

Conditional Licensure

Many educators are considering new assignments for the next school year; however, it is important to only work within your endorsement areas. It is sometimes possible to branch into new areas through conditional licensure.

Conditional licensure falls into two categories: Class B and Executive Director Decisions. 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 Decisions: If a teacher does not have the credits necessary for a Class B license, they can apply for the Executive Director Decision. Additionally, the administrator must show that the district performed due diligence in trying to hire a fully endorsed teacher for the position. It is highly unusual to issue an Executive Director Decision license in a non-shortage area.

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!

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.

If you cannot find an answer on the FAQ page, see page 5 for our contact information.

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

BoEE Quarterly Newsletter February 2016

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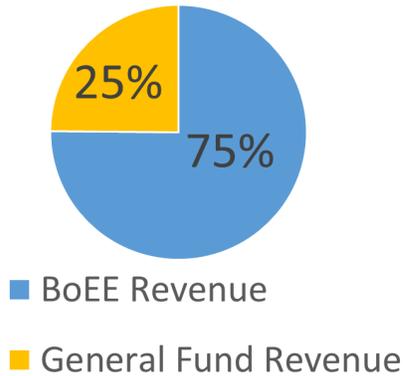
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From the Executive Director: Duane Magee



Do you know what percentage of your licensure fee pays for BoEE services and what percentage is deposited to the state's general fund? Below is a chart that shows what percentage of a typical \$85 licensure fee remains here at the BoEE and what percentage is deposited to the state's general fund.



Iowa Code 272.10 requires the BoEE to do the following: "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." In other words, the BoEE keeps \$63.75 (75%) of each \$85 licensure fee and deposits \$21.25 (25%) of each \$85 licensure fee to the state's general fund.

The last BoEE licensure fee increase occurred in 2005 when a typical license fee was raised from \$60 to \$85. The BoEE has voted to increase fees by \$4 in order to maintain current levels of service and maintain cash reserves for larger one-time expenditures and avoid borrowing money to make payroll. Several legislative proposals listed below are currently being considered during the 2016 legislative session that may impact BoEE fees.

The BoEE has submitted [SSB 3047](#) - A study bill for an act relating to and appropriating licensing fees collected by the board of educational examiners and including effective date and retroactive applicability provisions. Representative Pettengill has submitted [HF 2067](#) - An Act relating to licensing fees collected by the board of educational examiners and deposited in the general fund of the state, and including effective date provisions. Senator Chelgren and Senator Costello have submitted [SF 2021](#) - A bill for an act relating to licensing fees collected by the board of educational examiners and credited to the general fund of the state.

I encourage any BoEE licensee with questions about BoEE fees to contact me, the legislators listed above or a local legislator to find out more about BoEE fees and relevant legislative proposals.

Yours in service,
D.T.

Attorney Update: Darcy Hathaway



The BoEE has proposed two bills for consideration by legislators during the 2016 session. In light of the board's financial outlook, discussed above by Director Magee, the board has filed [SSB 3047](#). This bill would allow the board to keep one hundred percent of any licensure fee increases adopted on or after December 16, 2015.



The board has also proposed adding drug and alcohol related misconduct to the list of behaviors that school districts and nonpublic schools are required to report to the board, in [SSB 3048](#). Currently, local boards and administrators must report inappropriate relationships with students, converting public funds or property to personal use, and falsifying student grades, test scores, or other official information, if any of those incidents lead to formal discipline at the local level. Convictions for disqualifying criminal offenses must also be reported. When it comes to drug and alcohol related misconduct, though, reporting the incident to the BoEE is currently at the discretion of the local administration.

Both BoEE bills can be accessed at www.legis.iowa.gov, by typing the bill numbers into the search box at the top left. Please feel free to contact our office if you have any questions about these proposals or the ethics reporting requirements in general.

Tips for BoEE Licensure Applications

How can I speed up my application?

The BoEE understands the need for timely turnarounds when processing applications. Due to the volume of applications we receive, it is important to consider the following strategies to ensure a smooth transaction:

1. **Submit renewal applications two months prior to the expiration date.** We normally process requests much more quickly, however background checks can sometimes cause delays up to 4-6 weeks.
2. **Please follow the instructions carefully,** and submit a complete application, including official transcripts and not “certificates of completion”.
3. **We are now checking Iowa Courts Online, so be certain to disclose all convictions other than minor traffic.**
4. **Resist calling our office for “status updates”.** We are happy to assist educators with questions, however each status update inquiry prevents us from processing an application request.

How many renewal credits/units does it take to renew a teaching license?

Initial license: none – you need to gain successful teaching experience to convert to a standard license (two full years in an Iowa public school or three years in any combination of public, private or out of state). Credits earned during the initial license cannot be used for future renewals.

Standard license: six Master educator: four

All need the mandatory reporter certificate for child and dependent adult abuse. This is not a renewal credit.

Renewal credits can be any combination of Iowa licensure renewal credits or college credits from regionally accredited institutions.

Credits should be taken during the term of the currently valid license or be no more than five years old.

Renewal requirements for other types of licenses are listed on the renewal forms on our website.

New Online Licensing System



The BoEE is moving to a new online licensing system. We project that all licensure transactions will be completed through an online process later this year, thus removing mail-in paper applications. Paper copies of licenses will eventually be phased out as well, as PDFs will instead be emailed directly to applicants.

We are excited to announce that we now have five applications launched in the new online licensing system. We have not been accepting paper applications for out-of-state teacher licenses for some time.

Additionally, effective Monday, February 1, 2016, we will no longer be accepting paper applications for the following credential types:

- Activities Administrator Authorization
- Behind the Wheel Driving Instructor Authorization
- Statement of Professional Recognition Nurse
- Coaching Authorization Application

Now is the time to recycle any paper BoEE applications that you may have in your files as we begin this important transition.



I need great classes . . . now!

ISEA

Professional Learning to Fit Your Schedule

It isn't always easy to make time for professional learning. That's why the Iowa State Education Association (ISEA) Academy offers self-paced, professional development courses to accommodate even the busiest schedules. Classes are flexible and convenient while still providing participants with the same rigor, quality and instructor support as traditional, face-to-face classes. Please see a full listing of the ISEA's Academy course catalog at: [ISEA Academy Courses](#).

AEA PD Online

Self-Paced Courses are available for teacher license renewal, substitute authorization, para-educator license renewal, and in some cases, graduate credit through Drake University. Each course is one credit and 15 total hours in length, and multiple topics are available. To find out more or register, visit AEA PD Online website at <http://www.aeapdonline.org> and click on the Self-Paced Courses link on the right.

Case Summaries

The BoEE has asked that the board staff provide summaries of recently finalized ethics cases in this quarterly newsletter. Final orders in disciplinary matters before the board are public record per Iowa Code section 272.13. The board's aim is to inform the field about current and recurring ethical issues, with an eye toward continuing mindfulness about the ethics code and prevention of future complaints. Final orders are indexed on the [board's website](#).

In case number [15-14](#), the respondent was charged with encouraging an inappropriately close relationship with a student and providing unauthorized over-the-counter drugs to the student. The respondent also allegedly failed to report suspected child abuse of the student as required by state mandatory reporter laws. The respondent agreed to a settlement that imposes a three-year license suspension, a public reprimand, and education and evaluation requirements that must be completed before applying for reinstatement.

In case number [15-30](#), the board charged the respondent with failure to make a reasonable effort to protect the health and safety of a student, and soliciting or encouraging a romantic or otherwise inappropriate relationship with the same student. The complaint alleged that the respondent learned a student was having a physical relationship with another school employee, and did not take any action to report this information. The respondent also allegedly then began having inappropriate social media communications with the student, some of which included sexual innuendo. The respondent agreed to a settlement imposing a reprimand, a five-month licensure suspension, and education and evaluation requirements that must be met before reinstatement.

In case number [15-115](#), the respondent was charged with being under the influence of and possessing alcohol while at school. The settlement agreement resolving the case imposes a reprimand, a two-year suspension (retroactive to the date of the respondent's resignation), and education and evaluation requirements that must be met before reinstatement.

In case number [15-05](#), the complaint alleged that the respondent misused his driver's education certification to falsify driver's education completion paperwork for students the respondent did not teach. The respondent reached a settlement agreement with the state that imposes a reprimand, revokes the respondent's driver's education endorsement, and requires completion of an ethics course.

In case number [15-130](#), the respondent was charged with failing to complete board-ordered requirements associated with a past ethics complaint. The state and the respondent reached a settlement agreement whereby the respondent is reprimanded and suspended indefinitely until the requirements from the previous case are met.

In case number [15-117](#), the complaint alleged that the respondent had failed to enter required progress monitoring data for students for a period of approximately two months. The settlement agreement imposes a reprimand and indefinite suspension until the respondent completes coursework in ethics and special education law.

In case number [15-31](#), the respondent was convicted of the criminal offense of Sexual Exploitation by a School Employee, and voluntarily surrendered all credentials issued by the board.

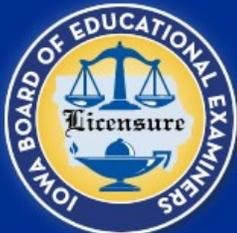
In case number [15-104](#), the respondent was charged with falsifying information provided when applying for employment—specifically, the reason for departure from the respondent's last job. The respondent was also charged with falsifying progress monitoring data for special education students. The respondent voluntarily surrendered all credentials issued by the board.

In case numbers [15-121](#), [15-113](#), [15-131](#), and [14-154](#), the respondents were suspended for failing to meet financial obligations to the Iowa Department of Revenue. The respondents in case number 15-131 and 14-154 have since been reinstated.

Iowa Code of Professional Conduct and Ethics

Did you know that failure to pay state taxes, coming to a school-sponsored event after having consumed alcohol, or denying students' access to points of view may result in an ethics complaint? Reviewing the [Iowa Code of Professional Conduct and Ethics](#) is important for all educators to eliminate surprises and to prevent future complaints.





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