



Iowa Board of  
Educational Examiners



## BoEE Quarterly Newsletter – August 2016

Welcome to the educators who are receiving this newsletter for the first time! We hope you find this quarterly newsletter to be a useful and valued resource.

**Please take a moment now to visit our website and update your contact information.** Go to [www.boee.iowa.gov](http://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.

## New Executive Director, Dr. Ann Lebo



Gov. Terry E. Branstad has recently appointed Dr. Ann Lebo of Grundy Center as the new Executive Director of the Board of Educational Examiners.

Dr. Lebo most recently served as the secondary principal at Grundy Center, and previously served as a member of the Board of Educational Examiners. She is also an adjunct faculty member in leadership at Waldorf University. Prior to becoming a principal, Lebo was a coach and taught at Grundy Center High School, Mason City High School, Gilbert High School and Hawkeye Community College. Lebo also served on the statewide TLC taskforce in 2012.

Dr. Lebo holds an Ed. D. and Ed. S. both in Educational Administration from the University of South Dakota, a M.A. in English Language and Literature from the University of Northern Iowa, a B.A. in English Education from the University of Northern Iowa, and a B.A. in Speech Communication from Iowa State University.

## Elimination of Printed Licenses and Walk-In Transactions

The Iowa Board of Educational Examiners is no longer printing and mailing licenses as of July 1, 2016. Check our website under “search for a license” to view your license or to see if a pending licensure transaction has been processed. **Our website version of your license is considered your official license record.**

Local district central office personnel records required for Iowa Department of Education accreditation should still contain a printed screen shot of the most recent licensure viewing.

**Effective immediately, the BoEE is no longer able to guarantee same day processing for walk-in applications.**

While the transition to an online application system has increased our ability to process licenses quickly, a 40% reduction in support staff due to a decrease in funding has diminished our capacity to maintain online and walk-in services at the desired level. We regret no longer being able to assure our stakeholders of this service but must align our priorities with the resources available to sustain efficiency and ensure only properly licensed practitioners are serving in the field.

We encourage you to review the current status of your license in addition to any staff you may oversee to identify high priority needs and ensure timely completion.

Fingerprinting services will continue as usual.

## For School Administrators: Expiration Dates

As the beginning of the school year draws closer, it is a good time to review your staff files and notify individuals who have licenses set to expire. The Department of Education has an application on their [Education Portal/Edinfo](#) page 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. Select your school district/building and enter the dates you would like to view and press enter (we recommend viewing the upcoming school year). All staff members entered in BEDS last year who have a license expiring during the dates you specified will be listed. Access the [BoEE license search page](#) for staff members who were not listed on BEDS last year. If you have difficulty locating or using this application, contact the BEDS coordinators with the [Iowa Department of Education](#) for support.

## 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.

## 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!

## Recent Rule Changes

- Preschool endorsements: Endorsement #106, PK-3 Regular Education is no longer available to add. Teachers who already hold this endorsement will retain their authority. Endorsement #103, PK-K, now also requires either the K-6 Elementary Classroom or PK Special Education endorsement. The coursework requirements have also been updated for #103 PK-K and #100 Birth-grade 3 - inclusive settings.
- The reading endorsement requirements have been updated and are viewable on our website under “endorsements”.
- The minimum grade for courses being used to add an endorsement directly through the BoEE is C-. A HS practicum is required for those seeking a 5-12 endorsement, and an elementary practicum is required for those seeking a K-6 or K-8 endorsement.
- Those seeking a coaching authorization must have a high school diploma (or equivalent) or be at least 20 years of age.
- Those seeking licensure in Iowa who have graduated prior to 2012 or who have a minimum of three years of successful teaching experience and have passed their state assessments will not be subject to the required assessments in Iowa.

## Renewal Credit Changes

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 has recently approved the following new 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.
- Two renewal units may be earned by serving in a national education leadership position as approved by the Iowa Board of Educational Examiners.

## For School Administrators – Check Licensure Expiration

As the beginning of the school year draws closer, it is a good time to review your staff files and notify individuals who have licenses set to expire. 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. Select your school district/building and enter the dates you would like to view and press enter (we recommend viewing the upcoming school year). All staff members entered in BEDS last year who have a license expiring during the dates you specified will be listed. Access the BoEE license search page (<https://www.iowaonline.state.ia.us/boee/>) for staff members who were not listed on BEDS last year. If you have difficulty locating or using this application, contact the BEDS coordinators with the Iowa Department of Education for support.

## Case Summaries

In case number **15-180**, the respondent reached a settlement with the complainant district and accepted a written reprimand for abandoning a written contract without prior release by the local board of education.

<http://www.boee.iowa.gov/board/orders/2015/15-180.pdf>

A settlement agreement in case number **16-29** imposed a minimum two-year suspension against the respondent, who had reported to work as a substitute teacher while under the influence of alcohol. Prior to seeking reinstatement, the respondent must complete an ethics course and a substance abuse evaluation.

<http://www.boee.iowa.gov/board/orders/2016/16-29.pdf>

The respondent in case number **15-153** agreed to a settlement that imposes a written reprimand and a requirement for completion of an ethics course. The board had previously charged the respondent with falsifying or deliberately misrepresenting material information regarding the evaluation of students. Investigation had revealed discrepancies in progress-monitoring data entered for some of the respondent's special education students.

<http://www.boee.iowa.gov/board/orders/2015/15-153.pdf>

Following a hearing, the respondent in case number **15-88**, a student teacher who held a substitute authorization, was reprimanded and suspended for a minimum period of three years. Prior to seeking reinstatement, the respondent must undergo a mental health evaluation and complete any recommended counseling regarding appropriate student-teacher boundaries. The respondent communicated with a student via social media, and ultimately picked the student up late at night and took her to his home.

<http://www.boee.iowa.gov/board/orders/2015/15-88.pdf>

In case number **15-151**, the respondent was reprimanded following a hearing for abandoning a written contract without prior release of the employing area education agency.

<http://www.boee.iowa.gov/board/orders/2015/15-151.pdf>

The respondent in case number **14-82** reached a settlement agreement that imposes a reprimand, a one-year suspension prior to seeking reinstatement, and a requirement to complete an ethics course. The respondent had been charged with various violations of the Code of Professional Conduct and Ethics after allegedly aiding and abetting an unlicensed

person in the completion of acts for which licensure was required (specifically, teaching driver's education).

*NOT ON WEBSITE YET*

In case number **14-83**, the respondent agreed to a settlement imposing a reprimand, a six-month suspension prior to seeking reinstatement, and a requirement to complete an ethics course. The statement of charges in the case alleged that the respondent had delegated driver's education services to an unlicensed person.

*NOT ON WEBSITE YET*

The respondent in case number **16-55** agreed to a settlement imposing a reprimand and requirement to complete an ethics course. The respondent had been charged with falsification of progress-monitoring data points for special education students.

*NOT ON WEBSITE YET*

The respondents in case numbers **15-146, 14-81, 15-147, and 16-37** waived their right to hearing and voluntarily surrendered their respective licenses.

<http://www.boee.iowa.gov/board/orders/2015/15-146.pdf>

<http://www.boee.iowa.gov/board/orders/2014/14-81.pdf>

<http://www.boee.iowa.gov/board/orders/2015/15-147.pdf>

*LINK FOR 16-37 NOT ON WEBSITE YET*