



## BoEE Quarterly Newsletter – May 2017

Welcome Iowa Educators! 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.

### Legislative Update

#### Mandatory Reporting Items – Iowa Code of Professional Conduct and Ethics

During the 2017 legislative session, the Iowa Legislature amended Iowa Code section 272.15 to add a fourth mandatory reporting ethics item in the instance of a disciplinary action:

- (a) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student.*
- (b) Falsifying student grades, test scores, or other official information or material.*
- (c) Converting public property or funds to the personal use of the school employee.*
- (d) Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal drugs, unauthorized drugs, or alcohol.*

The main question that has been asked of the BOEE is what constitutes an “instance of disciplinary action”? The BOEE has determined that the employee discipline that must be reported to the BOEE includes written reprimands, written warnings, job separation agreements, resignations, non-renewals, or terminations that resulted from employee misconduct covered by the mandatory reporting areas.

Administrators must report any disciplinary action against a BOEE-licensed employee for the behaviors listed above. Section 272.15 identifies the potential consequences for administrators who fail to follow this legislation:

*The board may deny a license or revoke the license of an administrator if the board finds by a preponderance of the evidence that the administrator failed to report the termination or resignation of a school employee holding a license, certificate, statement of professional recognition, or coaching authorization, for reasons of alleged or actual misconduct, as defined by this section.*

## Legislative Update (cont.)

[SF 238](#) expands who is covered by the Iowa criminal code for sexual exploitation by a school employee. Having an inappropriate relationship with a student remains a violation of the Iowa Code of Professional Conduct and Ethics.

[HF 642](#) allows districts to use the TLC program as an option to provide the required mentoring for teachers to move from an initial license to a standard license.

[SF 274](#) allows for computer science standards, an optional computer science endorsement, and potential PD funding for districts.

## CPR Certification – Coaching

The BoEE has adopted amendments to the Iowa Administrative Code that will require current CPR certification for certain coaches. The changes affect the following applicants:

- Applicants applying for their first coaching endorsement
- Applicants applying for their first coaching authorization
- Applicants renewing their coaching authorization

**This rule was on a session delay, and since it was not taken up legislatively, it is effective immediately.** *This new rule will not affect teachers who already hold a coaching endorsement on their teaching license.*

At this time, school districts and activities directors will not be responsible for tracking this certification. The BoEE will track this for new applicants and coaching authorization renewals.

**Online only programs do not meet the OSHA first aid and training requirements and will not be accepted.** This helpful website gives tips regarding [online CPR certification scams](#). We will accept any official CPR training through reputable organizations such as the following:

- [American Heart Association](#)
- [American Red Cross](#)
- [American Safety and Health Institute \(ASHI\)](#)
- [National Safety Council \(NSC\)](#)
- [Medic First Aid](#)

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## Hiring New Graduates

Iowa requires passing test scores on two Praxis II exams or 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
- 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 (through at least June) to find a fully licensed teacher for the position
- The individual seeking this endorsement is not eligible for the Class B license

**IMPORTANT NOTE:** The BoEE will not consider Executive Director Decision Conditional License applications until at least June due to the diligent search required.

## 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”.
- **Transcripts must say “official transcript” or “issued to student”.** When uploading documents, make sure they are clearly readable. We will not accept unofficial transcripts.
- **Some applications require an administrator signature.** Your administrator will now receive an electronic form to complete. You may wish to alert your administrator so they will expect the form.



Your Application is **not yet submitted.**

**Submit Application**

## Background Check Fees

Pursuant to 282-20.3(3), the background check fee for the renewal of licenses will be \$10 as of July 1, 2017.

## Renewal credits

For renewals, Iowa accepts licensure renewal credits from approved Iowa providers such as the AEA, ISEA, or 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.

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 include 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.

## BoEE Helpful Website Tools

- [FAQs](#) – answers to most questions may be found here.
- [Update My Information](#) – update your current address and email address. This is essential so that you will receive important updates and expiration reminders.
- [Search for a license](#) – view your current license type, endorsement, expiration dates, and if a pending transaction has been processed.
- [Licensure Forms/Applications](#) – all applications are found here. The instructions and requirements are listed with each application.
- [Endorsements](#) – view all endorsement requirements, find checklists to add endorsements, and see which Iowa colleges offer each endorsement. [Endorsement Crosswalk](#) – view all courses and their approved endorsements. Use the secondary crosswalk for high school courses, and the non-secondary (60000 series of codes) for K-8 regular education courses.
- [Ethics](#) – view the ethics brochure to review the Iowa Code of Professional Conduct and Ethics.
- [Coaching](#) – visit this site for comprehensive information about coaching in Iowa.

## Recent Case Studies

In case number [16-94](#), the complaint alleged the respondent falsified special education data, failed to consistently provide structured classroom instruction, and used a school computer and class time to visit numerous non-school-related websites. The settlement imposes a reprimand and two-year license suspension. The respondent must complete an ethics course prior to seeking reinstatement.

The complaint in case number [16-124](#) alleged the respondent allowed confidential student information to be posted on a district website. The respondent maintained the information was not disclosed intentionally. The settlement agreement requires the respondent to complete an ethics course.

The respondent in case number [16-10](#) allegedly engaged in personal electronic communications with a student and failed to set appropriate physical boundaries with students during school hours. The settlement agreement imposes a reprimand, a three-day suspension, and a requirement to complete an ethics course and counseling regarding appropriate student-teacher boundaries.

In case number [16-113](#), the respondent reached a settlement agreement imposing a reprimand and deferred six-month suspension. The suspension will not be imposed provided the respondent completes an ethics course within one year of the board's acceptance of the agreement. The complaint alleged the respondent hired an unlicensed coach, and later attempted to fix this error by submitting false requests for reimbursement to pay the coach.

The complaint in case number [16-40](#) alleged the respondent took student medication from a nurse's cabinet for personal use. The respondent was convicted of making a false report of an indictable offense and unlawful possession of prescription drugs as a result of the events underlying the complaint. The settlement agreement imposes a reprimand, minimum three-year suspension, and a requirement to complete an ethics course and a substance abuse evaluation.

In case [16-76](#), the complaint alleged the respondent encouraged an inappropriate relationship with a student. Following a hearing, the board accepted the proposed decision of the administrative law judge, which found the respondent did engage in inappropriate and excessive electronic communication with the student. The respondent received a minimum three-year suspension, and will be required to undergo an assessment of his ability to maintain appropriate student-teacher boundaries prior to any request for reinstatement.