

Apply to Teach (Vita)



[Apply to Teach \(Vita\) Video Tutorial](#)

Items with * are required fields.

1. Sign in to your existing account in the AEA Professional Learning Registration System (AEAPLRS) through identAEA. If you do not have an account, please refer to the ['Create an Account'](#) document.

Professional Learning Registration Websites

- [AEA Learning Online](#)
- [Central Rivers AEA](#)
- [Grant Wood AEA](#)
- [Great Prairie AEA](#)
- [Green Hills AEA](#)
- [Heartland AEA](#)
- [Keystone AEA](#)
- [Mississippi Bend AEA](#)
- [Northwest AEA](#)
- [Prairie Lakes AEA](#)

2. Select **Apply to Teach**.
3. Please enter your name, title/position, and address, and select which AEA(s) you will teach for.
4. Enter your work address and contact information.
5. Enter your educational background. **Include the Iowa Board of Educational Examiners (BoEE) folder number if applicable.** *All professional development instructors will have earned a master's degree or have expertise or training in their field, which qualifies them to lead professional development. A valid Iowa license, such as a BoEE license, is preferred for instructors of license renewal and graduate credit courses.*
6. Transcript
 - a. If BoEE is evident (Master Educator License), then no transcript is needed.
 - b. If you do not have an IA Master Educator license, submit your transcripts.
 - c. If you are an "expert in your field," submit your transcripts.
7. Professional Work Experience

- a. Type ***specific details*** in the open field ***or attach a CV or resume.***
8. Additional options for Vita submission
 - a. Leadership activities
 - b. Additional certifications & teacher licensure
 - c. Publications/Books
 - d. Professional memberships
9. Don't forget to **Save** Vita and then **Submit**.
10. You will receive an email once your Vita has been approved. Please allow 24–48 hours for the approval process.
11. Once approved, you will gain access to the [course proposal](#) and an [instructor tab](#) located on the left-hand side menu of the screen.