ADDING AN ENDORSEMENT TO YOUR IOWA LICENSE

• ENDORSEMENT COMPLETERS MUST APPLY TO ADD AN ENDORSEMENT TO THE BOEE

• YOU WILL BE RECOMMENDED BY THE LICENSURE OFFICER UPON COMPLETION OF ALL REQUIREMENTS

• CHECK YOUR POST TO SEE THAT ALL COURSE REQUIREMENTS ARE COMPLETE

• ALL GRADES FOR THE CURRENT TERM MUST BE COMPLETED BEFORE RECOMMENDATION

• FIND YOUR CURRENT FOLDER NUMBER
IOWA BOEE CONTACT INFORMATION

- **IOWA BOEE HOME PAGE:** [https://boee.iowa.gov/](https://boee.iowa.gov/)

- **SEARCH FOR YOUR LICENSE:** [https://boee.iowa.gov/search-license](https://boee.iowa.gov/search-license)

- **ADD AN ENDORSEMENT:** [https://boee.iowa.gov/endorsements/add-endorsement-license](https://boee.iowa.gov/endorsements/add-endorsement-license)

- **EMAIL THE NWC CERTIFICATION OFFICER:** carrie.thonstad@nwciowa.edu
• FIRST CLICK THE “APPLY FOR/RENEW MY LICENSE” THEN CLICK “I AGREE…”
LOGGING IN

THIS SYSTEM WENT LIVE MARCH 18, 2019. UNLESS YOU HAVE APPLIED FOR A LICENSE SINCE THAT DATE, YOU WILL CHOOSE “NOT A MEMBER” IN THE FUTURE, WHEN YOU APPLY FOR OTHER LICENSES, RENEWALS, CONVERSIONS ETC., YOU WILL USE YOUR EMAIL AND PASSWORD TO LOG IN.
EXISTING FOLDER #

IF YOU ALREADY HOLD AN IOWA LICENSE OR A COACHING AUTHORIZATION, PARA. CERTIFICATE, SUBSTITUTE AUTHORIZATION, YOU WILL CHOOSE "YES"

IF YOU DO NOT REMEMBER YOUR FOLDER NUMBER, YOU MAY LOOK IT UP HERE. YOU WILL NEED YOUR FOLDER NUMBER TO COMPLETE THE APPLICATION.
AN EMAIL WILL BE SENT TO THE ADDRESS PROVIDED.

CLICK THE LINK IN THE EMAIL TO SETUP YOUR NEW PASSWORD AND START YOUR ACCOUNT.
A REQUEST FOR A PASSWORD WILL BE SENT TO THE EMAIL PROVIDED. REMEMBER THIS PASSWORD FOR FUTURE USE.
YOU ARE NOW LOGGED IN TO THE APPLICATION SYSTEM.
DEMOGRAPHIC INFORMATION

YOU WILL HAVE A FEW SCREENS OF VERIFYING YOUR DEMOGRAPHIC INFORMATION. IF ALL IS CORRECT, CLICK ON THE “NEXT BUTTON” THIS SHOULD ALL BE OK IF THIS IS YOUR FIRST APPLICATION EVER.

Applicant Profile: Michael O'Callain

Primary Phone: 999-123-4567
Secondary Phone: 999-123-4567
Email: mike.callian@iowa.gov

Maiden Name:

Is the applicant profile above complete and correct?  
- Yes
- No
UPDATE PROFILE

IF YOU NEED TO MAKE A CHANGE, CLICK THE "NO" RADIO BUTTON AND MAKE THE APPROPRIATE CHANGES.
APPLICATION TYPE

YOU NOW NEED TO CHOOSE WHAT YOU WILL BE APPLYING FOR. AS A CURRENT LICENSURE HOLDER, YOU WILL CLICK "ADD AN ENDORSEMENT"
USE THE PULL DOWN MENU TO CHOOSE THE CATEGORY OF LICENSE YOU WILL BE APPLYING FOR. (TEACHER, ADMINISTRATOR...ETC...)
PULL DOWN MENU

USE THE PULL DOWN MENU TO CHOOSE THE TYPE OF APPLICATION.
BRIEF INSTRUCTIONS

BRIEF INSTRUCTIONS WILL OUTLINE WHAT WILL BE REQUIRED, AND NECESSARY FEES. IF ALL SEEMS CORRECT, CLICK THE “NEXT” BUTTON.
FINISH

YOUR APPLICATION HAS BEEN GENERATED, CLICK “FINISH” TO COMPLETE THE SETUP AND BEGIN THE APPLICATION.
YOU WILL SEE GENERAL REQUIREMENTS, AND NECESSARY FEES. IF REVIEWING, AND DECIDED YOU CHOSE THE INCORRECT APPLICATION, YOU MAY CLICK THE “WITHDRAW APPLICATION” BUTTON, AND START OVER. SCROLL DOWN TO THE “APPLICATION’ SECTION AND CLICK ON THE “COMPLETE CHECKLIST” BUTTON.
MANY APPLICATIONS WILL REQUIRE DOCUMENTS TO BE UPLOADED (TRANSCRIPTS FOR RENEWAL OR EVALUATION). IN THOSE CASES, CLICK ON THE “ATTACHMENTS” BUTTON TO UPLOAD.
FOR MOST INDIVIDUALS, THIS APPLICATION WILL NOT REQUIRE ANY DOCUMENTATION. SOME APPLICATIONS WILL REQUIRE YOU TO SUBMIT A TRANSCRIPT SUCH AS EVALUATOR APPROVAL OR MASTER EDUCATOR. THEN YOU WILL NEED TO SCAN OR TAKE A PHOTO WITH YOUR SMART PHONE, AND UPLOAD THOSE IMAGES HERE. (TRANSCRIPTS ETC.)

MOST CELL PHONES HAVE SCANNER APPS. COPY MACHINES WILL ALSO HAVE SCANNERS AVAILABLE.
THE "REVIEW APPLICATION" AREA IS WHERE THE SYSTEM WILL CHECK TO MAKE SURE YOU HAVE ALL THE REQUIRED BOXES CHECKED, AND DOCUMENTS IF NEEDED. IN ADDITION YOU WILL SEND OUT ANY ELECTRONIC VERIFICATION FORMS YOU NEED.
FOR THIS APPLICATION, YOU NEED TO IDENTIFY YOUR IOWA COLLEGE THAT YOU WILL BE COMPLETING YOUR TEACHER PREPARATION FROM. CHOOSE YOUR COLLEGE FROM THE PULL DOWN MENU AND INCLUDE ANY COMMENTS YOU WOULD LIKE TO COMMUNICATE WITH YOUR COLLEGE RECOMMENDING OFFICIAL (ENDORSEMENT SEEKING ETC.).

Iowa College: Iowa State University - IA

Applicant Comments for Signer: I will complete my K-6 Elementary Classroom and K-6 Reading in December 2019.

Because you are applying as a graduate of an Iowa Institution, your preparation program will need to confirm that you are eligible for a license. Please select the university for your preparation program and the license type you are applying for from the lists below.
CLICK THE “NEXT” BUTTON TO PROCEED.
YOU ARE NOW READY TO PAY FEES AND SUBMIT YOUR APPLICATION.

• CHOOSE THE FEES YOU ARE READY TO PAY.

• ALL FEES FOR A SPECIFIC APPLICATION MUST BE PAID FOR THE APPLICATION TO BE SUBMITTED.

• YOU MAY PAY WITH CREDITS CARD ONLINE NOW, OR SELECT THE OPTION TO PRINT AN INVOICE AND MAIL IN A CHECK.
LOCATING YOUR FOLDER NUMBER

Complete Checklist
Upload Attachments (If Applicable)
Assess Application and eForms

Pay Fees

 Applicant Folder Number:
337908

 Application Type:
New - First Iowa Teaching Counselling or Class G License (Iowa Institution)

 License:
Number:
01016-19

 Status:
Pending - Internal Review
Status Detail:
LOCATING YOUR FOLDER NUMBER
ONCE ONLINE PAYMENT IS MADE, YOUR APPLICATION IS SUBMITTED FOR THE BOEE TO REVIEW. LICENSE ISSUANCE WILL OCCUR WHEN YOUR GRADES ARE SUBMITTED AND THE LICENSURE OFFICIAL SUBMITS YOUR RECOMMENDATION FOR LICENSURE. THE BOEE REVIEWS YOUR RECOMMENDATION TYPICALLY WITHIN A WEEK OF RECOMMENDATION.