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INTERIM BULLETIN  
on the  
CERTIFICATION and APPROVAL  
of  
IOWA SCHOOL PERSONNEL

State of Iowa  
Department of Public Instruction  
Des Moines

3-681

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Des Moines 50319

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## FOREWORD

In 1957, the Iowa Department of Public Instruction published Bulletin No. 32, Regulations Governing the Issuance and Renewal of Teachers' Certificates, and Approval of Certificate Holders to Teach or Serve in Various Subject-Matter Fields or Service Areas.

This publication presented a new plan for the certification of teachers authorized by the State Board of Public Instruction. The plan outlined in Bulletin No. 32 eliminated many types of certificates formerly issued by converting them into equivalent new classes of certificates. It further provided that, except for certain temporary certificates, four years of approved college preparation were required of each new teacher completing a teacher education program. Increased standards for endorsements on certificates requiring preparation beyond the bachelor's degree were also outlined.

Bulletin No. 32 is out of print; however, certain revisions and policies authorized by the State Board of Public Instruction since its publication have been distributed in circular form.

Teacher education and certification standards and practices change to meet new conditions. With the consultative assistance of the State Advisory Committee on Teacher Education and Certification, certain refinements, revisions, and additions are being considered. When the State Board of Public Instruction adopts recommendations made to it through the State Superintendent of Public Instruction, the changes are officially announced. Present plans call for the publication during 1967 of one or more bulletins to take the place both of Bulletin No. 32, and this interim publication.

The Interim Bulletin on the Certification and Approval of Iowa School Personnel was approved by the State Board of Public Instruction in September, 1966.

PAUL F. JOHNSTON  
State Superintendent of Public Instruction



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## 1.0 GENERAL INFORMATION AND REQUIREMENTS

### 1.1 *How to File an Application for an Original Certificate*

Address to use:

Division of Teacher Education and Certification  
Department of Public Instruction  
State Office Building  
Des Moines, Iowa 50319

1.11 Applicants prepared in Iowa colleges. Certificates are issued only upon application filed on a blank furnished by the Department of Public Instruction available on request or from office of college registrar. Applicants must have the recommendation of a designated official of the approved Iowa teacher-education institution where their preparation was completed.

1.12 Applicants prepared in colleges outside Iowa. Applicants prepared in recognized teacher-education institutions in other states may file applications exactly as in section 1.11 above, provided such colleges have received Iowa approval of the curricula which they have each prospective applicant for each type of certificate complete.

See section 1.33 for applicants prepared in colleges outside Iowa which are not on Iowa's list of institutions approved for teacher education.

1.13 Applicants prepared in colleges accredited by the National Council for Accreditation of Teacher Education. Applicants with four-year degrees prepared in other states in institutions which are accredited by NCATE are eligible to receive Iowa certificates. (See section 1.32)

1.14 Applicants with other situations. Applicants whose situations do not fit those described in the preceding paragraphs are requested to:

- Write a letter indicating the type of teaching service for which certification is desired;
- Enclose complete, official transcript or transcripts showing all college preparation;
- Itemize teaching experience, if any; and
- List all certificates held in other states, if any.

The materials presented will be evaluated and the applicant will receive a decision as to his eligibility for a certificate, and, if eligible, instructions as to steps to follow in completing the application.

1.15 Fee. The fee for all original certificates is \$2.00. The fee for each endorsement added to a certificate except at the time of original issuance or renewal is \$2.00.

Each fee should be made payable to the Superintendent of Public Instruction.

When an application is canceled or not approved, the fee will be refunded.

- 1.16 Additional endorsements. When an application accompanied by the fee is filed, a certificate will be endorsed for additional service at any time provided the applicant has met the current requirements for each endorsement.

It is not necessary to return one's present certificate for added endorsements. A new certificate carrying all endorsements--old and new--will be prepared. This new certificate must in turn be registered in the office of the county superintendent of each county in which it is used.

- 1.17 Dating of certificates. Certificates are valid only from and after the date of issuance recorded thereon. All term certificates expire on June 30 of the final year of the term for which they are issued and each fraction of a year during the term of a certificate counts as a full year.

The service authorized by each endorsement on a certificate may legally be performed only from and after the date of each such endorsement.

- 1.2 *Requirements Applying to Every Applicant*

- 1.21 Age, physical competence, and moral fitness. In addition to meeting the standards prescribed in this bulletin, applicants for certificates must be eighteen years of age or over, and physically competent and morally fit to teach.

- 1.22 Recency of preparation. Any applicant who meets the preparation requirements for an original professional certificate, but who has had less than 8 months' teaching experience during the ten-year period immediately preceding the date of application for such certificate, must have completed at least 6 additional semester hours of credit in an accredited institution within the said ten-year period. In addition to this credit, the applicant must meet the specific requirements for the type of certificate desired.

Where recent credits are required, they should be taken in professional education or in the applicant's area or field of specialization. When an applicant qualifies for the certificate desired with exception of having had recent preparation as herein defined, a temporary certificate, valid for one year, will be issued.

- 1.23 Graduation from approved institutions.



- 1.23-1 Iowa colleges. Certificates are issued on records showing graduation from teacher-education curricula in Iowa colleges approved by the State Board of Public Instruction for the type of certificate and endorsement(s) sought.
- 1.23-2 Colleges with regional and national (NCATE) accreditation. Certificates are issued on records showing graduation from teacher-education curricula in colleges in other states which are members of the regional accrediting agencies of the territories in which they are located, and which are also accredited by the National Council for Accreditation of Teacher Education, provided such records show that the Iowa requirements have not been met.
- 1.24 Evidence of success of experience. Every experienced teacher applying for a certificate must file evidence on forms provided by the State Department of Public Instruction showing that such experience was successful. The applicant must show also that--if legally required for the position held--an appropriate certificate authorizing such experience was held in the state in which such experience occurred.
- 1.25 Institutional recommendation. Each application for a certificate or endorsement thereof must carry the recommendation of the institution where the required program of preparation was completed.
- 1.26 American history or American government. Two semester hours of credit in American history or American government are required for all certificates. Where an applicant qualifies for the certificate desired with the exception of this credit, a temporary certificate, valid for one year, will be issued.
- 1.3 *Definition of Recognized Institution*
- 1.31 Iowa colleges. All programs of teacher education and the Iowa colleges offering these programs must be approved by the State Board of Public Instruction according to standards established by this Board.
- 1.32 Reciprocity. The State Board of Public Instruction adopted a policy relating to reciprocity in teacher certification. The Iowa policy reads as follows: "Graduates with bachelor's degrees of colleges and universities outside Iowa which at the time of the applicant's graduation are fully accredited by the National Council for Accreditation of Teacher Education shall be eligible for a regular teacher's certificate covering the area or level of teaching for which the candidate is recommended by his preparing institution and which is supported by the transcript provided by the institution. This policy applies only to the applicants who have graduated from the regularly approved teacher education program that is specifically accredited by NCATE. This policy relates also to the certification of school service personnel such as superintendents, principals, supervisors and school psychologists, provided the minimum level of graduate work specified in Iowa's standards is attained."



1.33 Validation of credit from non-accredited institutions. Applicants prepared at a college not accredited as defined herein, must subsequently complete 6 semester hours of college credit of average quality in residence at an accredited college. This 6 semester hours of credit must be in graduate-level courses, and this credit must include at least one course in professional education related to the type of teaching service authorized by the certificate desired.

Regarding the preceding paragraph, the degree-granting institution must be a member of the regional accrediting agency for the territory in which it is located and be approved by the State Board or agency having jurisdiction over teacher education and certification within the state in which the institution is located.

While the accredited institutions at which the additional 6 semester hours of credit is completed will be given the opportunity to supply information concerning such applicants, the non-accredited institutions originally preparing such applicants will be asked to assume the chief responsibility for recommending them.

Where an applicant qualifies for the certificate desired with the exception of having completed 6 semester hours of validating credit defined herein, a temporary certificate, valid for one year, will be issued.

1.34 Applicants with experience. Applicants, prepared at a non-Iowa college not accredited as defined herein, who hold regular term certificates issued by the state in which the college is located and who have had one year of successful teaching experience in that state, will be exempted from taking the validating credit outlined in section 1.33 above.

1.4 *Positions for Which Certificates are Required*

1.41 Certificate required. Every administrator, supervisor or teacher employed in any public school is required to hold a certificate valid for the position held. (Private school teachers of children of compulsory school age--7-16 years or completion of eighth grade-- must hold a certificate.)

1.42 Uncertificated teaching. The county superintendent is mandated to close a school or schoolroom taught by an uncertificated teacher.

No compensation shall be recovered by a teacher for service rendered while without a certificate.

1.5 *Standards for Residence, Extension and Correspondence Study*

1.51 Residence study. Residence study is interpreted by the State Board of Public Instruction to be study in which the class attendance is on the campus of the institution or in an approved branch school established for such study.



- 1.52 Extension study. Extension study shall be interpreted as that which is associated with attendance of off-campus classes except where such classes are in an approved branch school.
- 1.53 Correspondence study. Correspondence study shall be interpreted as that which takes place off campus and which involves no class attendance.
- 1.54 Residence required for degree. Under Iowa law, at least one academic year of residence work must have been completed at the institution which grants an academic degree.

For certification purposes, it may consist of one academic year distributed as follows: not less than 30 weeks if distributed among 3 summer sessions; of 24 weeks if distributed among 4 summer sessions.

- 1.55 Limitation of credit earned during school year. A teacher employed full time may apply toward an original certificate not more than 12 semester hours of credit earned by any method during the regular school year of nine months.

Not more than one-fourth of any accredited teacher-education program may be taken under projected registration, special topics, correspondence study, and extension classes.

- 1.6 *Standards for Holders of Baccalaureate Degrees Desiring to Complete Work in Professional Education Required for Certificates*
- 1.61 No professional education. Persons holding baccalaureate degrees from accredited institutions without having begun a program of professional education prior to the securing of such degrees, who desire to qualify for original certificates based on college degrees, may secure certificates by completing the specific courses required in an institution approved for teacher education leading to a professional certificate. Such persons must complete the required work in residence. This residence work must extend over a period of at least twenty-two weeks.
- 1.62 A partially completed teacher-education program. College graduates who partially completed teacher-education programs before securing their degrees, may complete their work at the institution from which they were graduated without meeting the additional residence requirement.
- 1.7 *Acceptance of Teaching Experience in Lieu of Student Teaching*
- 1.71 Five years' teaching experience. Applicants for certificates may present evidence of five years' successful teaching experience in the type of work authorized by the endorsement to appear on the certificate sought in lieu of the credits in student teaching required for such endorsement, provided the three conditions outlined in the next paragraph are met.

(1) The five years of experience to be substituted for student teaching shall have been gained in any state on a valid certificate other than an emergency certificate, (2) a corresponding number of semester hours of credit is presented in other education courses.



hours of credit is presented in other education courses, and (3) the degree-granting institution is agreeable to the substitution.

1.8 *Miscellaneous Information*

1.81 Expiration date of certificate of teacher called into military service. The expiration date of the certificate of a teacher who is called into military service is extended for that period of time for which said teacher is in military service, provided that said teacher applies to the State Department of Public Instruction for such extension within one year after honorable discharge from military service has been secured, or on or before the date of expiration of his certificate, even though that date should be more than twelve months after the date of honorable discharge.

1.82 Certificates for exchange teachers. The State Board of Public Instruction is authorized to issue a certificate to an exchange teacher from another state or country when such teacher has the qualifications equivalent to the regular teacher employed by the local school board and who is serving as the exchange teacher.

The State Board has authorized the issuance of a temporary certificate, valid for one year, to such exchange teachers. Employing officials participating in arrangements for the exchange of teachers should correspond with the Division of Teacher Education and Certification of the Department of Public Instruction for instructions to be followed by the incoming exchange teacher in order to comply with the conditions of the law referred to in the preceding paragraph.

1.83 Revocation or suspension. Any certificate may be revoked or suspended by the State Board of Public Instruction for any cause which would have authorized or required a refusal to grant the same.

The certificate of any teacher employed in a given county is revocable by the county superintendent when, in his judgment, there is proper cause for the revocation of said certificate or when complaint is filed supported by affidavits charging incompetency, immorality, intemperance, cruelty, or general neglect of the business of the school.

The procedure for the trial before the county superintendent and the appeal to the Superintendent of Public Instruction is set forth in the Code of Iowa.



## 2.0 CERTIFICATES AND ENDORSEMENTS

### 2.1 *Certificates*

2.11 Classes of certificates. The teachers' certificates available are grouped into five major classes. The various types of specific services which each teacher is authorized to perform are indicated by one or more endorsements on the certificate held.

- PERMANENT PROFESSIONAL CERTIFICATE  
Valid throughout lifetime of holder except when revoked or suspended for cause
- PROFESSIONAL CERTIFICATE  
Valid for ten-year term and renewable according to prescribed conditions
- PRE-PROFESSIONAL CERTIFICATE  
Valid for six-year term, and renewable according to prescribed conditions
- SUBSTITUTE CERTIFICATE  
Valid for six-year term, but, except as authorized by the Department of Public Instruction by written statement, not to exceed ninety (90) full days of teaching in any one academic year and renewable according to prescribed conditions
- TEMPORARY CERTIFICATE  
Valid for one-year term

2.12 Permanent professional certificate. The holder of a professional certificate who has had four years of successful teaching experience and a master's degree from an accredited institution will be eligible for the permanent professional certificate.

This certificate shall have exactly the same endorsement or endorsements available on the professional certificate. Additional endorsements may be made at any time that the requirements for them have been met.

The permanent professional certificate shall be valid throughout the lifetime of the holder except when revoked or suspended for cause, and for service as indicated by the endorsement or endorsements appearing thereon.

2.13 Professional certificate. The basic requirements for the professional certificate are four years of approved college preparation and a baccalaureate degree from a recognized institution.

The professional certificate shall be valid for a term of ten years, and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in this bulletin.

- 2.14 Pre-professional certificate. This certificate is not available to new applicants except for certain teachers of trade and industrial subjects.

The pre-professional certificate is valid for a term of six years, and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in this bulletin.

- 2.14-1 Secondary (trade and industrial classes). Authorization to teach, in grades nine through twelve, the specific trades and industrial subject or subjects designated in the recommendation filed by the Director of the Division of Vocational Education of the Iowa Department of Public Instruction.

- 2.15 Substitute certificate. The substitute certificate shall be valid for a six-year term, and for the same service authorized by the Iowa or non-Iowa certificate (exclusive of emergency or temporary certificate) once held by the applicant. It shall be valid only for those positions in which a regularly employed, certificated teacher actually began the school year. It shall be valid for not more than 90 days of full-time teaching during any single school year except that an appropriate regional consultant in the Department of Public Instruction may, by written statement, authorize the holder of such a certificate to teach in excess of the 90-day period when, in his judgment, the best interests of the pupils would be served thereby. In such an event, the said substitute teacher shall not occupy the position beyond the close of the current school year.

The applicant for a substitute certificate must once have held an Iowa or non-Iowa certificate (exclusive of emergency or temporary certificate) which, by meeting current renewal requirements in force in the state of issue, could again be issued for a term of years.

Endorsements on a substitute certificate shall be exactly the same as those to which the applicant would be entitled if a term certificate (equivalent to the type of certificate once held) were issued to the applicant.

- 2.16 Temporary certificate. The temporary certificate shall be valid for a one-year term and for service as indicated by the endorsement or endorsements appearing thereon. This certificate shall be endorsed in a manner similar to permanent professional, professional and pre-professional certificates in accordance with the type of preparation completed.

- 2.16-1 Based on expired Iowa certificate, exclusive of emergency or one-year special certificate. The holder of an expired Iowa certificate (exclusive of emergency or one-year special certificate), who has had one year (8 months) of successful teaching experience, shall be eligible to receive the temporary certificate upon application accompanied by recommendation of a superintendent or county superintendent,



provided that (1) no temporary certificate shall be available to any teacher during the first year immediately following the expiration date of said teacher's regular certificate, and (2) no temporary certificate shall be issued to a person whose expired, regular certificate was based on less than 60 semester hours of preparation when said certificate has been expired for a period of five years. This certificate is non-renewable. See section 3.0 for requirements for renewal of Iowa certificate once held.

2.16-2 Based on one hundred semester hours of specified college credit. This certificate is available only to an applicant who has never held an Iowa teacher's certificate. It requires 100 semester hours of college credit with 8 strictly in elementary-school professional education including 3 in elementary-school methods. The applicant shall have completed at least 6 semester hours of credit within the five-year period immediately preceding the date of the issuance of the certificate. It shall give the holder authorization to teach in kindergarten and grades one through nine.

This certificate will be renewable not to exceed six times for one-year terms upon the completion of 8 semester hours of credit each year leading toward completion of requirements for a professional certificate, provided that teaching experience continues to be successful. (This means that--for the first and successive renewals of this certificate--the holder must have been accepted into and show evidence of satisfactory progress toward the completion of an approved program for the preparation of elementary-school teachers.)

2.16-3 Based on administrative decision. The Superintendent of Public Instruction is authorized to issue the temporary certificate to applicants whose services are needed to fill positions in specific schools in emergency situations.

## 2.2 *Endorsements Available*

2.21 Elementary. Authorization to teach in kindergarten and grades one through nine. (See section 5.11) The requirements are four years of approved college preparation and a baccalaureate degree from a recognized institution.

2.22 Secondary. Authorization to teach in grades seven through fourteen. The requirements are four years of approved college preparation and a baccalaureate degree from a recognized institution.

2.23 Elementary-secondary. Authorization to teach only in special subjects or to serve in special service areas in kindergarten and grades one through fourteen. The requirements are four years of approved college preparation and a baccalaureate degree from a recognized institution.

### 2.23-1 Special subjects for which endorsements are available.

- o Authorization to teach art in kindergarten and grades one through fourteen
- Authorization to teach art in kindergarten and grades one through fourteen
- o Authorization to teach industrial arts in kindergarten and grades one through fourteen
- Authorization to teach industrial arts in kindergarten and grades one through fourteen



- Authorization to teach music in kindergarten and grades one through fourteen
- Authorization to teach physical education in kindergarten and grades one through fourteen

2.23-2 Special service areas for which endorsements are available.

- Authorization to serve as librarian in kindergarten and grades one through fourteen
- Authorization to teach children who are maladjusted or retarded whether mentally handicapped or gifted or of disturbed personality in kindergarten and grades one through fourteen
- Authorization to teach children who are crippled or of low vitality in kindergarten and grades one through fourteen
- Authorization to teach children in need of speech correction in kindergarten and grades one through fourteen
- Authorization to teach children who are deaf or hard of hearing in kindergarten and grades one through fourteen
- Authorization to teach children who are blind or partially sighted in kindergarten and grades one through fourteen
- Authorization to serve as school psychologist in kindergarten and grades one through fourteen (Note: in addition to meeting the requirements in section 2.23, an applicant must have had two years of successful teaching experience, a master's degree in psychology from a recognized institution, and the completion of an approved program of preparation for service as a school psychologist shall also be required)
- Authorization to serve as public school health nurse or to teach health and hygiene in kindergarten and grades one through fourteen

2.23-2.1 Reimbursement of special education program. Any person who works in the schools in the field of special education must be approved for said service by the Division of Special Education to be approved for reimbursement by the Department of Public Instruction.

2.24 Elementary-school supervision. Authorization to serve as a supervisor or teacher in the kindergarten and in grades one through nine. The applicant shall have met the requirements for the professional certificate endorsed for elementary-school teaching, and, in addition thereto, have secured a master's degree in elementary-school education from a recognized institution with emphasis on supervision and have had four years of successful teaching experience.

2.25 Elementary-secondary-school supervision. Authorization to serve only as a supervisor or teacher in special subjects or special service areas in kindergarten and grades one through fourteen. The applicant shall have met the requirements for a professional certificate endorsed for elementary-secondary-school teaching in the special subject or special service area in which supervision is to be done, and, in addition thereto, have secured a master's degree from a

recognized institution and have completed an approved graduate program in this special subject or special service area, including preparation also in elementary and secondary-school curriculum or supervision and have had four years of successful teaching experience.

- 2.26 Elementary-school principal. Authorization to serve as a principal, supervisor or teacher in any elementary school through grade nine. The applicant shall have met the requirements for the professional certificate endorsed for one of the several types of teaching service, and, in addition thereto, have secured a master's degree in elementary-school education from a recognized institution with emphasis on administration, but including attention to problems of supervision and have had four years of successful teaching experience.
- 2.27 Secondary-school principal. Authorization to serve as principal, supervisor or teacher in any secondary school through grade fourteen. The applicant shall have met the requirements for the professional certificate endorsed for one of the several types of teaching service, and, in addition thereto, have secured a master's degree in secondary-school education from a recognized institution with emphasis on administration, but including attention to problems of supervision and have had four years of successful teaching experience.
- 2.28 Superintendent. Authorization to serve as county superintendent, or as superintendent, principal, supervisor or teacher in any elementary or secondary school through grade fourteen. The applicant shall have met the requirements for a professional certificate endorsed for one of the several types of teaching service, and, in addition thereto, have secured a master's degree in school administration from a recognized institution plus 30 semester hours of approved graduate study completed after the date of the awarding of the master's degree, and have had four years of successful teaching experience.



### 3.0 REQUIREMENTS FOR RENEWAL OF TEACHERS' CERTIFICATES

#### 3.1 *Miscellaneous Requirements*

- 3.11 Application forms for renewal. Application forms for renewal of certificates may be secured from the Department of Public Instruction, registrars of Iowa colleges, superintendents and county superintendents.
- 3.12 Fees. The fee for the term renewal of a certificate is \$2.00. Fee should be sent to the Department of Public Instruction. Checks or money orders should be made payable to the Superintendent of Public Instruction.
- 3.13 When to file application for renewal of certificate. The application and fee for the renewal of a certificate may be filed as early as twelve months prior to expiration date, provided the renewal requirements have been met.
- 3.14 Where credits for renewal must be taken. Credits earned for the renewal of certificates must be completed in an institution approved by the State Board of Public Instruction. Teachers with 60 or more semester hours of credit on the date of registration for courses to be used for certificate renewal must earn the credits in an approved senior college (an approved baccalaureate-degree-granting institution).
- 3.15 Recency of credits for renewal. If a certificate is renewed at date of expiration, the credits presented for the renewal of the certificate are acceptable, if earned during the term of the certificate. If a certificate is not renewed at date of expiration, the credits presented for its renewal must have been completed within the five-year period immediately preceding the date of application for the renewal.
- 3.16 Records of experience. Statements from school officials under whom an applicant has taught are required for renewal of certificates. Appropriate forms for this purpose are provided by the State Board of Public Instruction.
- Applicants who have not completed the minimum experience requirements to combine with college credits for the renewal of a certificate and who present additional college credits in lieu of such experience must also file statements from school administrators for such experience as they may have had during the term of the certificate being offered for renewal.
- 3.17 Evidence of continued fitness for teaching. Such evidence as the State Board of Public Instruction may require showing continued physical and mental health, and moral fitness sufficient for work in the schools must be presented.



- 3.18 Professional spirit--evidence required. A person renewing a certificate is required to present such evidence as the State Board of Public Instruction may require showing professional spirit.

The State Board has defined the evidences of professional spirit as follows:

- Completion of additional college credits as specified since the date of issuance of certificate being offered for renewal
- Adherence to the Code of Ethics for Teachers
- Attendance at and cooperative participation in institutes and teachers' meetings called by school officials
- Assumption of responsibility for keeping one's own teacher's certificate in force and registered as required by law as long as employed in school work
- Refusal to accept a position ~~for~~ which one is not certified and approved
- Refusal to aid and abet in any manner the continuance in service of any teacher known to be ineligible for a teacher's certificate

- 3.19 Renewal requirements subject to change. Renewal requirements are subject to change. The holder of a certificate is responsible for keeping himself informed regarding changes in requirements. While all such changes are widely publicized by the Department of Public Instruction, it is not possible to inform each certificate holder directly whenever such changes are adopted.

All changes in requirements are distributed among city and county superintendents, and college and university departments of education in Iowa. They are also available to any person or institution upon request.

3.2 *Term Renewal Requirements*

- 3.21 Certificates issued on college degrees, or in exchange for old-type certificates which were based on college degrees. Names of certificates involved:

- Professional certificates
- Superintendents' certificates
- Principals' certificates
- Supervisors' certificates
- Advanced elementary certificates
- Standard secondary certificates
- Advanced secondary certificates
- Special certificates, exclusive of one-year certificates

When renewal requirements for these certificates are met, they will be converted to professional certificates.

Certificates in this list issued in exchange for old-type certificates based on less than college degrees are subject to renewal under the same conditions as certificates based on college degrees.

3.21-1 General requirements. Every person renewing a certificate based on a college degree should complete the required college credits in courses related to the increase in competence to do the type of service covered by the certificate being offered for renewal.

3.21-2 Renewal requirements--additional preparation and experience. Successful experience in teaching during the term of the certificate as judged by analysis of evidence filed concerning all such experience, but totaling at least 8 months; and, in addition thereto, 6 semester hours of credit earned since the date of issuance of the certificate.

In lieu of the above experience and credit: 8 semester hours of additional college credit.

Term renewal requirements are suspended for people sixty years of age or older who hold pre-professional certificates or higher and have had five years (40 months) of successful teaching experience during the term of their certificates being offered for renewal, provided application for renewal is made prior to expiration of the certificate.

3.22 Certificates issued on less than college degrees, or in exchange for old-type certificates which were based on less than college degrees. Names of certificates involved:

- Pre-professional certificates
- High school normal training certificates
- Uniform county certificates
- Standard elementary certificates
- Special certificates, exclusive of one-year special certificates
- Limited elementary certificates

When renewal requirements for these certificates are met, they will be converted to pre-professional certificates.

3.22-1 General requirements. Every person renewing a certificate based on less than a college degree must present a statement signed by the registrar of the single, approved institution where the credits for renewal are on record showing the following facts:

- (1) That all credit from other colleges has been received and evaluated in terms of the requirements for the completion of the program leading to a professional certificate.
- (2) That the credits being offered in support of the application for renewal count toward the completion of the requirements for the professional certificate.

It is suggested that every person seeking to renew a certificate based on less than a college degree first identify with an approved institution in order to have all credits evaluated and a program outlined.



- 3.22-2 Renewal requirements--additional preparation and experience. Successful experience in teaching during the term of the certificate as judged by an analysis of evidence filed concerning all such experience, but totaling at least 8 months; and, in addition thereto, 6 semester hours of credit earned since the date of issuance of the certificate.

In lieu of the above experience and credit: 8 semester hours of additional college credit.

The limited elementary certificates were renewable once only for one three-year term. After the expiration of one renewal, however, they may be converted to pre-professional certificates upon completion of 12 additional semester hours of credit at a single institution under the conditions outlined under section 3.22-1.

### 3.3 *Old-Type Life-Renewed Certificates*

- 3.31 Lapsing of certificates renewed for life. Certificates that have expired cannot be renewed for life.

- 3.32 Lapsing due to non-use. An old-type certificate renewed for life remains in force only as long as the holder permits no five-year period to pass in which he has not been employed in school work for at least eight months in administration, supervision, or teaching. (160 days of teaching is considered the equivalent of eight months.)

- 3.33 Reinstatement of lapsed life certificate for term. A life certificate which has lapsed may be reinstated upon filing 8 semester hours of college credit earned in an approved institution within the five-year period immediately preceding the date of application for reinstatement.

A lapsed life certificate is reinstated, not as another life certificate, but as an equivalent term certificate as outlined in section 4.0.

### 3.4 *Requirements for Renewal of Substitute Teacher's Certificate*

- 3.41 Proper use. Evidence showing that substitute teacher's certificate was used only to take the place of a regularly employed, certificated teacher who actually began the school year.

- 3.42 Successful teaching. Evidence showing that any teaching experience during the term of the certificate was successful, or recommendation by a superintendent or county superintendent as to continued fitness for teaching.

- 3.43 Limit of 90 days of teaching per year. Evidence that not more than 90 days of full-time teaching was done by the applicant during any one

school year while the certificate was in force, unless such teaching was covered by a valid certificate or was authorized in writing by an appropriate consultant in the Department of Public Instruction. No additional college credit is required to renew the substitute certificate.

3.5 *Requirements for Renewal of Temporary Certificate*

3.51 Except when so stipulated by the conditions under which it is issued, the temporary certificate is not renewable.

3.6 *Conversion or Exchange of Expired Old-Type Iowa State Certificates*

3.61 State certificates. Prior to June 30, 1935, authorizations to teach known as "state certificates" were issued. These certificates were designated as first-grade state certificates when issued on the basis of four-year college degrees. When issued on the basis of two years of college preparation, they were designated either as second- or third-grade state certificates.

3.62 Expired first-grade state certificates. Holders of expired first-grade state certificates may upon meeting requirements, exchange them for the professional certificate described in section 2.0 of this bulletin. The endorsement will be for secondary-school teaching when the original preparation was at that level. If the original preparation was in the elementary-school field, the endorsement will be for elementary-school teaching.

3.63 Expired second- or third-grade state certificates. Holders of expired second- or third-grade state certificates may, upon meeting requirements, exchange them for the pre-professional certificate described in section 2.0 of this bulletin. The endorsement will always be for elementary-school teaching.

3.64 Additional credit required. Eight semester hours of credit must be completed in an approved college within the five-year period immediately preceding the date of application for exchange. At least 3 semester hours of this total must be completed in professional education related to the endorsement to appear on the certificate.



4.0 CONVERSION OF EXISTING CERTIFICATES TO  
EQUIVALENT NEW CLASSES OF CERTIFICATES

4.1 *Conversion of Certificates*

4.11 Authorization. The State Board of Public Instruction has authorized the conversion of all existing certificates to the equivalent new classes of certificates outlined in section 2.0.

4.12 Conversion table. The following table summarizes the manner in which these conversions will be made:

<u>Existing Certificates</u>	<u>Equivalent New Certificates</u>
1. Life certificate where holder has completed a master's degree in an institution approved by the State Board of Public Instruction	1. Permanent professional certificate
2. All other life certificates	2. No conversion necessary unless lapsed; then eligible for conversion to equivalent new class of certificate on meeting reinstatement requirements
3. All term certificates in force and based on college degrees	3. Professional certificate, or when conditions are met, permanent professional certificate
a. Names of certificates involved	
● Superintendents' certificates	
● Principals' certificates	
● Supervisors' certificates	
● Advanced elementary certificates	
● Standard secondary certificates	
● Advanced secondary certificates	
● Special certificates, exclusive of one-year special certificates	
4. All term certificates in force and based on less than college degrees	4. Pre-professional certificate

- a. Names of certificates involved
    - High school normal training certificates
    - Uniform county certificates
    - Standard elementary certificates
    - Special certificates, exclusive of one-year special certificates
5. All holders of expired certificates based on 60 semester hours of preparation
5. Temporary certificate, also equivalent new class certificate when requirements for renewal or exchange have been met

4.13 Meeting requirements for renewal of certificates. Teachers with certificates in force must have met the requirements for the renewal of such certificates in order to be eligible to convert them into equivalent professional or pre-professional certificates.

Applications for conversion are acceptable within twelve (12) months prior to expiration of certificates now in force.

Permanent professional certificates are immediately available to qualified applicants.

4.14 Conversion of certificates based on less than a college degree. Although some certificates named in section 4.12, subsection 3, were issued in former years in exchange for old-type certificates based on less than college degrees, the experienced holders of such certificates are always given the same renewal or conversion privileges as younger teachers who secured these certificates on the basis of degrees.



## 5.0 REQUIREMENTS FOR APPROVAL

### 5.1 *General Information Relating to the Approval of Certificated Personnel*

- 5.11 Certificates which are appropriate for various types of positions. Certificates authorizing service or teaching at the elementary- and secondary-school levels in specific areas or subjects are not valid for teaching academic subjects not covered by such endorsements.

Certificates for elementary-school teaching are not valid for service above the eighth grade unless so designated by the certificates or the endorsements on them.

No certificates valid for secondary-school teaching may be used below the seventh grade unless specific endorsements to that effect appear on them.

- 5.12 Recognition of previous approval. Any teacher who has been regularly approved in the past for teaching a subject or grade in an approved Iowa school may continue to teach that subject or grade in the same type of Iowa school even though he does not meet the present standards, provided that he holds a certificate which is in force and valid for such position.

- 5.13 Preparation in accredited institution required. In every instance where "preparation, education, or training" of the teacher is mentioned, such preparation must be secured in, or validated or evaluated by, a regularly accredited, teacher-education institution. Accredited out-of-state schools are those accredited by the North Central Association of Colleges and Secondary Schools or comparable regional accrediting associations, and the National Council for Accreditation of Teacher Education. All references to "hours of preparation" are expressed in semester hours only.

- 5.14 Adherence to minimum college standards required. Each Iowa teacher-preparing institution, approved by the State Board of Public Instruction, shall have outlined the courses or levels of adequacy which its students must attain in order to be recommended for approval to teach in the various subject-matter areas. After the State Board of Public Instruction has officially accepted said outline from an institution, the teacher prepared at said institution shall be approved only when said courses or levels of adequacy shall have been completed or attained as attested to by said institution even though said courses or levels of adequacy exceed the minimum approval standards approved by the State Board of Public Instruction. When a teacher's record of credits from a college outside Iowa is filed for evaluation to determine said teacher's areas of approval, said record shall be interpreted for each teaching area in a manner consistent with standards typical of those filed by Iowa colleges and officially accepted by the State Board of Public Instruction.



5.15 Official approval statement available to each teacher. It is the practice of the Department of Public Instruction to issue an official statement to each secondary-school teacher indicating the subjects which that teacher is approved to teach under these standards. Thus, employing officials will know in advance of hiring a teacher whether or not said teacher's qualifications fit the position to be filled. On request, this information will be supplied to any superintendent or school board direct from the Department of Public Instruction.

5.2 *Approval of Elementary-School Teachers*

5.21 On preparation completed before August 31, 1958. Any person holding an Iowa certificate endorsed for elementary-school teaching and who before August 31, 1958, both held such a certificate and also had completed at least 30 semester hours of college credit, 8 in education, including 3 in elementary-school methods, can be approved for teaching in the elementary grades of a high-school district by filing an official transcript showing the completion of such work.

5.22 On preparation completed after August 31, 1958. Any person holding an Iowa certificate endorsed for elementary-school teaching and who holds a bachelor's degree including at least 20 semester hours in education, 6 semester hours of which shall be in methods of teaching and evaluating pupil progress in the areas of instruction included in the elementary-school curriculum shall be approved for teaching in the elementary-school grades of a high-school district.

5.23 Approval granted prior to the 1956-1957 school year. Any person holding an Iowa certificate endorsed for elementary-school teaching who has taught in the elementary grades of an approved high-school district prior to the 1956-1957 school year on a regular certificate is approved by virtue of "previous approval." (Explanatory note: Since that time the Certificate of Approval issued to school districts has carried this stipulation: "This Certificate of Approval does not convey subject or service-area approval to individual teachers employed by this school district.")

5.3 *Temporary Approval of Elementary-School Teachers*

5.31 On 60 semester hours of preparation completed after August 31, 1958. Any person holding an Iowa certificate endorsed for elementary-school teaching who has completed 60 semester hours of college preparation including 8 semester hours in education, 3 of which shall be in elementary-school methods, shall be given temporary approval, provided that said temporary approval shall be continued for successive one-year terms upon the completion by said teacher of additional preparation yearly equivalent to 6 semester hours until a bachelor's degree has been secured.



- 5.31-1 On 50 semester hours of preparation in an emergency situation. When a superintendent demonstrates that he is unable to secure the services of an approved elementary-school teacher, emergency temporary approval may be extended to a person who holds an Iowa certificate endorsed for elementary-school teaching if this person has completed 50 semester hours of college preparation with 8 strictly in elementary-school professional education, including 3 in elementary-school methods; and, so long as said teacher remains in the employment of that same school district, such approval will be continued for successive one-year terms upon the completion by this teacher of additional preparation yearly equivalent to 6 semester hours until a bachelor's degree has been secured.
- 5.31-2 On 30 semester hours of preparation in an emergency situation. When a superintendent demonstrates that he is unable to secure the services of an approved elementary-school teacher, emergency temporary approval may be extended to a person who holds an Iowa certificate endorsed for elementary-school teaching if this person has completed 30 semester hours of college preparation with 8 strictly in elementary-school professional education, including 3 in elementary-school methods. A teacher given emergency temporary approval on this basis will not be approved for more than one school year in the same school district.
- 5.32 Temporary approval on the basis of holding a contract in rural school absorbed into reorganized school district. Any teacher holding an Iowa certificate endorsed for elementary-school teaching who is under contract to teach in a rural school at a time when said school is absorbed into a reorganized school district shall be granted temporary approval in the new district and such approval shall be continued for successive one-year terms so long as said teacher remains in the employment of that same school district and upon the completion by this teacher of additional preparation yearly equivalent to 6 semester hours until a bachelor's degree has been secured.
- 5.4 *Regular Approval for Secondary-School Teachers*
- 5.41 On preparation completed in an approved Iowa teacher-preparing institution. In order to secure an Iowa teacher's certificate valid for secondary-school teaching, an applicant must be recommended by his preparing institution as having completed its approved program of teacher education. Likewise, he may be assigned to teach in grades nine through twelve only in those subject-matter areas for which he is recommended by his preparing institution. The State Board of Public Instruction has established minimum standards in subject-matter preparation below which institutions are not permitted to go in recommending graduates. On the other hand, when an institution's approved program includes standards which are higher than these minimum ones, its graduates must meet such standards in order to enjoy regular approval.
- 5.42 On preparation completed in an approved college outside Iowa. With the exception of certain institutions in states adjacent to Iowa with many





graduates accepting positions in Iowa which have made arrangements with us which are identical to those of Iowa institutions, it is necessary for us to make a direct analysis of each official transcript in order to determine the subjects to which a certificated secondary-school teacher may be assigned in grades nine through twelve. Such records are interpreted for each teaching area in a manner consistent with the standards typical of those established by Iowa colleges whose programs of preparation have been approved.

- 5.43 On approval prior to the 1956-1957 school year. Any person holding an Iowa certificate valid for secondary-school teaching who has been regularly approved for teaching a subject in an Iowa high school prior to the 1956-1957 school year may be approved by virtue of "previous approval" provided said person taught on a regular Iowa certificate. Previous approval cannot be claimed after the 1956-1957 school year.
- 5.5 *Temporary Approval for Secondary-School Teachers*
- 5.51 Temporary approval for persons with a partially completed program of preparation in the subject-matter area. At the discretion of the Department of Public Instruction, any person holding an Iowa certificate endorsed for secondary-school teaching who has partially completed a program of preparation in a subject-matter area may be considered for temporary approval for one school year upon the written request of the employing superintendent supported by complete, official transcripts.

In order for temporary approval to be continued after one year, it will be necessary for said teacher to make progress in the amount of 6 semester hours of credit each year in courses that will advance him toward the completion of his institution's standards and its recommendation for teaching the specific subject or subjects.

- 5.52 Temporary approval due to an emergency situation. When a superintendent demonstrates that he is unable to secure the services of an approved secondary-school teacher, emergency temporary approval may be extended to a person who holds an Iowa certificate endorsed for secondary-school teaching with the understanding that this approval will be for one year only. The number of semester hours required for granting emergency temporary approval is to be determined entirely by the seriousness of the emergency in each situation.