

LICENSURE PROCEDURES

Every Iowa teacher must be licensed to teach. The license requirements are set by a Board of Educational Examiners whose members are appointed by the Governor of the State of Iowa.

Initial License: The basic requirements for the issuance of an initial teacher license include a baccalaureate degree from a regionally accredited institution, the completion of an approved teacher education program from an accredited college or university, completion of an approved human relations program, and completion of requirements for a teaching endorsement. The Initial License is valid for two years from the date of issuance. It may be renewed under prescribed conditions for one additional two-year term.

Standard License: The Standard License requirements include the same requirements as the Initial License plus evidence of two years successful teaching experience based on local evaluation process. The Standard License is valid for five years and renewable under prescribed conditions.

Substitute License: This license is valid for five years and is renewable under prescribed conditions. In order to apply for a Substitute License, applicants must have successfully completed all requirements for an approved teacher education program and be eligible for the initial license, or hold or have held a valid, regular license in Iowa or some other state.

Denial of Licensure: Iowa law states that an applicant for teacher licensure may be disqualified for any of the following reasons:

1. The applicant has been convicted of child abuse or sexual abuse of a child.
2. The applicant has been convicted of a felony.
3. The applicant's application is fraudulent.
4. The applicant's license or certification from another state is suspended or revoked.

Teacher Licensure in Other States: Students graduating from approved teacher education programs at Wartburg College meet the full requirements for teacher licensure only in the state of Iowa. In many cases, even if requirements for full licensure have not been met, one can obtain a temporary license in another state. If students intend to teach in a state other than Iowa, they should obtain licensure requirement information in that state as early as possible.

Steps to Licensure: Students will receive information about licensure procedures during a special meeting held in the fall and winter terms. Several steps are required for licensure and are completed during the licensure meeting:

1. Complete and hand in the licensure application which will be provided at the meeting and used to submit your data electronically to the Iowa Board of Educational Examiners (IBOEE). After the electronic submission, the Education

- Office will notify you of your folder number which is needed at the fingerprinting session. When completing the licensure application, it is important to use a black pen and complete **all** sections.
2. Complete a waiver form and fingerprint scanning information sheet prior to the fingerprinting session. These forms will also be provided at the meeting. Be intentional about providing **all** background information requested on the waiver form.
 3. Attend the fingerprinting session held on campus by the IBOEE. Fingerprinting will take approximately 10 minutes and a reservation must be made in advance through the Education Office. The items required for the fingerprint session are
 - a. a **money order** payable to the Board of Educational Examiners; the IBOEE **does not** accept checks,
 - b. licensure **folder number**,
 - c. completed waiver form and fingerprint scanning information sheet, and
 - d. driver's license or photo ID.
 4. Recommendation will be submitted to the Iowa Board of Educational Examiners after the Education Office receives the transcript from the Registrar's office verifying graduation requirements have been met.