

## LICENSURE PROCEDURES

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

### **Basic Requirements for Obtaining a Teaching License (from the BOEE website)**

In order to be eligible for an Iowa teaching license, applicants must meet the following requirements:

- Graduates from Iowa institutions:
  - Baccalaureate degree from a regionally-accredited institution.
  - Completion of a state-approved teacher preparation program in Iowa, including the required assessments.
  - Recommendation for licensure from the designated recommending official where the program was completed.
- Graduates from non-Iowa institutions:
  - Baccalaureate degree from a regionally-accredited institution.
  - Completion of a state-approved teacher preparation program, including the coursework requirements for a content area teaching endorsement, coursework in pedagogy, and a student teaching (or internship) placement.
  - Recommendation for licensure from the designated recommending official where the program was completed.
  - Valid or expired license from another state.
  - Completion of the required Iowa assessments. The assessments are not required if the applicant completed their teacher preparation program prior to January 1, 2013, or if the applicant has three years or more teaching experience on a valid license in another state. Assessment requirements can be found on the [Department of Education Practitioner Preparation & Teacher Education page](#).

**Initial License:** The initial license is granted to new graduates and those from out-of-state with less than three years of experience. It is valid for two years and may be renewed twice. There is no coursework required to renew the initial license other than the mandatory reporter training for child and dependent adult abuse. The second (and final) renewal of an initial license also requires proof of contracted employment that will lead to the standard license.

**Standard License:** The standard license is valid for five years. To convert from the initial to the standard license, applicants will need to teach for two years on a valid license within their endorsement area(s) in an accredited Iowa public school, or for three years in any combination of public, private or out-of-state accredited schools (or Head Start). Iowa public school teachers will participate in the mentoring and induction program and meet the Iowa teaching standards. The standard license renewal requires six renewal credits and the mandatory reporter training for child and dependent adult abuse.

**Substitute License:** The substitute license is valid for five years. Applicants who are eligible for, or have ever held, one of the teaching licenses listed above are also eligible for a substitute license. This license is maintained separately from teaching licenses. The substitute license renewal requires one renewal credit OR 30 days of substitute teaching during the term of the license and the mandatory reporter training for child and dependent adult abuse.

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

1. The applicant failed to tell the truth.
2. The applicant's criminal history was serious enough to warrant a denial.
3. The applicant failed to provide the Board with additional information required by the Board.
4. The applicant provided a fraudulent license, transcript, or other official document.
5. The applicant's license, certification, or authorization from another state is suspended or revoked.

**Teacher Licensure in Other States:** Students graduating from the approved Teacher Education Program 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. It is highly recommended that all students obtain Iowa licensure upon the completion of their program at Wartburg.

**Online Licensure:** Students receive information about licensure at a meeting held in fall term. The Iowa BoEE uses an online Applitrack system for Iowa licensure found at:  
<https://www.applitrack.com/iowalicensure/onlineapp/application.aspx?posjobcodes=105>

NOTE:

MUSIC EDUCATION/MUSIC THERAPY STUDENTS

Iowa licensure application, fees, fingerprints, and background check are valid for one year from the date the BoEE receives the FBI report. Therefore, Music Education/Music Therapy Majors should not complete the Iowa licensure application, fees, fingerprints, or background check at the time of the fall meeting. The music therapy internship must be completed before a graduation date is conferred and therefore Music Education/Music Therapy majors will not have a graduation date until the following December or the next May.

STUDENTS WITH COACHING AUTHORIZATION

If a student already has a coaching authorization, please refer to the BoEE online instructions and proceed as directed. It is not necessary to complete another background check.