

Iowa Board of
Educational Examiners

Online Application System Instructions

Note: Chrome or Firefox work best with this system.

Start on the BoEE Home Page

- <https://boee.iowa.gov/>
- Click “Apply for/Renew my License”



Then choose one:

Click “I Agree (create an account)” if you have never held a license with the BoEE, or if you have not done a transaction with this office since 3/18/19.

OR

Click “I Agree (continue to log in)” if you have already set up an account after 3/18/2019 ([skip to Slide 8](#)).

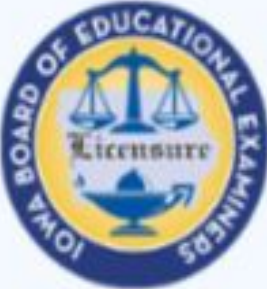
[I Agree \(create an account\)](#)

[I Agree \(continue to log in\)](#)

If you already hold some type of license with us, such as a coaching authorization, para. certificate, substitute authorization, etc. you will choose “Yes” ([jump to Slide 4](#)).

If “Yes”, and you do not remember your folder number, you may look it up (click the license search). You will need your folder number to complete the application.

If you have **never held a license** with the BoEE, you will choose “No” ([jump to slide 5](#)).



* 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](#)

Existing folder Number “Yes” – verifying your file

Enter the email that you will use as a login user name for this account.


Choose an email that is stable, such as a personal Gmail account.

Enter your folder number.

Click “Sign Up.”

Your information will appear as a “match.”

[\(Skip to Slide 6\)](#)



If you already have an account created in this system after 3/18/19 use the **Back to Login** button to proceed to the login screen

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

Yes

Email

Folder Number

Back to Login **Sign Up**

Iowa BoEE License Search

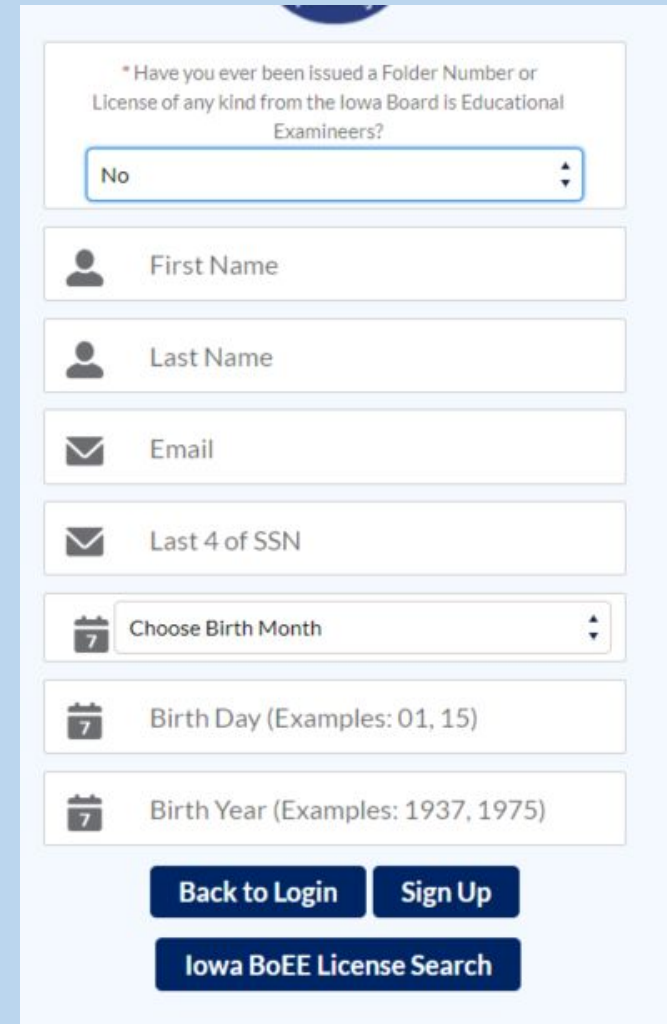
Existing Folder Number “No” – setting up your account

Complete all information. Please review carefully.

Errors can cause issues with future applications, background checks, and delays in processing.

Choose an email that is stable, such as a personal Gmail account.

Click “Sign Up.”



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

No

First Name

Last Name

Email

Last 4 of SSN

Choose Birth Month

Birth Day (Examples: 01, 15)

Birth Year (Examples: 1937, 1975)

Back to Login

Sign Up

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

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=dzuhxkC52BJ2SSGAbGDp9Nd72eUoa70z880AaHNq6Jlt%2FAqrFVBunzFwXeOm0vcymKjMITdn37TTNxLUt8AB%2B7v1ltuV4ws%2BZt6dl%2FG3J5oG%2FJZM%2BAdsOrC7218F2bWpdGVeuT1LwlX12kKSzodKU1QXCq%2Fn3k2mVedzlcncJ6iEyOBJCFYQddSx9r5FG6y13BQmSdMyyrXTP00vG2i%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>

Choose your password.

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.

Logging in with existing account

Use the email and password you used to set up your account previously.

If needed, a password reset can be sent to the username email originally used to set up the account.



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.)

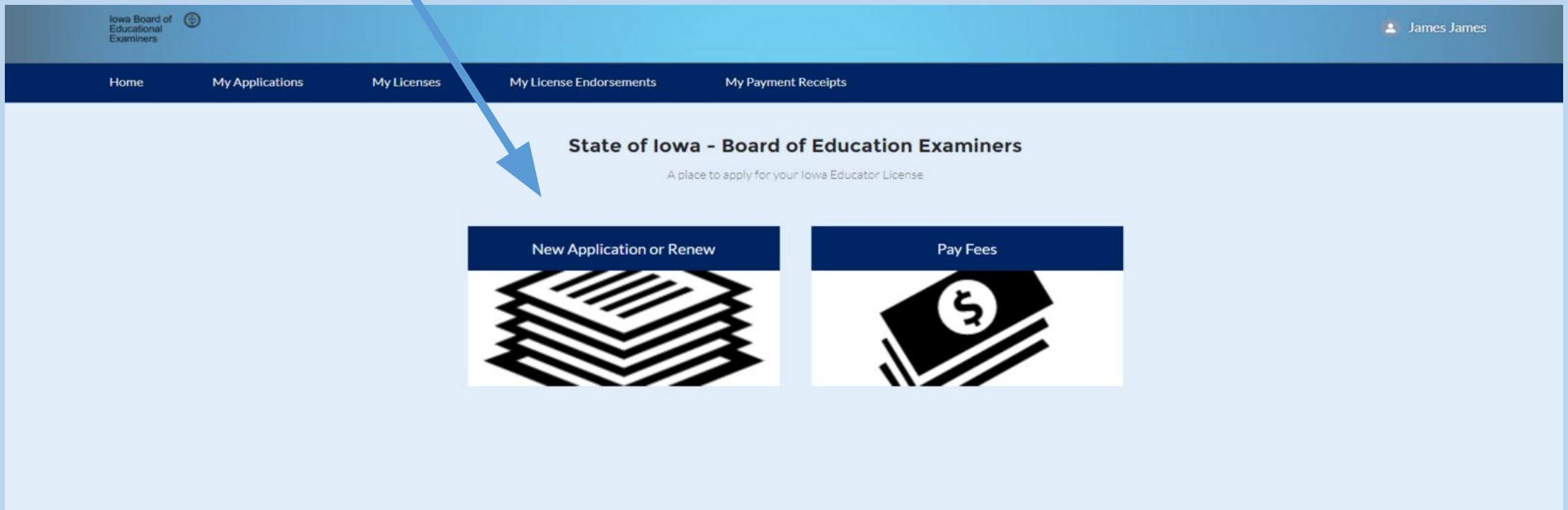
For best results, use Google Chrome web browser. Please note: Internet Explorer v11 and Edge are NOT supported.

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).

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

You are now logged in to the application system.

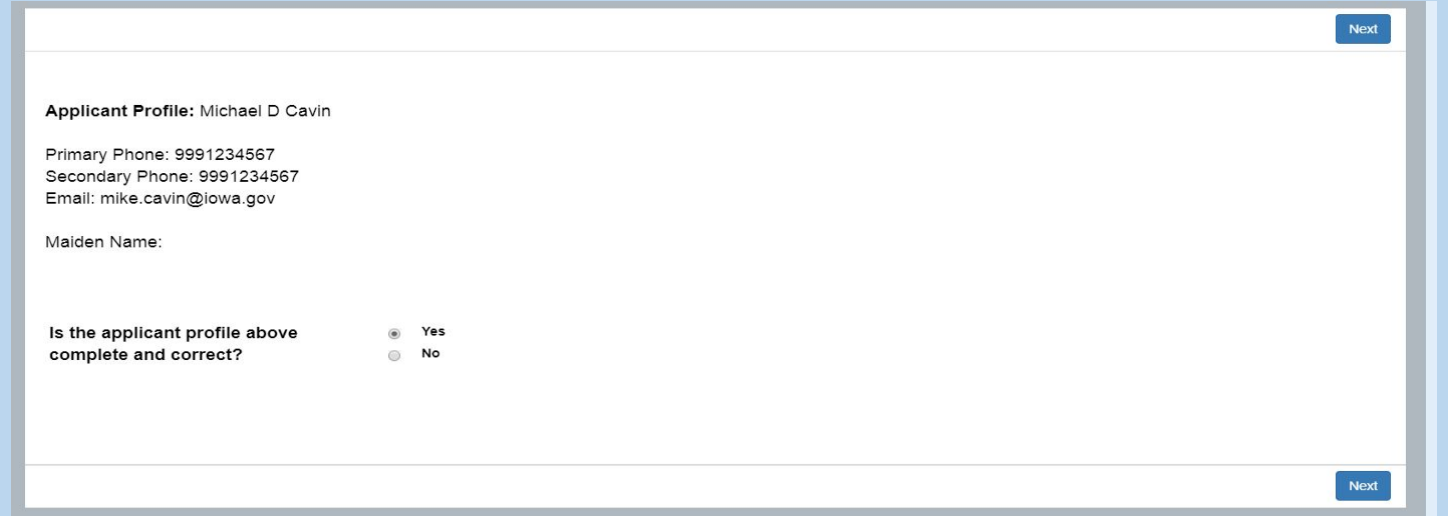
Click “New application or renew” to start an application.



Verify your demographic information. If all is correct, click on the “Next” button.

If your name is incorrect, you will have to temporarily agree to it for now, and you can request a change later within the application.

If you need to make a change other than your name, click the “no” button and make the appropriate changes.

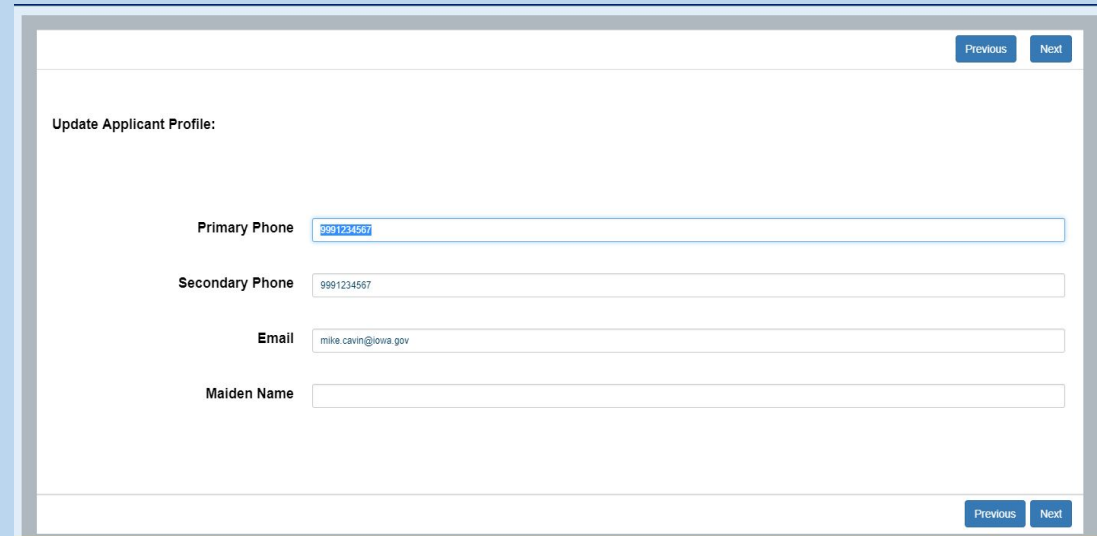


This screenshot shows a verification screen for an applicant profile. The profile information is as follows:

- Applicant Profile:** Michael D Cavin
- Primary Phone:** 9991234567
- Secondary Phone:** 9991234567
- Email:** mike.cavin@iowa.gov
- Maiden Name:** (empty field)

At the bottom, there is a question: "Is the applicant profile above complete and correct?" with two radio button options: "Yes" (which is selected) and "No".

Navigation buttons: "Next" (top right) and "Next" (bottom right).



This screenshot shows the "Update Applicant Profile" screen. It contains the following input fields:

- Primary Phone:** 9991234567
- Secondary Phone:** 9991234567
- Email:** mike.cavin@iowa.gov
- Maiden Name:** (empty field)

Navigation buttons: "Previous" and "Next" (top right) and "Previous" and "Next" (bottom right).

Select the type of application needed.

[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.

Use the pull down menu by clicking “please select” to choose the specific category of license for your application.

**Please Select the Professional Area
in which you are applying:**

-- Please Select --

Use the pull down menu by clicking “please select” to choose the specific application.

Please Select Application

If you have successfully chosen the correct application, click “next.”

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

You are About to Create the Following Application

Application: First Paraeducator Certificate

How do you wish to proceed?

Please Select Continue
 Select a Different Application

This application is used in applying for Paraeducator Certification. Do not use if you already hold a Paraeducator Certificate and need to renew.

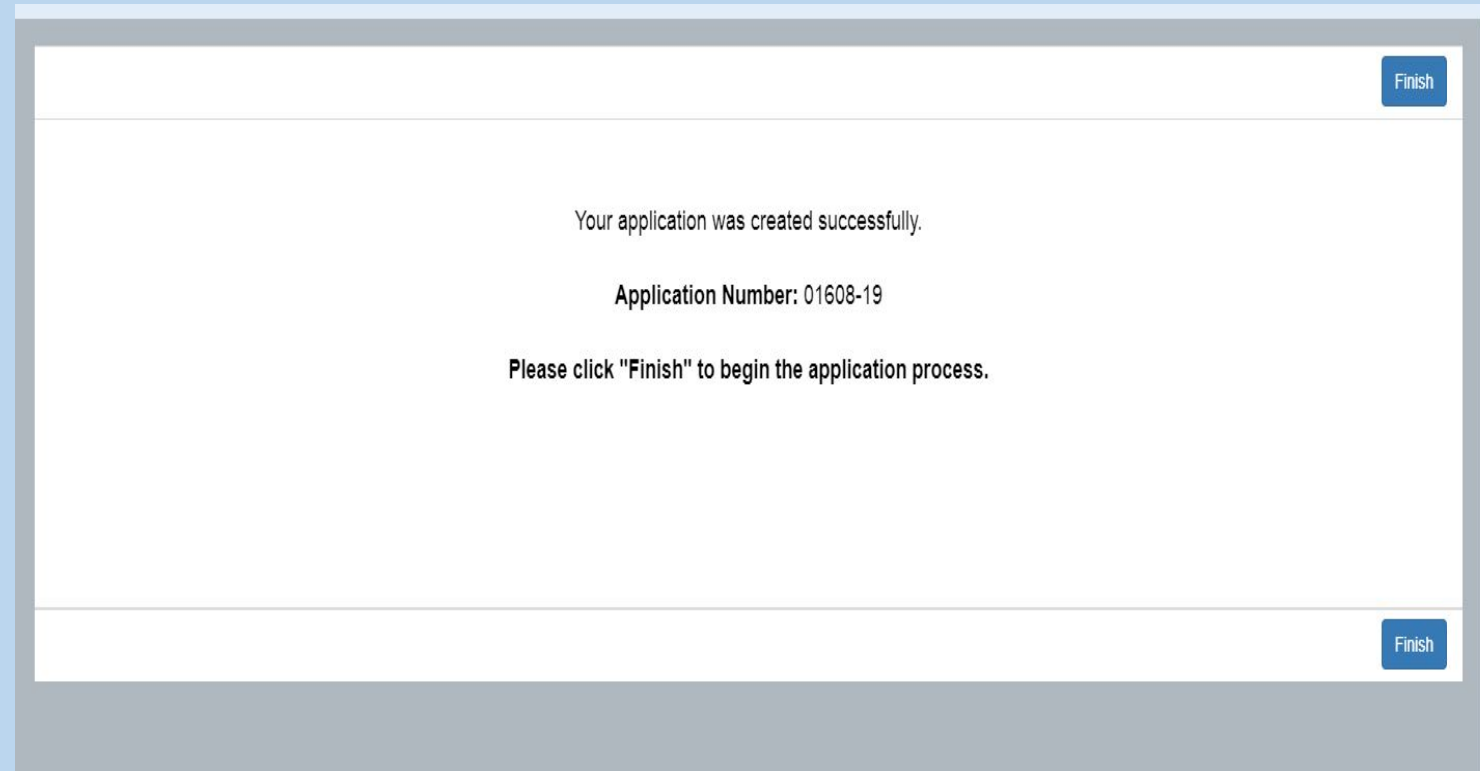
Required Documentation:

- 1) Verification of High School Completion, Diploma, High School transcripts, GED/HiSET verification, or college degree (AA, BA etc.)
- 2) Email and contact information of the Recommending official from your preparation program.

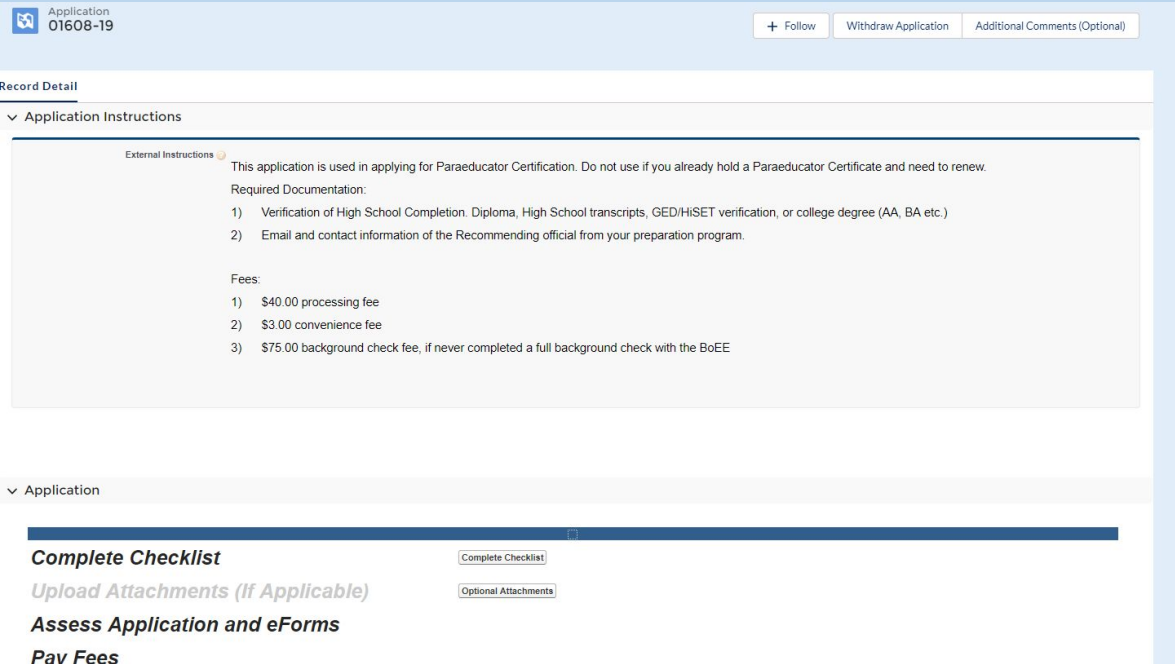
Fees:

- 1) \$40.00 processing fee
- 2) \$3.00 convenience fee
- 3) \$75.00 background check fee, if never completed a full background check with the BoEE

Your application has been generated. Click “Finish” to begin the application.



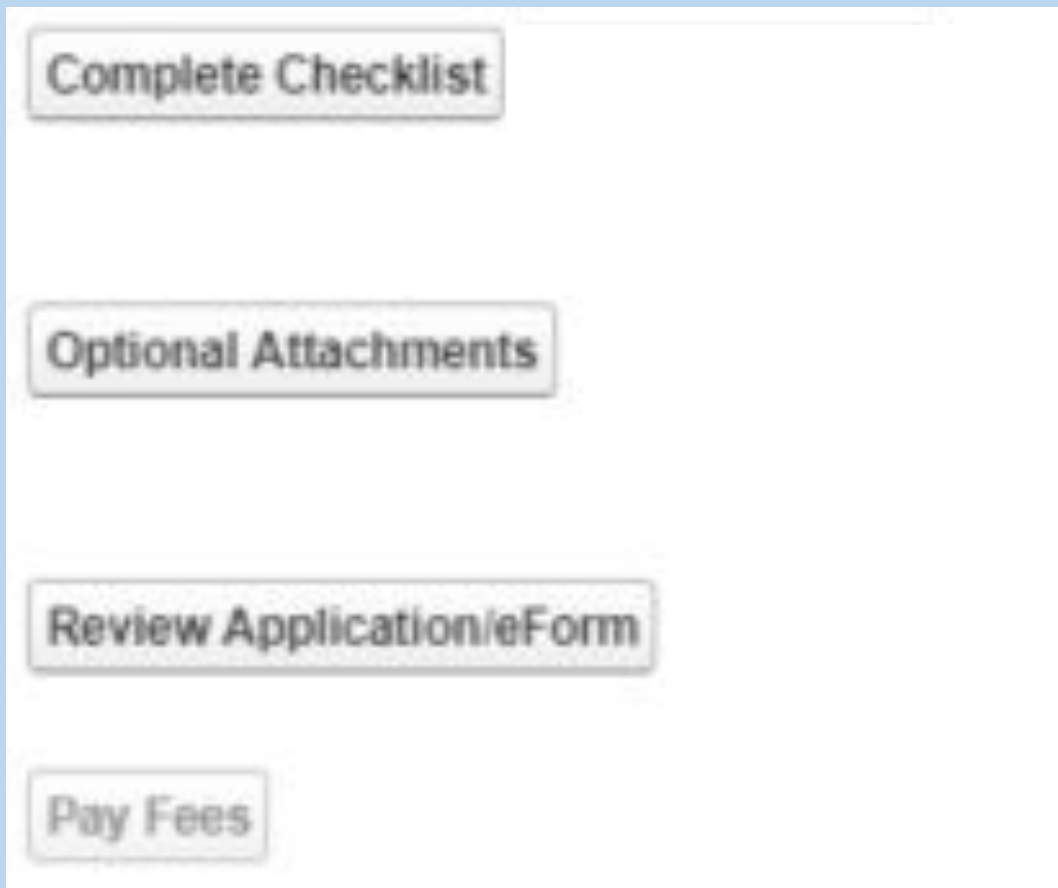
Next, you will see general requirements for your application type and necessary fees.



If the application appears to be correct, scroll down and click the “complete checklist” button.

If you chose the incorrect application, you may click the “Withdraw Application” button, and start over.

Note: there will be four separate steps to your application.



Checklist Step:

As you respond to each checklist question, click the “Save & Next” button and you will advance to the next section.

1. General Information

IOWA BOARD OF EDUCATION EXAMINERS
Grimes State Office Building
400 East 14th St.
Des Moines, Iowa 50319-0147
Phone: (515) 281-3245

1.1 Are you a United States citizen?
*required

Yes
 No

Save & Next →

Checklist Step (cont.)

In some sections, your response may open another text box for you to provide more information. Many of these are freeform text boxes. Just type the information requested. In the case of past convictions, please list all and be specific. Failure to do so, may delay the processing of your application.

2.2 Have you ever been convicted of a crime other than minor traffic offenses? You may exclude violations such as parking, speeding, failure to obey a traffic control device, improperly tinted windows, and seat belt violations. You must disclose a conviction even if it happened a long time ago; it happened in another state; federal court; military; or a foreign jurisdiction. You must disclose even if you did not go to jail and the sentence was only a fine or probation.

You must disclose all OWI charges and all deferred judgment or suspended sentences. This includes both convictions and non-convictions for a deferred judgment or suspended sentence.

NOTE: Any new incident that has occurred since your last application requires you to answer yes and provide further information as directed

*required

- Yes
 No

2.1 Please describe the details of the criminal conviction(s). Include Location State, Location County, Date, and resolution.

*required

Minor in Possession| May 1990, Black hawk County Iowa. Paid fine.

4934 remaining

3.1 I will work with BOEE's partner, Fieldprint, to collect and process fingerprints for the purpose of a background check by BOEE.

I am responsible for scheduling and paying fees to Fieldprint.

I will follow BOEE's instructions about the fingerprinting process. (linked below)

[BOEE Instructions for using Fieldprint](#)

If you live outside of Iowa, and will not be able to access a Fieldprint site in Iowa in the near future for fingerprinting, please contact the Board of Educational Examiners for fingerprint cards. (515-281-3245)

*required

I Agree

3.2 I will be required to pay a \$35 background check fee.
(Note that this is a fee paid to BOEE. You will also pay Fieldprint directly for their services)

*required

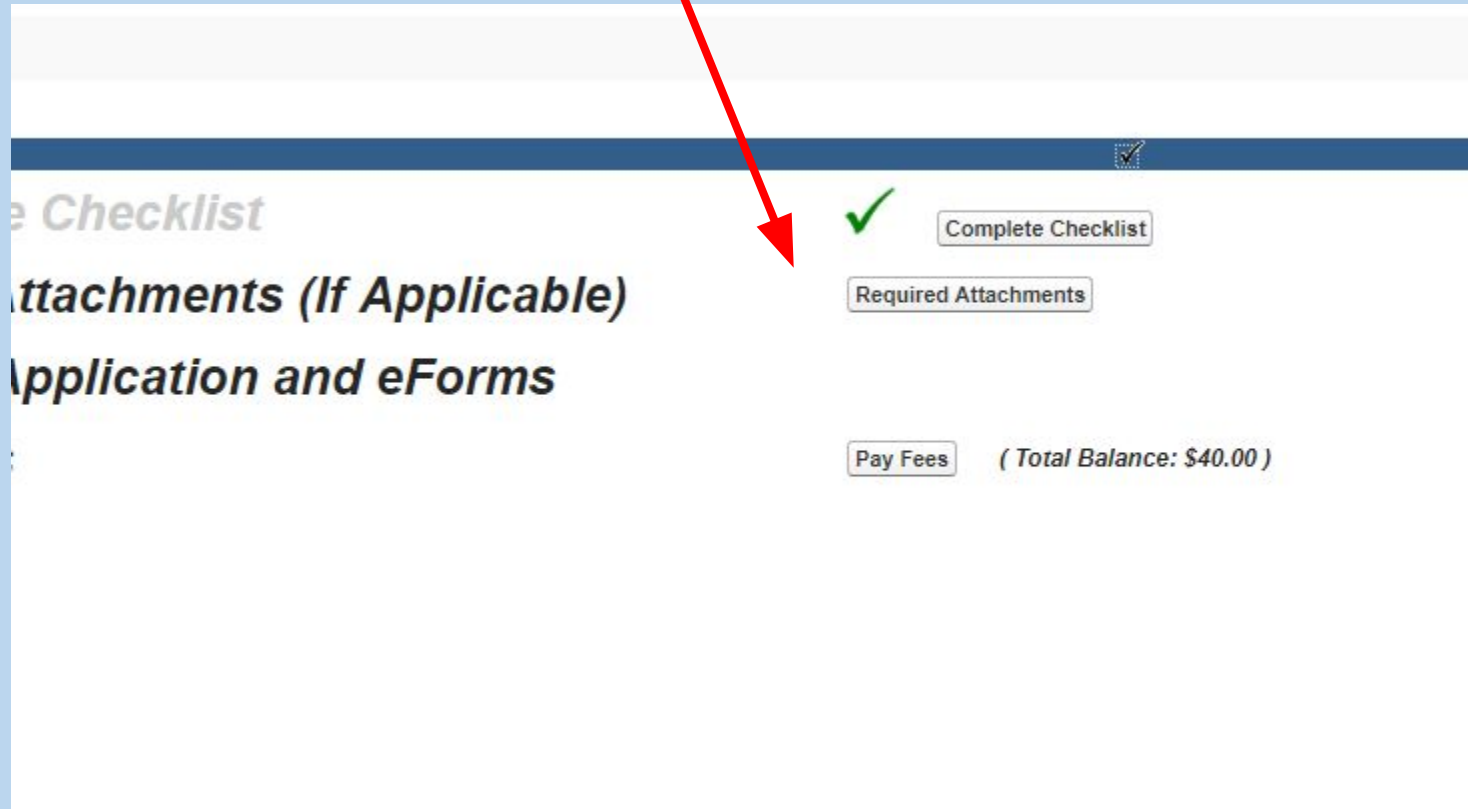
I Agree

Checklist Step (cont.)

If this question appears (new licenses), choose “Yes” if you already hold a BoEE license issued after October 2000.

If you have never applied for or held a license with the BoEE, you will need a full background check. Check “No” and carefully read the instructions on how to complete fingerprints through [FieldPrint](#).

Once you fully complete the checklist, you will click “Required Attachments” to upload relevant attachments (when applicable).



Attachment step:


Be sure to click the “Upload file” button for required documents.

Only use the “add more” button for additional documents.

All required documents need to be issued directly to you so that you can take a clear picture or scan to upload. Official transcripts are required when prompted.

PLEASE ENABLE POP-UPS. UPLOAD EXISTING FILES ON THE LEFT BEFORE CLICKING "ADD MORE" BELOW.

Title	Description	Submission Form Link	Required	Submission Date
BA/BS Transcripts <input type="button" value="Upload file"/>	Please upload official transcripts of your BA/BS degree of higher		<input checked="" type="checkbox"/>	2019/07/29
Sub Auth Transcripts <input type="button" value="Upload file"/>	Please upload an official transcript for the substitute authorizations course		<input checked="" type="checkbox"/>	2019/07/29
<input type="button" value="Add more"/>				

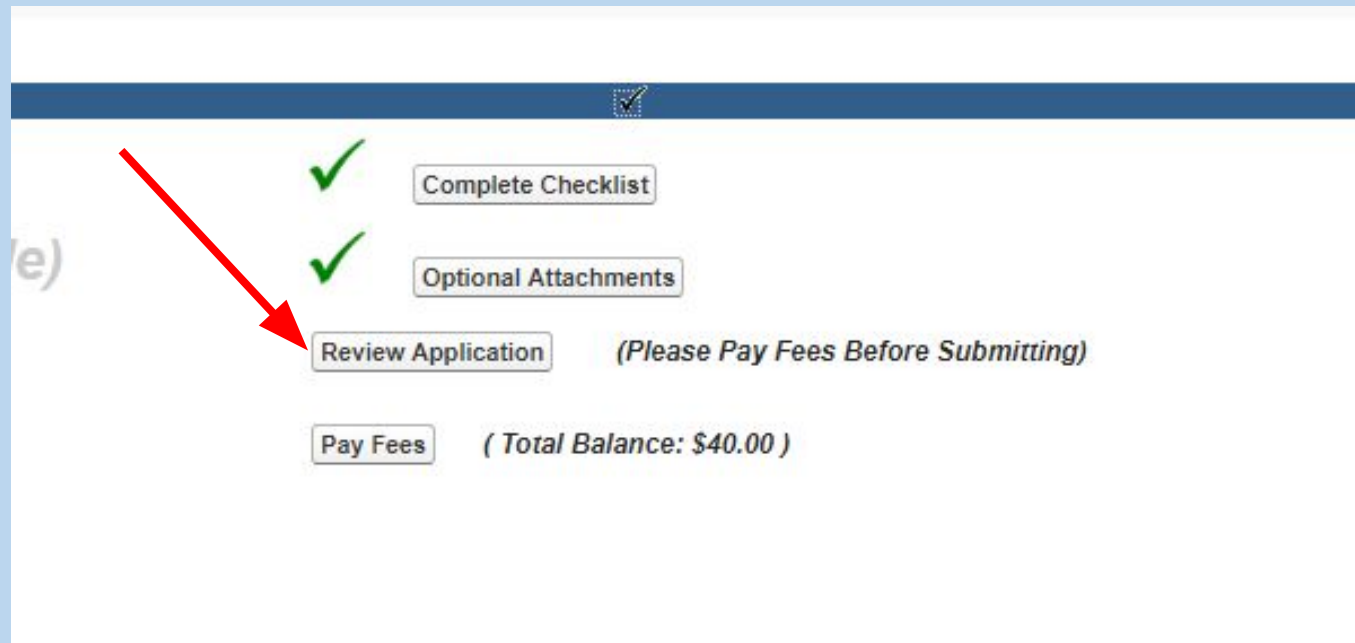


Review application:

The “Review Application” area is where the system will check to make sure you have all the required boxes checked and documents (if applicable).

In addition, you will send out any electronic verification forms you need (if applicable). The system will automatically generate these forms when needed.

Do not send eforms to yourself. These generally go to a college or to a licensed administrator, depending on your application.



You are now ready to pay fees and submit your application.



Complete Checklist



Optional Attachments

Review Application

(Please Pay Fees Before Submitting)

Pay Fees

(Total Balance: \$115.00)

All fees for a specific application must be paid for the application to be submitted.

Please select the fees you wish to pay and your desired payment method.

Payment Method

Online Credit Card Payment Now

Fees to Pay

- \$40.00 - Processing Fee - 0002364 - 01608-19
- \$75.00 - Background Check Fee - 0002368 - 01608-19

Please note:

A \$3 Convenience Fee is added for all online payments.

When you click "Pay Now," you will be transferred to an external payment portal. It may take up to 15 minutes to view the applied payment within this system. Do not click back on your browser.

Next

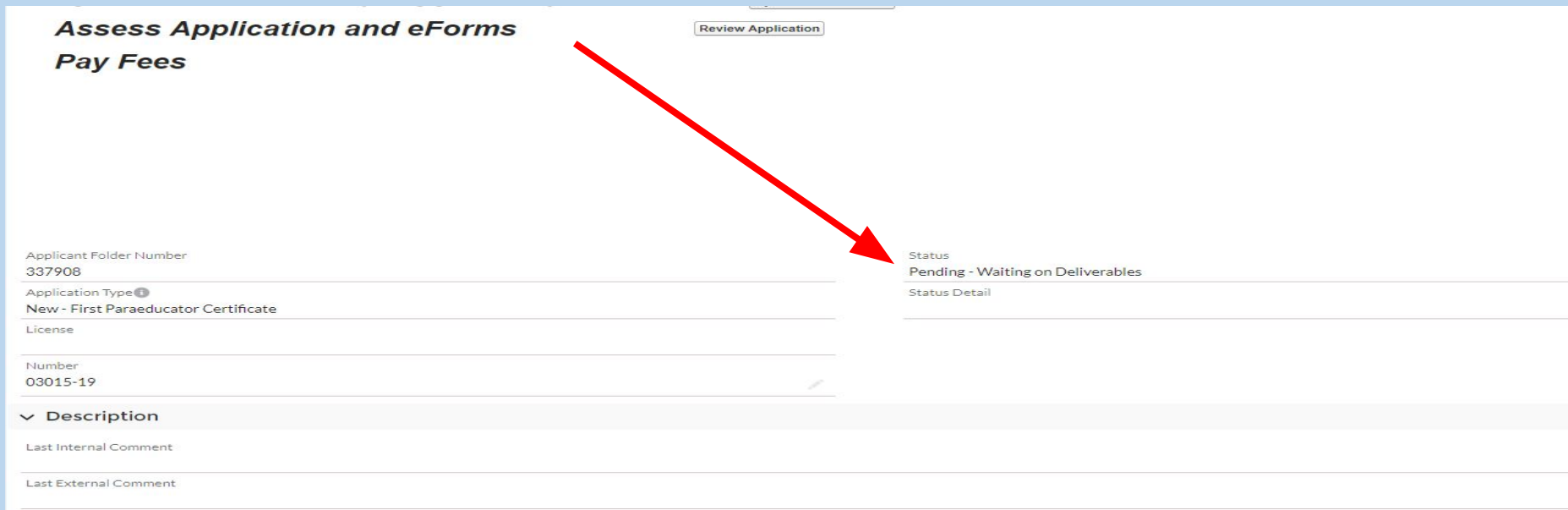
Once your fee is paid, you can check your application status.

If your application status is . . .

pending internal review - it has been submitted.

pending deliverables - it will be submitted automatically if you are an Iowa graduate waiting for a recommendation. For all other applicants, you are missing attachments and need to upload additional information.

new - one of the previous steps was not fully completed. You need to review the earlier steps.



The screenshot displays a web interface for reviewing an application. At the top left, the text reads "Assess Application and eForms Pay Fees". To the right of this text is a button labeled "Review Application". Below the header, there are several input fields for application details: "Applicant Folder Number" (337908), "Application Type" (New - First Paraeducator Certificate), "License", "Number" (03015-19), and a "Description" section with "Last Internal Comment" and "Last External Comment" fields. On the right side of the interface, there is a "Status" field showing "Pending - Waiting on Deliverables" and a "Status Detail" field. A red arrow points from the "Review Application" button to the "Status" field.

Returning to your application

If you start your application, but do not complete it all in one sitting, you may leave and come back.



Apply for/Renew My
License

If you have never used our new Salesforce system (started account).

I Agree (create an account)_{et}

> I Agree (continue to log in)_{et}

Type the same email and password from your original registration, and click “Log in.”

EXAMINERS, ON THE NEXT SCREEN, THE FIRST AND LAST NAMES MUST MATCH WHAT WAS LISTED ON YOUR LICENSE(S).

Email

Password

Log in

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

Click on the “My Applications” tab at the top of the page.



Select your application (this number will be specific to your application).

1 item • Sorted by Number • Filtered by all applications - Closed, My Application • Updated a few seconds ago

	<input type="checkbox"/> NUMBER ↑	<input type="checkbox"/> APPLICATION DISPLAY NAME
1	<input type="checkbox"/> 02039-19	02039-19 - First Paraeducator Certificate