



BoEE Quarterly Newsletter – August 2017



Welcome Iowa Educators! We hope you find this quarterly newsletter to be a useful and valued resource.

View your license and expiration date under “[search for a license](#)”. It is important not to let your license expire if you are under contract.

New Online Licensing System

Nearly all applications are now in our new online licensing system. Here are some quick tips to navigate the new system effectively:

- **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.
- **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”.
- **Transcripts must say “official transcript” or “issued to student”.** When uploading documents, make sure they are clearly readable. We will not accept unofficial transcripts.
- **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).



Your Application is **not yet submitted.**

Submit Application

Renewal Credits

For standard, master educator, or professional administrator renewals, Iowa accepts licensure renewal credits from approved Iowa providers such as the AEA or ISEA, or college credits from any regionally-accredited institution (undergraduate or graduate) in courses related to any endorsement area or to education.

The BoEE also accepts the following renewal activities in addition to traditional renewal credits earned:

- Four renewal units may be earned for achievement of or the renewal of National Board for Professional Teaching Standards Certification.
- Two renewal units may be earned through serving as a cooperating teacher. Colleges will issue official reports.
 - (1) Mentoring a full-semester student teacher (14 or more weeks) is worth one unit.
 - (2) Mentoring a half-semester student teacher (less than 14 weeks) is ½ unit.
 - (3) Mentoring a practicum student or practicum students (early field experience) equivalent to 90 contact hours (hours may be accrued over several semesters) is worth ½ unit, or 180 hours or more is worth one unit.
- One renewal unit may be earned through verification of the successful completion of an individualized professional development plan as verified by the supervising licensed evaluator (or school board president in the case of a superintendent).
- Two renewal units may be earned by serving on a State of Iowa education board, commission, or task force as approved by the Iowa Board of Educational Examiners (typically groups required by legislation).



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
- Is seeking to obtain some other endorsement
- The employer requests the Class B be issued
- 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
- 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

Starting the Year with a Substitute Teacher

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, which requires an immediate diligent search.

CTE Information Technology

The BoEE has proposed a new 5-12 CTE Information Technology endorsement to recognize specified technology courses as part of a comprehensive CTE program, and to have highly qualified instructors teaching the courses moving forward. The amendments also align with the CTE redesign outlined in 2016 Iowa Acts, House File 2392, specifically to align secondary CTE offerings to in-demand occupations.

The proposed endorsement will allow districts to have the option of utilizing specific technology courses as CTE courses when taught by an instructor who holds the new endorsement. If approved, the endorsement rules will be effective later in August.

During the first year of implementation only, the endorsement coursework requirements may be waived if the practitioner demonstrates relevant content knowledge mastery and successful teaching experience in this endorsement area through criteria established by the Board of Educational Examiners.

For information regarding CTE programs, contact Pat Thieben (pat.thieben@iowa.gov)

For information regarding the new endorsement, contact Joanne Tubbs (joanne.tubbs@iowa.gov)

Troops to Teachers

[Troops to Teachers](#) is a Department of Defense program designed to assist eligible military personnel in their pursuit of teaching as a second career in public schools where their skills, knowledge, and experience are most needed to relieve teacher shortages, especially in math, science, special education and other critical subject areas.



Troops to Teachers provides counseling, referral, and placement assistance to eligible military personnel. The TTT state and regional staff across the country will help applicants identify teacher certification requirements and programs leading to certification and employment opportunities in their state of interest. Participants seeking Iowa licensure will complete one of the teacher pathways listed in the next section.

Iowa has partnered with Missouri for the TTT program. The TTT program coordinator is James Henley (james.henley@dese.mo.gov).

Teacher Pathways

The Board of Educational Examiners recognizes the need for teachers to be prepared to serve all students in Iowa, while also acknowledging that working adults may have incredible talents and knowledge to offer and will greatly benefit from an alternative accelerated pathway. If you are aware of someone in your community who is considering a career change to education, please pass along the following options:

- [Fast-track Teacher Intern Program](#). This route requires that a bachelor's degree and content coursework has already been achieved. General pedagogy coursework is completed and an internship is secured at full salary in lieu of student teaching. This is a highly successful alternative route program.
- Career and Technical Authorization. This route requires hours of experience to teach in career and technical fields (no degree required). 6000 experience hours (approximately three years or 4000 experience hours (if the applicant also has a bachelor's degree) are required. Applicants can begin teaching immediately, and short courses in basic pedagogy are completed online. This is a highly successful alternative program which fills a great need in Iowa including but not limited to areas such as construction, drafting, welding, mechanics, military, electricity, culinary, agriculture, engineering, technology, and many more.
- Community college dual credit instruction: No licensure is required for instructors at community colleges.
- [Traditional Pathway](#): This is usually a bachelor's or master's degree, and includes coursework in the content area to be taught, general pedagogy coursework, and a full student teaching placement.

Recent Case Studies

The BoEE has asked that 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 [16-64](#), the respondent agreed to a settlement that imposes a reprimand, two-year suspension, a requirement to complete an ethics course, and a requirement to submit a substance abuse evaluation prior to any request for reinstatement. The complaint was based on a conviction for Operating While Intoxicated.

In case number [16-174](#), the respondent allegedly falsified progress-monitoring data for special education students. The resulting settlement imposes a reprimand and a requirement to complete an ethics course.

In case number [16-177](#), the respondent allegedly falsified progress-monitoring data for special education students. The resulting settlement imposes a reprimand and a requirement to complete an ethics course.

In case number [17-28](#), the respondent's license was suspended (and subsequently reinstated) for failure to meet obligations to the Iowa Department of Revenue.

In case number [15-194](#), the respondent was convicted of Sexual Exploitation by a School Employee and his license was permanently revoked.

In case number [16-188](#), the complaint alleged the respondent had hired a non-BoEE licensed individual to perform duties that required licensure. The respondent agreed to a settlement that imposes a reprimand and a requirement to complete an ethics course.

In case number [16-145](#), the respondent allegedly removed district property from a school building for personal use. The respondent was convicted of Third Degree Theft and received a deferred judgment in connection with this incident. The settlement agreement imposes a reprimand, minimum 30-day suspension, and requirement to complete an ethics course.

In case number [17-57](#), the respondent was suspended indefinitely for failure to meet obligations to the Iowa Department of Revenue.

In case number [17-47](#), the respondent agreed to a reprimand after allegedly abandoning a contract without prior release.

In case number [16-157](#), the respondent engaged in personal conversations with a student via social media. The settlement imposes a reprimand, minimum five-month suspension, ethics course requirement, and a requirement that the respondent submit a mental health evaluation that includes an assessment of ability to maintain appropriate teacher-student boundaries prior to any request for reinstatement.

The respondent in case number [15-195](#) allegedly hit a student on the buttocks and made an embarrassing comment toward the student. He received a deferred judgment for assault for this incident. In a settlement approved by the board, the respondent agreed to a reprimand and agreed he would not attempt to renew his license when it next expires. He also agreed to not practice as an educator between the effective date of the settlement and his license expiration date.

The respondents in case numbers [17-81](#), [17-75](#), [15-183](#), [17-07](#), [12-115](#), and [16-105](#) each voluntarily surrendered their respective licenses or authorizations. The board accepted these surrenders and issued orders permanently revoking the licenses or authorizations with no possibility of reinstatement.