



**NORTHWESTERN**  
COLLEGE

# **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/>
- **SEARCH FOR YOUR LICENSE:** <https://boee.iowa.gov/search-license>
- **ADD AN ENDORSEMENT:** <https://boee.iowa.gov/endorsements/add-endorsement-license>
- **EMAIL THE NWC CERTIFICATION OFFICER:** [carrie.thonstad@nwcsiowa.edu](mailto:carrie.thonstad@nwcsiowa.edu)

# HOME PAGE BOEE

application unless it has been longer than 3

Apply for/Renew My License

**Iowa Graduate  
Initial License application**

MEMBERS OF THE BOARD

get back to your application. Contact our office if you n

I Agree (continue to application system)

- **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.**



**Welcome to Iowa Board of Educational  
Examiners.**

Please click “Not a Member” if you have never logged in to this system. (This system was launched on 3/18/2019. Logins to the old system are not copied over.)

For best results, use Google Chrome web browser. Please note: Internet Explorer v11 and Edge are NOT supported.

IF YOU HAVE EVER HELD A LICENSE ISSUED BY THE IOWA BOARD OF EDUCATIONAL EXAMINERS, ON THE NEXT SCREEN, THE FIRST AND LAST NAMES MUST MATCH WHAT WAS LISTED ON YOUR LICENSE(S).

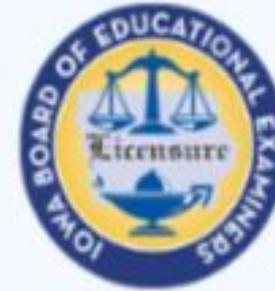
**Log in**

[Forgot your password?](#) [Not a member?](#)

# 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.**



\* Have you ever been issued a Folder Number or License of any kind from the Iowa Board of Educational Examiners?

--None--

[Back to Login](#)

[Iowa BoEE License Search](#)

**AN EMAIL WILL BE SENT  
TO THE ADDRESS  
PROVIDED.**

**CLICK THE LINK IN THE EMAIL  
TO SETUP YOUR NEW  
PASSWORD AND START  
YOUR ACCOUNT.**

Your new Iowa BoEE Self Service password

Iowa BoEE Self Service boee@iowa.gov via waw2wgnysusv.t-lbeaea4.na21.bnc.salesforce.com  
to mike.cavin+test111@iowa.gov ▾

Hi James,

Thank you for activating your registration to Iowa BoEE Self Service. [Please click on this link to set a new password.](#)

Or, copy and paste the link below into your browser:

<https://boee.force.com/login?c=dzuhxkC52BJ2SSGAbGDp9Nd72eUoa70z880AoHNq6Jlt%2FAqurFVBunzFwXeOm0vcymKjMITdn37TTNxLui8AB%2B7y1tuV4ws%2BZt6dl%2FG3J5oG%2FJZM%2BAdsQrC7218F2bWpdGVeuT1LwlX12kKSzodKU1QXCq%2Fn3k2mVedzlcncJ6iEyOBJCFYQddSx9r5FG6y13B0mSdMyyrXTP00vG2%2BADY>

Thanks,

Iowa Board of Educational Examiners  
400 East 14th St.  
Des Moines, IA 50319

Main: (515) 281-3245

Website: <http://www.boee.iowa.gov>

# PASSWORD

**A REQUEST FOR A PASSWORD WILL BE  
SENT TO THE EMAIL PROVIDED.  
REMEMBER THIS PASSWORD FOR  
FUTURE USE.**

## Change Your Password

Enter a new password for  
**mike.cavin+test111@iowa.gov**. Your password must  
have at least:

- 8 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character 

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 3/6/2019 8:10 AM.

# YOU ARE NOW LOGGED IN TO THE APPLICATION SYSTEM.

The screenshot shows the user interface of the Iowa Board of Educational Examiners application system. At the top left, the logo for the Iowa Board of Educational Examiners is displayed. At the top right, the user's name, James James, is shown next to a profile icon. A dark blue navigation bar contains the following menu items: Home, My Applications, My Licenses, My License Endorsements, and My Payment Receipts. Below the navigation bar, the main content area features the heading "State of Iowa - Board of Education Examiners" and the subtitle "A place to apply for your Iowa Educator License". Two primary action buttons are visible: "New Application or Renew" with a stack of papers icon, and "Pay Fees" with a stack of money icon. A red arrow points from the top of the page down to the "New Application or Renew" button.

Iowa Board of Educational Examiners

James James

Home My Applications My Licenses My License Endorsements My Payment Receipts

State of Iowa - Board of Education Examiners  
A place to apply for your Iowa Educator License

New Application or Renew

Pay Fees

## 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.**

Next

Applicant Profile: Michael D Cavin

Primary Phone: 9991234567  
Secondary Phone: 9991234567  
Email: mike.cavin@jowa.gov

Maiden Name:

Is the applicant profile above complete and correct?  Yes  No

Next

**UPDATE PROFILE**  
**IF YOU NEED TO MAKE A CHANGE,**  
**CLICK THE “NO” RADIO BUTTON**  
**AND MAKE THE APPROPRIATE**  
**CHANGES.**

Previous Next

Update Applicant Profile:

Primary Phone

Secondary Phone

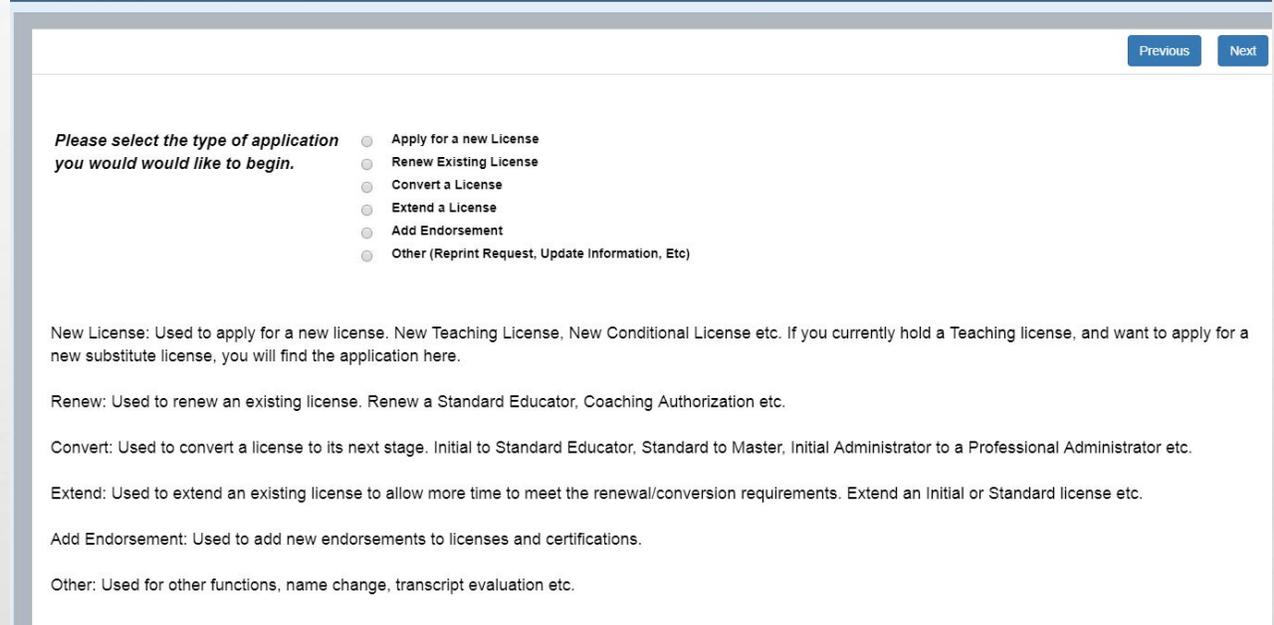
Email

Maiden Name

Previous Next

# APPLICATION TYPE

**YOU NOW NEED TO CHOOSE  
WHAT YOU WILL BE APPLYING  
FOR. AS A CURRENT LICENSURE  
HOLDER, YOU WILL CLICK “ADD  
AN ENDORSEMENT”**



The screenshot shows a web application interface with a light blue header bar containing 'Previous' and 'Next' buttons. The main content area is white and contains a radio button selection list. The text 'Please select the type of application you would like to begin.' is followed by six radio button options: 'Apply for a new License', 'Renew Existing License', 'Convert a License', 'Extend a License', 'Add Endorsement', and 'Other (Reprint Request, Update Information, Etc)'. Below the list are five explanatory paragraphs for each option: 'New License', 'Renew', 'Convert', 'Extend', 'Add Endorsement', and 'Other'.

[Previous](#) [Next](#)

*Please select the type of application you would like to begin.*

- Apply for a new License
- Renew Existing License
- Convert a License
- Extend a License
- Add Endorsement
- Other (Reprint Request, Update Information, Etc)

New License: Used to apply for a new license. New Teaching License, New Conditional License etc. If you currently hold a Teaching license, and want to apply for a new substitute license, you will find the application here.

Renew: Used to renew an existing license. Renew a Standard Educator, Coaching Authorization etc.

Convert: Used to convert a license to its next stage. Initial to Standard Educator, Standard to Master, Initial Administrator to a Professional Administrator etc.

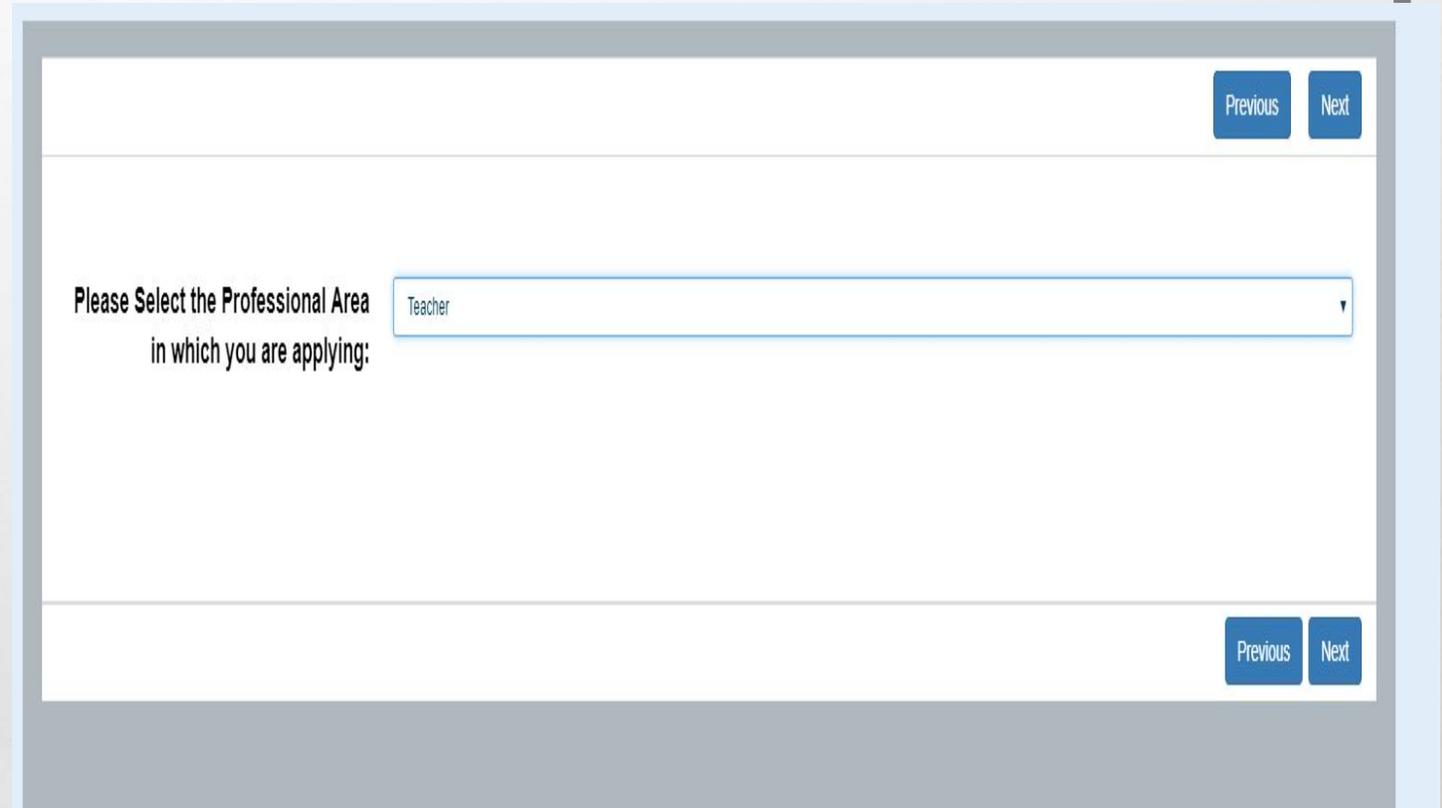
Extend: Used to extend an existing license to allow more time to meet the renewal/conversion requirements. Extend an Initial or Standard license etc.

Add Endorsement: Used to add new endorsements to licenses and certifications.

Other: Used for other functions, name change, transcript evaluation etc.

# PULL DOWN MENU

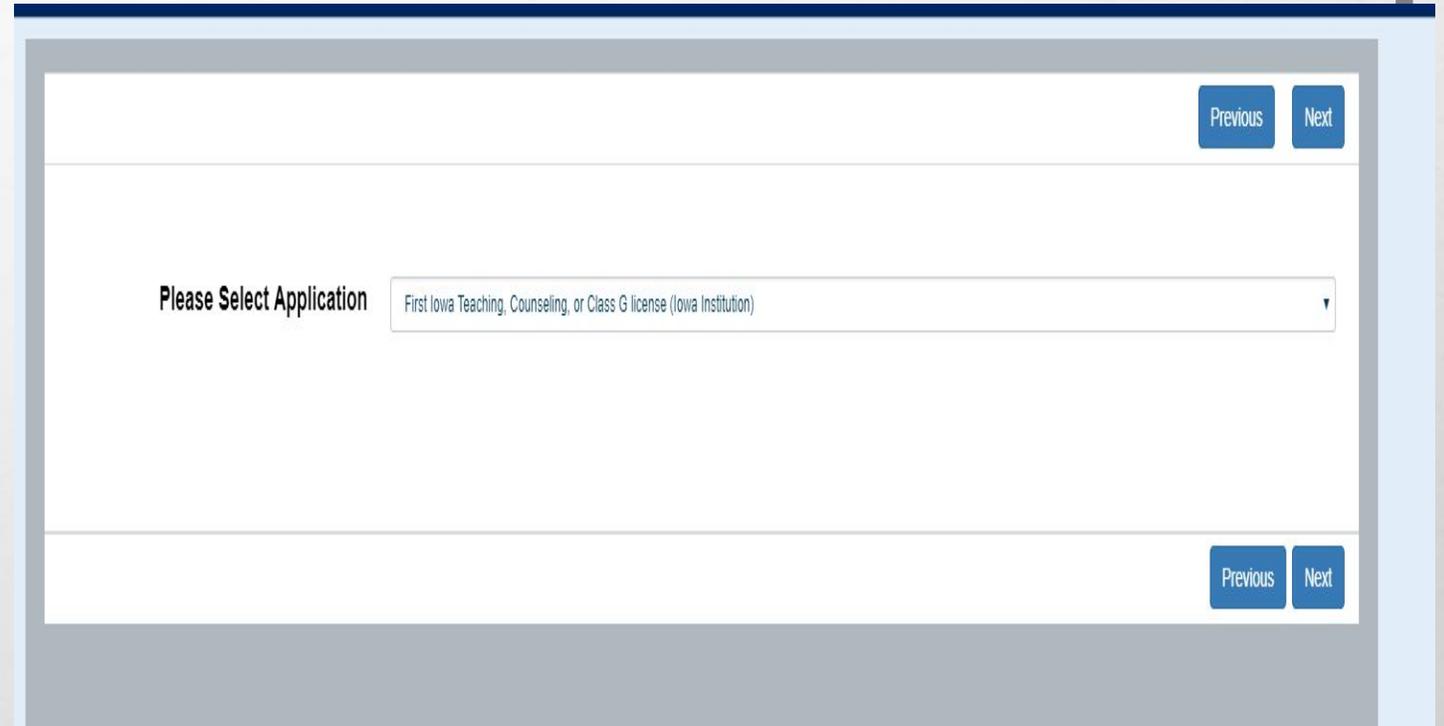
**USE THE PULL DOWN MENU TO  
CHOOSE THE CATEGORY OF  
LICENSE YOU WILL BE APPLYING  
FOR. (TEACHER,  
ADMINISTRATOR...ETC...)**



The screenshot shows a web form with a white background and a light blue border. At the top right, there are two blue buttons labeled "Previous" and "Next". The main content area contains the text "Please Select the Professional Area in which you are applying:" followed by a pull-down menu. The menu is currently set to "Teacher" and has a small downward arrow on the right side. At the bottom right, there are two more blue buttons labeled "Previous" and "Next".

# PULL DOWN MENU

**USE THE PULL DOWN MENU TO  
CHOOSE THE TYPE OF  
APPLICATION.**



The screenshot shows a web form interface. At the top right, there are two blue buttons labeled "Previous" and "Next". Below these is a large white rectangular area containing the text "Please Select Application" followed by a pull-down menu. The menu is currently open, displaying the selected option: "First Iowa Teaching, Counseling, or Class G license (Iowa Institution)". At the bottom right of the form area, there are two more blue buttons labeled "Previous" and "Next". The entire form is set against a light gray background.

# BRIEF INSTRUCTIONS

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

Previous Next

You are About to Create the Following Application

Application: First Iowa Teaching, Counseling, or Class G license (Iowa Institution)

How do you wish to proceed?

Please Select  Continue  
 Select a Different Application

This application is used to apply for an initial Teaching license, Professional Service license, or Class G-Counseling Intern license. Use only if you were prepared through an Iowa college/university.

Required Documentation

- 1) None

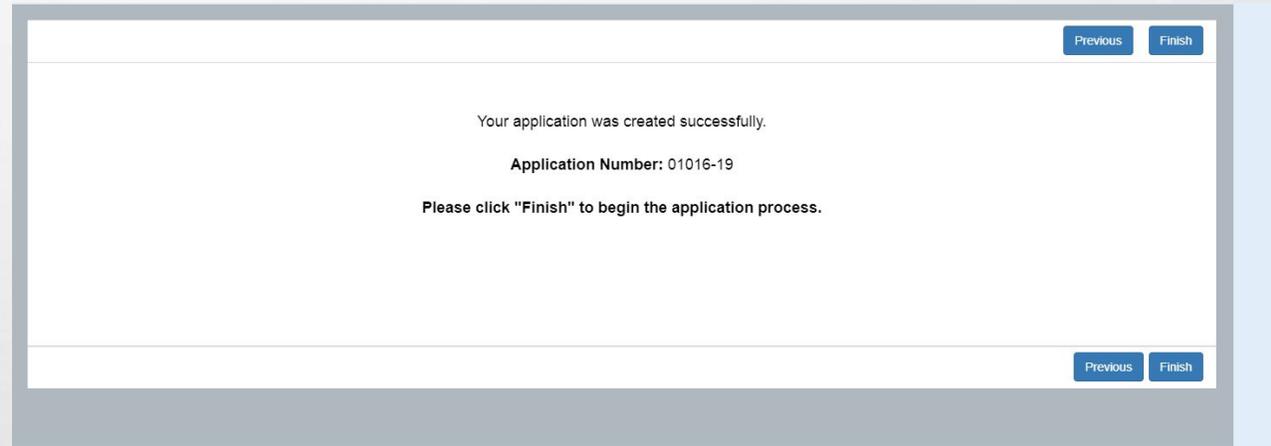
Fees:

- 1) \$85.00 processing fee
- 2) \$3.00 convenience fee
- 3) \$75.00 background check fee, if never completed a full background check with the BoEE

22 Co Do

**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.**

The screenshot shows a web interface for an application record. At the top left, it says "Application 01016-19". On the right, there are three buttons: "+ Follow", "Withdraw Application", and "Additional Comments (Optional)". A red arrow points from the text above to the "Withdraw Application" button. Below this is a "Record Detail" section with a dropdown menu for "Application Instructions". Under "Application Instructions", there is an "External Instructions" section with a yellow speech bubble icon. The text reads: "This application is used to apply for an initial Teaching license, Professional Service license, or Class G-Counseling Intern license. Use only if you were prepared through an Iowa college/university." Below this are sections for "Required Documentation" (1) None and "Fees:" (1) \$85.00 processing fee, (2) \$3.00 convenience fee, and (3) \$75.00 background check fee, if never completed a full background check with the BoEE. At the bottom, there is a "Application" section with a blue progress bar. Below the bar are four items: "Complete Checklist" (with a "Complete Checklist" button), "Upload Attachments (If Applicable)" (with an "Optional Attachments" button), "Assess Application and eForms", and "Pay Fees". A red arrow points from the text above to the "Complete Checklist" button.

Application 01016-19

+ Follow Withdraw Application Additional Comments (Optional)

Record Detail

Application Instructions

External Instructions This application is used to apply for an initial Teaching license, Professional Service license, or Class G-Counseling Intern license. Use only if you were prepared through an Iowa college/university.

Required Documentation

1) None

Fees:

1) \$85.00 processing fee

2) \$3.00 convenience fee

3) \$75.00 background check fee, if never completed a full background check with the BoEE

Application

**Complete Checklist** Complete Checklist

*Upload Attachments (If Applicable)* Optional Attachments

**Assess Application and eForms**

**Pay Fees**

**MANY APPLICATIONS WILL REQUIRE DOCUMENTS TO BE UPLOADED (TRANSCRIPTS FOR RENEWAL OR EVALUATION). IN THOSE CASES, CLICK ON THE “ATTACHMENTS” BUTTON TO UPLOAD.**

Complete Checklist

Optional Attachments

Review Application (Please Pay Fees Before S

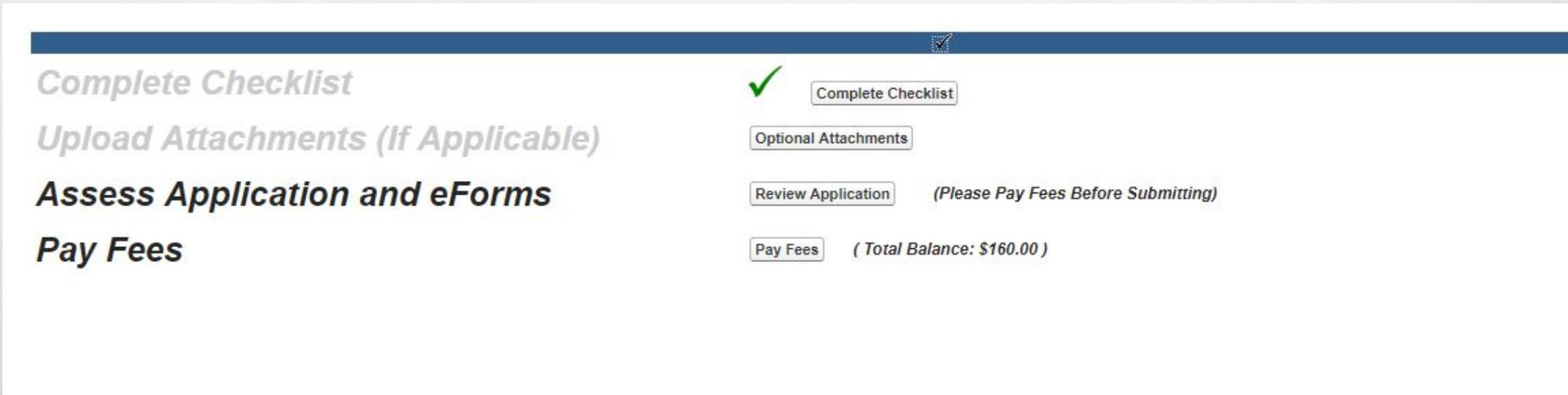
Pay Fees ( Total Balance: \$160.00 )

**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.**



The screenshot shows a checklist interface with a blue header bar containing a checkmark icon. The checklist items are listed on the left, and their corresponding buttons are on the right. The 'Complete Checklist' item is marked with a green checkmark. The 'Review Application' button includes a note: '(Please Pay Fees Before Submitting)'. The 'Pay Fees' button includes a note: '( Total Balance: \$160.00 )'.

Checklist Item	Action Button
<i>Complete Checklist</i>	<input checked="" type="checkbox"/> Complete Checklist
<i>Upload Attachments (If Applicable)</i>	<input type="checkbox"/> Optional Attachments
<i>Assess Application and eForms</i>	<input type="checkbox"/> Review Application (Please Pay Fees Before Submitting)
<i>Pay Fees</i>	<input type="checkbox"/> Pay Fees ( Total Balance: \$160.00 )

**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

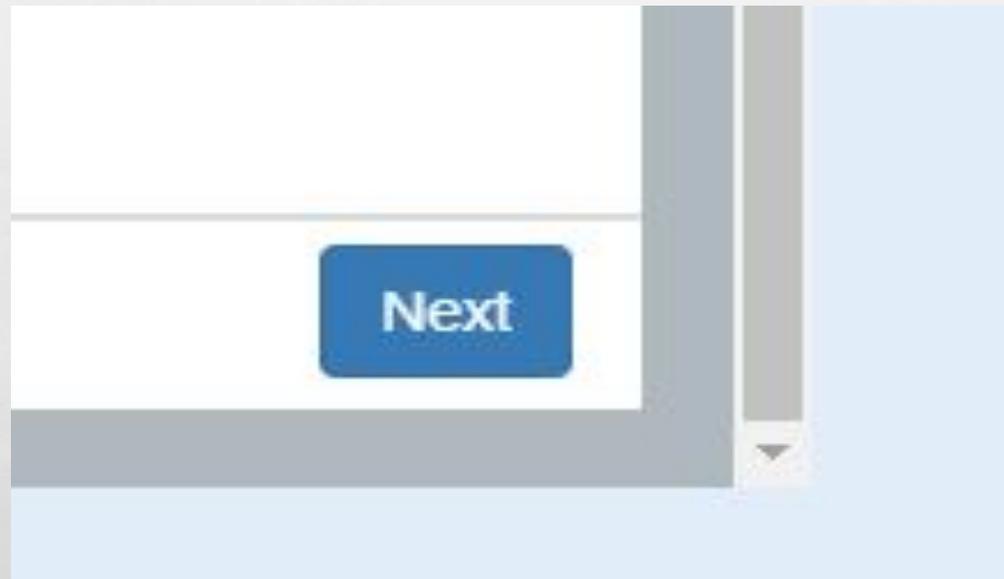
Applicant Comments for Signer

I will complete my K-6 Elementary Classroom and K-8 Reading in December 2019.

-state Institution Recommendation

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

Application

---

**Complete Checklist**  [Review Checklist](#)

**Upload Attachments (If Applicable)**  [Optional Attachments](#)

**Assess Application and eForms**

**Pay Fees** [Pay Fees](#) ( Total Balance: \$160.00 )

---

Applicant Folder Number  
337908

Application Type ⓘ  
New - First Iowa Teaching Counseling or Class G license (Iowa Institution)

License

Number  
01016-19

Description

Status  
Pending - Internal Review

Status Detail

# LOCATING YOUR FOLDER NUMBER

The screenshot shows the 'My Applications' page for Michael Cavin. The page has a navigation bar with tabs: Home, My Applications, My Licenses, My License Endorsements, and My Payment Receipts. The 'My Applications' tab is active. Below the navigation bar, there is a header for 'Applications' and 'My Applications - Open'. A search bar and several utility icons are present. Below that is a table with 2 items. The first row of the table has a folder number '01016-19' highlighted by a red arrow. A second red arrow points from the 'My Applications' tab to the '01016-19' folder number.

	NUM...	APPLICATION DISPLAY NAME	APPL...	STATUS	TOTA...
1	01016-19	01016-19 - First Iowa Teaching, Counseling, or Class G license (Iowa Institution)	337908	Pending - Internal Review	\$160.00
2	01500-19	01500-19 - Add - Add Teaching Endorsement ( Iowa institution will be recommendat	337908	Pending - Waiting on Recommending Official	\$50.00

- **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.**