

State of Iowa

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# Certification of Teachers

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Bulletin No. 7

LAWS AND REGULATIONS GOVERNING  
THE ISSUANCE AND RENEWAL  
OF CERTIFICATES BASED  
UPON TRAINING

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The Board of Educational Examiners

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## FOREWORD

This bulletin contains information concerning the issuance and renewal of certificates based upon training authorized under the new certificate law. It does not cover the high school normal training certificates or the uniform county certificates on examination. The information concerning these certificates may be secured from other circulars.

This certificate law is based upon a thorough study of Iowa school situations and needs over a period of years. It is intended to relate the training of teachers more directly to service in the classroom. To that end certificates have been classified as administrative, supervisory, and teaching certificates. We believe it will contribute in great degree toward the improvement of the work of our public schools.

AGNES SAMUELSON, *President,*  
*Board of Educational Examiners*

## GENERAL PROVISIONS

### I. Registration of Iowa certificate required

- A contract for teaching in a public school in this state is void unless the teacher holds an Iowa certificate which has been registered in the office of the county superintendent. Section 3888 providing for the registration of certificates as stated above reads as follows:

"All diplomas and certificates shall be valid in any county when registered therein, and no person shall teach in any public school whose certificate has not been registered with the county superintendent of the county in which the school is located."

### II. Uncertificated teaching

It is the duty of the county superintendent to order to be closed any public school or schools taught by any teacher not certificated as required by law. Section 4106 (7) reads as follows:

"The county superintendent shall order to be closed any public school or schoolroom taught by any teacher not certificated as required by law. If his order is not immediately obeyed, he may enforce the same against the teacher and the school board by the procurement of an injunction from any court of competent jurisdiction."

### III. Bases for issuance of certificates

- A. Records showing graduation from curricula in Iowa colleges accredited by the board of educational examiners for the type of certificate sought
- B. Records showing graduation from curricula in colleges of other states belonging to the standardizing body of the section in which they are located which meet the Iowa standards

### IV. Classes of certificates

- A. Administrative and supervisory
  - 1. Superintendent's certificate

## CERTIFICATION OF TEACHERS

2. Principals' certificates
  3. Supervisors' certificates
- B. Teaching certificates
1. Elementary teaching certificates
  2. Secondary teaching certificates
  3. Special teaching certificates
  4. First grade uniform county certificate
- V. Revocation of a certificate
- A. Any diploma or certificate issued by the board revocable by it for any cause which would have authorized or required a refusal to grant the same
  - B. The certificate of any teacher employed in a given county 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 policies of the school
  - C. The procedure for the trial before the county superintendent and the appeal to the superintendent of public instruction set forth in Sections 3893, 3894, 3895

STANDARDS FOR CERTIFICATES ON  
TRAINING

## I. Standard elementary certificate

## A. Statutory provisions

1. Diploma or an official statement from an Iowa college accredited by the board of educational examiners certifying to the completion of a two-year course including such specific and professional training for teaching in some division of the elementary school field as the board shall prescribe

examiners certifying to the completion of a four-year course including such specific and professional training for teaching in some division of the elementary school field as the board shall prescribe

2. Valid for teaching in the elementary school field and, when so designated on the certificate, in the ninth grade

### B. Professional training

	Semester hours	
	Kindergarten and Primary	Intermediate and Upper Grades
1. Introduction to education..	3	3
2. Educational psychology for elementary school teachers	3	3
3. Directed observation and supervised student teaching in the elementary grades..	5	5
4. Elementary school methods	3	3
5. 12 additional semester hours of electives in the selection and presentation of subject matter in the elementary schools from the following fields:		
a. Elementary science....	3	
b. Elementary oral and written English .....	3	
c. Elementary arithmetic and science of numbers.	3	
d. Elementary social science .....	3	
*e. Elementary reading and children's literature ..	3	
f. Child psychology .....	3	
g. Music .....	3	
h. Art .....	3	
i. Tests and measurements .....	3	
	12	12
	26	26

\* Required unless taken during the first two years

### C. Academic preparation

1. 15 semester hours in one of the fol-

lowing subject matter groups and 10 semester hours in each of two others.

	Semester hours	
	Kinder- garten and Primary	Interme- diate and Upper Grades
a. Art		
b. English		
c. Geography or earth science		
d. History		
e. Mathematics		
f. Music		
g. Natural and physical science		
h. Physical education and health		
2. 2 semester hour course in principles of American government		
3. Electives to make a total of 94 semester hours		
Total.....	120	120

**D.** Certificate may be issued to include ninth grade if the academic preparation meets the academic requirement for the standard secondary certificate

**III. Standard secondary certificate**

**A. Statutory provisions**

1. Diploma granted by an Iowa college accredited by the board of educational examiners certifying to the completion of a four-year course including such specific and professional training for teaching two or more secondary school subjects as the board shall prescribe
2. Valid for teaching in the seventh and eighth grades and in a high school



**B. Professional training**

	Semester hours
1. Introduction to, history of, or principles of education.....	3
2. Psychology and its application to education.....	6
3. Methods of teaching.....	3
4. Directed observation and supervised student teaching.....	3
	<hr/> 15

Note: Educational measurements shall be given under either "2" or "3"

**C. Academic preparation**

1. 15 semester hours in one subject matter field, with at least 10 semester hours in each of two additional fields
  - English
  - Language (each one to be taught)
  - Science (5 s.h. in each science taught)
  - Mathematics
  - Social studies (special preparation in subject to be taught)
2. 2 semester hour course in principles of American government

**IV. Advanced secondary certificate****A. Statutory provisions**

1. Requirements for a standard secondary certificate and a standard master's degree
2. Valid for teaching in the seventh and eighth grades, in a high school, and in a public junior college

**V. Elementary principals' certificates****A. Statutory provisions**

1. Requirements for an advanced or a standard elementary certificate and other qualifications as to training and experience as the board of educational examiners shall prescribe
2. Valid for service as principal or teacher in an elementary school and, when so designated on the certificate, in a junior high school

**B. Teaching principal**

**1. Professional training**

- a. Standard or advanced elementary certificate
- b. 6 additional semester hours in the administration and supervision of the elementary school

**2. Experience**

- a. 2 years of successful teaching experience

**C. Supervising principal**

**1. Professional training**

- a. Advanced elementary certificate
- b. 6 additional semester hours in the administration and supervision of the elementary school

**2. Experience**

- a. 4 years of successful teaching experience

- D. Certificates may be issued to include junior high school if the academic preparation meets the academic requirement for the standard secondary certificate**

**VI. Secondary principals' certificates**

**A. Statutory provisions**

- 1. Requirements for an advanced or a standard secondary certificate and other qualifications as to training and experience as the board of educational examiners shall prescribe
- 2. Valid for service as principal or teacher in a high school

**B. Teaching principal**

**1. Professional training**

- a. Standard or advanced secondary certificate

- b. 6 additional semester hours in school administration and secondary school supervision
  - 2. **Experience**
    - a. 2 years of successful teaching experience
- C. **Supervising principal**
  - 1. **Professional training**
    - a. Advanced secondary certificate
    - b. 6 semester hours in school administration and secondary school supervision
  - 2. **Experience**
    - a. 4 years of successful teaching experience

## VII. Supervisors' certificates

### A. Statutory provisions

- 1. Requirements for a standard elementary or a standard secondary certificate valid for teaching the subject or subjects over which supervision is to be exercised and other qualifications as to training and experience as the board of educational examiners shall prescribe
- 2. Valid for teaching and for supervision of instruction in the subjects specified on the certificate in the elementary or the secondary school fields, or, when so designated on the certificate, in both the elementary and the secondary school fields

### B. Elementary supervisor

- 1. **Professional training**
  - a. Standard elementary certificate plus additional requirements for advanced elementary certificate

- b. 6 additional semester hours in the administration and supervision of elementary education

**2. Experience**

- a. 4 years of successful teaching experience

**C. Supervisor of special subjects**

**1. Professional training**

- a. Standard elementary certificate plus additional requirements for advanced elementary certificate or standard secondary certificate
- b. 6 additional semester hours in school supervision and supervision of the special subject

**2. Experience**

- a. 2 years of successful teaching experience

**VIII. Superintendent's certificate**

**A. Statutory provisions**

- 1. Requirements for an advanced elementary certificate or an advanced or a standard secondary certificate and other qualifications as to training and experience as the board of educational examiners shall prescribe
- 2. Valid for service as county superintendent, superintendent, principal, or teacher in any elementary or secondary school

**B. Professional training**

- 1. 9 semester hours of graduate work in school administration and supervision, courses distributed in the fields of general school administration, supervision and administration of the high school and supervision of grade school instruction

**C. Experience**

1. 2 years of successful teaching experience

**IX. Special subject certificates****A. Statutory provisions**

1. Requirements prescribed by the board of educational examiners as the law provides
2. Valid for teaching the subject or subjects specified in the field or fields designated on the certificate and, when so designated on the certificate, for supervision of instruction in these subjects

- B. American government**—2 semester hour course in principles of American government required

## C. Three-year special subject certificates

Subjects	Field	Basis
1. Vocational subjects	Teaching the special subjects in Smith-Hughes classes	Recommendation of the board for vocational education
2. Teaching the deaf	Teaching the deaf in the grades	Record approved by the board of educational examiners
3. Rural schools	Teaching rural schools	Graduation from the one-year curriculum for teachers in rural schools at Iowa State Teachers college
4. Teacher librarian	High school library and teaching high school subjects for which the holder's academic training qualifies him	Standard secondary certificate record plus six weeks in an approved library school or Standard secondary certificate record with major in library science

## D. Five-year special subject certificates

Subjects	Field	Basis
1. Fine and industrial arts	Teaching the special subject in grades and high school	Graduation from a four-year curriculum in an institution approved for the training of teachers of the special subject with a major in the special subject and professional training as required for the advanced elementary certificate, the standard secondary certificate or the equivalent
2. Music		
3. Physical education and health		

Subjects	Field	Basis
<p>4. Librarian</p> <p>(Any of the five-year special subject certificates listed above may be issued to include a minor subject in which the holder has earned at least 10 semester hours of credit)</p>	<p>Grades and high school</p>	<p>Standard secondary certificate record plus a year's training in an approved school for library training</p>
<p>5. Public school health nursing</p>	<p>Teaching hygiene and allied subjects in addition to serving as public school health nurse</p>	<ol style="list-style-type: none"> <li>1. Three years' course in approved school of nursing which has a daily average of fifty patients, and meets the standards of the Iowa state board of nurse examiners and the national organization of public health nursing</li> <li>2. Registration under the state law</li> <li>3. The successful completion of a course of not less than one year in public health education, preferably with school nursing as a major, taken in an approved school of public health nursing. Required courses are listed below:</li> </ol>

**Prescribed units—12 points**

	Points
Principles of public health nursing	4
Sociology .....	2
Social case work .....	2
Educational psychology .....	2
Teaching methods .....	2

**Electives—12 points**

Objectives in child welfare, social psychology, community problems, medical social service, and various other similar courses

**Field work—6 points**

This is given only in established community organizations which provide adequate personnel and supervision, and a sufficient volume and variety of service. Not less than four months or its equivalent is required.

**1. Public health nursing**

The experience in public health nursing includes promotion of health, prevention of illness, and care of the sick.

**2. Social case work**



**X. First grade uniform county certificate on record**

**A. Statutory provisions**

1. **Eligibility**—resident of Iowa
2. Record of two years of college work with 10 semester hours in education as prescribed by the board of educational examiners

**B. Professional training**

1. A total of 10 semester hours of education, including one course in elementary education and at least two other courses of the five following fields:
  - a. Introduction to education or teaching
  - b. Educational psychology (maximum—4 semester hours)
  - c. Elementary school methods and practice
  - d. Elementary or rural school management
  - e. Educational tests and measurements

**C. Government**—2 semester hour course in principles of American government

**PROCEDURE FOR FILING APPLICATION FOR CERTIFICATE**

**I. Steps in the procedure**

- A. The first step in making application for an Iowa certificate is to file a complete transcript of record of training with the board of educational examiners. Graduates of accredited Iowa colleges arrange with the registrar of the college from which they graduated to have applications filed. Graduates of schools of other states are furnished with application forms on request.
- B. Upon receipt of the transcript, applicant will be advised as to whether his credentials may be accepted for an Iowa certificate.
- C. If credentials meet the Iowa requirements, applicant will be notified concern-

ing procedure as to fee, proof of teaching, and items needed to complete application.

- D. If transcript does not include a course in principles of American government which may be accepted, applicant will be so advised. The requirement may be met by a credit course.
- E. Persons preparing to teach in Iowa should file application in time for certificate to be issued before signing contract. It is illegal to teach in an Iowa school without an Iowa certificate registered in the office of the county superintendent of the county in which the school is located. Applicants who delay in making inquiry concerning certificates run two risks. Their credentials might not meet the requirements. In that case no certificate can be issued and the position must be vacated. If an application is not filed in time to be approved until several days or weeks after school opens, there is no way to legalize the payment of salary while the application is being completed.
- F. The responsibility for filing all credentials needed for completing application rests upon the applicant.

### EXCHANGE OF STATE CERTIFICATES

The statute authorizing the issuance, renewal and life validation of state certificates was repealed July 1, 1935. All state certificates issued prior to that date will remain in force until their dates of expiration. For example, a state certificate renewed June 1, 1935 will continue in force until June 1, 1940. A state certificate validated for life will continue in force indefinitely unless the holder allows it to lapse by not teaching for a period of five years.

Provision has been made whereby the holders of state certificates may be granted new type certificates upon their records of training or examination at any time before the expiration of their state certificates under the following regulations and procedure:

- I.  **Holders of first grade state certificates issued on**
  - A. Graduation from four-year curricula in arts or science, and education, or on examination may, at the expiration of their certificates or at any time before expiration, be issued standard secondary certificates.
  - B. Degrees from four-year elementary teacher training curricula may, at the expiration of their certificates or at any time before expiration, be issued advanced elementary certificates.
- II. Holders of second grade state certificates and holders of third grade state certificates issued on diplomas from two-year teacher training curricula or on examination may, at the expiration of their certificates or at any time before expiration, be issued standard elementary certificates.
- III.  **Procedure**
  - A. File application, proofs of teaching, and fee of \$2.00. Write the president of the board of educational examiners for application blanks.
- IV.  **Acceptance of first grade state certificates in lieu of standard secondary certificates**
  - A. Holders of first grade state certificates may be granted advanced secondary certificates, secondary principals' certificates, or superintendents' certificates upon meeting the additional requirements without first securing standard secondary certificates.

**RENEWAL REQUIREMENTS****I. Renewal for term**

- A. Any new type certificate may be renewed at expiration for the term for which it was issued upon the applicant's filing with the board of educational examiners an application and satisfactory statements from town superintendents, county superintendents, and school boards showing professional spirit, physical and moral fitness for work in the schools, and successful experience in administration, supervision, or teaching for at least nine months during the term for which the certificate was issued. A certified statement showing ten semester hours of credit in an institution approved for teacher training will be accepted in lieu of nine months' teaching during the term of a five-year certificate. A certified statement showing six semester hours of credit in an institution approved for teacher training will be accepted in lieu of nine months' teaching during the term of a three-year special certificate.

**II. Renewal for life**

- A. Any new type five-year certificate may be renewed for life upon the applicant's filing with the board of educational examiners an application and satisfactory statements from town superintendents, county superintendents, and school boards showing professional spirit, physical and moral fitness for work in the schools, and five years of successful experience in administration, supervision, or teaching; provided that two years of this experience shall have immediately preceded the date of application for renewal for life.

- B. Certificates renewed for life shall lapse if the holder thereof shall cease to be employed in school work for any period of five consecutive years.
- C. Any new type life certificate which has lapsed may be restored upon the filing of credit for ten semester hours of work in an institution approved for teacher training.

### III Procedure for renewal

- A. Apply directly to the board of educational examiners for the application forms and instructions for filing application for term or life renewal.

### FEEES

- I. The fee for an original term certificate shall be \$2.00. The fee for the term renewal of a certificate shall be \$2.00. The fee for a life renewal shall be \$5.00.

### PROCEDURE FOR FILING APPLICATION FOR APPROVAL OF CURRICULUM

#### I. Steps in the procedure

- A. Institutions of higher learning in this state accredited by the North Central Association of Secondary Schools and Colleges or by the Intercollegiate Standing Committee of Higher Institutions of Learning are eligible to apply. The board accepts inspection of academic program by either of these standardizing bodies. Professional set-up examined by board
- B. Institution to file application with board upon forms supplied by the board upon request
- C. Board inspection follows and approvals issued

- D. Approval covers specific curricula only. Colleges and universities authorized to recommend graduates for certificates upon completion of given curricula for which the institution has been approved

**CREDIT IN AMERICAN GOVERNMENT  
REQUIRED**

- I. Two semester hours of credit in the principles of American government are required for all certificates.

**REQUIREMENTS TENTATIVE**

- I. The minimum requirements set forth in this circular are to be considered as tentative in nature and subject to revision from time to time. Subsequent revisions will be announced in ample time for institutions to make adjustments.

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