will be required.

Class B: If the teacher has half of the credits needed for an endorsement in a shortage area or two-thirds of the credits needed in a non-shortage area, they are eligible for a two-year Class B license.

Executive Director Decision: If a teacher does not have the credits necessary for a Class B license, they can apply for the Executive Director Decision License. **Additionally, the administrator must show that the district performed due diligence in trying to hire a fully endorsed teacher for the position.**

Applications for both licenses are found on our website under “licensure forms/applications—apply for a new license”.

Update Your Information

The BoEE website has many convenient features including a new FAQ page and the ability to update your contact information.

Please take a moment now to visit our website and update your contact information. Go to www.boee.iowa.gov and click “update my information” in the left column.

The “Search for a license” tool is helpful to see your license type and expiration date.

The FAQ page replaces the old BoEE handbook and has the most current and relevant information for educators in a user-friendly format.

How Do I?

- Search for a license
- Update My Information
- Order a Background Check
- Become a teacher

Additional Information

- Announcements
- FAQs

www.boee.iowa.gov

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From the Executive Director: Duane Magee



BoEE Finance 101

The BoEE relies entirely on fees to pay for the cost of the agency's operations. Iowa Code 272.10 (<https://www.legis.iowa.gov/docs/code/272.10.pdf>) clearly articulates the process the BoEE must follow when processing fees:

- 1. It is the intent of the general assembly that licensing fees established by the board of educational examiners be sufficient to finance the activities of the board under this chapter.*
- 2. Licensing fees are payable to the treasurer of state and shall be deposited with the executive director of the board. The executive director shall deposit twenty-five percent of the fees collected annually with the treasurer of state and the fees shall be credited to the general fund of the state. The remaining licensing fees collected during the fiscal year shall be retained by and are appropriated to the board for the purposes related to the board's duties. Notwithstanding section 8.33, licensing fees retained by and appropriated to the board pursuant to this section that remain unencumbered or unobligated at the close of the fiscal year shall not revert but shall remain available for expenditure for the activities of the board as provided in this chapter until the close of the succeeding fiscal year.*
- 3. The executive director shall keep an accurate and detailed account of fees received, including fees paid to the treasurer of state and fees retained by the board.*
- 4. The board shall submit a detailed annual financial report by January 1 to the general assembly and the legislative services agency.*

During a typical fiscal year the BoEE collects approximately \$2,300,000 in licensure fees, with approximately \$580,000 deposited to the state's general fund and the remaining \$1,720,000 funding BoEE operations. The BoEE also collects approximately \$360,000 in background check fees annually. One hundred percent of background check fees are retained by the BoEE to pay for FBI checks, DCI checks, and other human and capital resources required to complete background checks.

The BoEE board and staff have done an excellent job of being fiscally conservative and building up cash reserves. As a result of this fiscal responsibility, the General Assembly has made three appropriations from BoEE cash reserves since 2009. In 2009, \$300,000 was transferred to the Department of Education to pay for early head start projects involving children aged birth to year three and \$454,000 was transferred to the Department of Education to pay for the beginning teacher mentoring and induction program. This year, \$600,000 will be transferred to the Department of Education to pay for the I Have a Plan Iowa system.

The BoEE remains committed to being fiscally responsible and proud that the board's efforts to save money continue to contribute to important education programs at the Department of Education. The BoEE will continue to monitor expenses closely and be judicious when discussing any future fee increases.

Another initiative that is currently being funded by the BoEE is the development of a new licensing system. The BoEE has partnered with Frontline Technologies, the same company behind the TeachIowa.gov system, and has launched a new paperless licensing system. Out-of-state teachers are the first group of applicants using the system. As the BoEE and Frontline work out the intricacies of the new software program, additional applications will be launched in future months.

Yours in service,
D.T.



Over the past 12 months, a National Association of State Directors of Teacher Education and Certification ([NASDTEC](#)) task force, comprised of a diverse group of teachers, principals, superintendents (including Craig Menozzi, former Southeast Polk superintendent), paraprofessionals, and

state department officials, has developed the first Model Code of Ethics for Educators (MCEE). The MCEE was launched on June 25, 2015, at the National Press Club in Washington, DC.

The purpose of the MCEE is to serve as a shared ethical guide for future and current educators who are faced with the complexities of PK-12 education. The code establishes principles for ethical best practice, mindfulness, self-reflection, and decision-making, setting the groundwork for self-regulation and self-accountability. You can read more about the MCEE [here](#) and see many support documents as a guide and a tool for your organization as it considers how to assist current and future educators in dealing with an area which grows more murky and complex on a daily basis.

Starting the School Year

For Hiring Administrators:

How can I verify if a teacher may begin teaching?

Check if the person holds an Iowa teaching license by searching the BoEE website: (www.boee.iowa.gov) – click “Search for a license”.

- If our site shows that the person has a current teaching license, the person may begin working for you in the endorsement areas listed.
- A folder number only means that part of the application has been submitted. If there is no teaching license, the person may not begin teaching. If a candidate is waiting on Praxis II scores, they may not begin teaching as their application is incomplete.

How can I check the expiration dates for current staff members?

The Department of Education has an application on their Education Portal/Edinfo (<https://portal.ed.iowa.gov/iowalandingpage/Landing.aspx>) that allows approved users to search your district’s employees’ licenses that may be expiring during this upcoming school year. Access your Department of Education Portal/EdInfo site and select the “Staff License Expiration” application.

Starting the School Year with a Substitute Teacher



Starting with a Substitute Teacher

The BoEE has received questions regarding starting the school year with substitute teachers.

If a district cannot find a teacher who is properly licensed for an open position, a substitute should not be used. Districts should instead find licensed candidates willing to pursue the necessary coursework and apply for conditional licensure.

Districts may not use a substitute teacher to temporarily cover a position while a recent graduate waits to pass the required assessments for licensure.

School districts may only start the year with a substitute teacher under the following conditions:

- A substitute may fill in for a regularly licensed and contracted teacher who is on extended leave but will be returning.
- With BoEE approval, a substitute may fill an unusual last-minute resignation or last-minute new section until the position can be filled. A diligent search will need to be conducted immediately.

Contact: Joanne Tubbs (joanne.tubbs@iowa.gov)

Temporary Permits

Temporary permits may be issued to candidates who have approved applications* and are only waiting for the background check to clear in order to issue the license.

The district must request these no sooner than five days before the start of the assignment. Send the following information to a BoEE consultant:

- applicant’s name/folder number
- date needed
- School district and contact information for the administrator making the request

****Temporary permits cannot be issued for candidates who are waiting on passing test scores for the required Iowa assessments.***

Who may serve as a substitute teacher?

The following licenses allow an educator to serve as a substitute teacher in any teaching subject (except driver’s education), at any grade level, and for up to 90 days in one assignment:

- Initial License (teaching or administrator)
- Standard License
- Exchange License (teaching or administrator)
- Master Educator License
- Professional Administrator License
- Substitute License

The holder of a Substitute Authorization may serve as a substitute teacher in any teaching subject, at any grade level, and for no more than 5 days in a row or 10 days in a month for any one assignment. **No other authorizations hold the authority to serve as a substitute teacher.**

The holder of a Professional Service License may serve as a substitute only within their endorsement area(s).

BoEE Rule Changes

Iowa Courts Online checks for renewals

The following administrative rules changes were recently approved and adopted by the BoEE:

- Renamed the “Administrative Decision” conditional license to the “Executive Director Decision” conditional license
- Renamed the “Class A” license to “Class A Extension”, and the “Class E” license to the “Class E Emergency Extension”
- Amended a rule to allow out-of-state applicants applying for administrator licenses to submit a valid or expired license from the state in which the program was completed as part of their application process
- Changed the “Career and Technical License” to a “Career and Technical Authorization”
- Amended a rule to allow teachers who have the driver’s ed endorsement to add this endorsement to a “Behind the Wheel” authorization

The BoEE is now required to check the publicly available courts



information system (Iowa Courts Online) for all renewal applications. Applicants should disclose all prior convictions with the exception of minor traffic violations. It is always a good idea to check your own records on Iowa Courts Online to ensure all relevant information has been disclosed to the BoEE.

- Start here ([Iowa Courts Online Website](#))– click “start a case search”.
- Click “case search” under Trial Court.
- Search for your own name – you will need to do a separate search under both your married name and maiden name if applicable.
- Click each case ID number.
- Click “criminal charges/ dispositions” for a description of the charge.
- Please provide an explanation for each item listed other than minor traffic offences.

Credit for Cooperating Teachers

The BoEE has approved a new renewal unit system for serving as a cooperating teacher. A maximum of two renewal units may be earned in this manner. **Colleges will provide an official renewal certificate.**

Serving as a cooperating teacher for a 14 week or more student teaching experience and completing requirements as defined by the higher education institution is worth **one renewal** unit.

Serving as a cooperating teacher for a 7-13 week student teaching experience and completing requirements as defined by the higher education institution is worth **one-half renewal** unit.

Serving as a cooperating teacher for **90 hours** of clinical experiences (pre-student teaching field experiences where the candidate is involved in the classroom beyond observation, e.g., methods, practicum or internship experiences) is worth **one-half renewal** unit and **180 hours** is worth **one renewal** unit.

Evaluator Approval

Recently, members of the BoEE and the DE met to discuss ‘Evaluator Approval’ options in the wake of the pending recommendations (i.e., teaching/leadership standards and evaluation process/tools) from the Council on Educator Development. A draft of the recommendations is expected to be released for comment to the field in October 2015. Then in November 2016, the final recommendations will be forwarded to the General Assembly, the Governor and the State Board of Education for possible 2017 legislative consideration.

In the interim, an administrator and/or evaluator seeking renewal of his/her evaluator approval license has three options:

Option 1: Take iEvaluate 1.2 through AEA PD Online for two licensure renewal credits.

OR

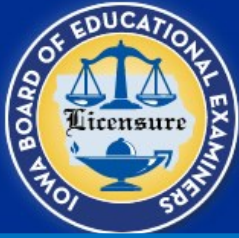
Option 2: Take Assessing Academic Rigor as offered through your AEA for two licensure renewal credits.

OR

Option 3: Take Fierce Conversations as offered through your AEA for two licensure renewal credits.

If you are new to Iowa or were prepared at an out-of-state preparation institution and seeking your Iowa administrator license, you must take iEvaluate 1.2 through AEA PD Online.

For any additional administrator/evaluator licensure questions, please contact Greg Horstmann (greg.horstmann@iowa.gov) at the BoEE. For evaluator course information, please contact Matt Ludwig (matt.ludwig@iowa.gov) at the Department of Education.



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