



BoEE Superintendent Update – October 2017

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If you have other staff members, such as human resource directors, principals, or teachers that you would like to receive these monthly updates, they may sign up on our website under “[announcements](#)” (left side bullet). Licensed educators will also receive our quarterly newsletter if we have a valid email address on file.

CTE Information Technology – a new service area option

The BoEE has created a new 5-12 CTE Information Technology endorsement to recognize specified technology courses as part of a comprehensive CTE program. This endorsement will allow districts to have the option of utilizing specific technology courses as CTE courses when taught by an instructor who holds the new endorsement. This applies to programming and networking courses taught, not basic software courses.

During the first year of implementation (Aug. 2017 – Aug. 2018), experienced programming and networking teachers may apply to have the coursework requirements waived and the endorsement added to their license (grandfathered in). **We recommend that all experienced programming and networking technology teachers apply to add the endorsement this year to take advantage of this window.**

Current CTE teachers who qualify will have all coursework waived. Math, science, and any other non-CTE teachers who have been teaching programming and networking technology should still apply for the waiver, as we can still waive all but the CTE methods for these teachers. [The waiver application is on our home page and also linked here.](#)

For information regarding CTE programs, contact Pat Thieben (pat.thieben@iowa.gov)

For information regarding the new endorsement, contact Joanne Tubbs (joanne.tubbs@iowa.gov)

Common BEDS Issues – errors for “not properly endorsed or expired”

- Allow 24-48 hours after a new or conditional license has been issued for the system to sync and clear the error automatically (do not ask for an override right away)
- For other errors, add a comment if there is a “not properly endorsed/expired” error that you need us to review
- Dean of Students – must be an administrator
- Athletic Directors – must be a licensed teacher, administrator, or hold the Activities Authorization (not the coaching authorization)
- Teachers must be reported correctly on BEDS to convert to the standard license
- Administrators must be reported correctly on BEDS to convert to the professional administrator license

Conditional Licensure

The applications are online, however late fees will need to be paid separately (\$25 per month, now at \$50).

The **Class B License** is valid for two school years and may be issued under the following conditions:

- The person is the holder of a valid Iowa license with one or more endorsements
- Is seeking to obtain some other endorsement
- The employer requests the Class B be issued
- The individual seeking this endorsement has completed at least two-thirds of the requirements or one-half in a shortage area

The **Executive Director Decision License** is valid for one school year and may be issued under the following conditions:

- The person is the holder of a valid Iowa license with one or more endorsements
- Is seeking to obtain some other endorsement
- The employer requests the Executive Director Decision license be issued
- The employer verifies the diligent search to find a fully licensed teacher for the position
- The individual seeking this endorsement is not eligible for the Class B license

Online system and processing times

New applications can take 4-6 weeks to process, and renewals may take up to 4 weeks. The length in processing time is due to reduced BoEE staff and increased time needed to process background checks. There is no way to “expedite” the process, as we process applications in the order in which they are received.

- Plan accordingly and submit applications in a timely manner (allow at least 4 weeks).
- Make sure to only apply for the application you need, and that no additional “boxes” have been checked, as our fees are non-refundable.
- Make sure to click “submit application”, which is a step after the payment step.

STEM Award

Nominations for the I.O.W.A. STEM Teacher Award sponsored by Kemin Industries are closing on **Friday, October 6th at midnight**. The award will honor six licensed, full-time, K-12 teachers across the six STEM regions in Iowa that bring learning in the classroom to life in the subjects of science, technology, engineering, and mathematics. Nominate a fellow educator TODAY by visiting stemaward.fluidreview.com, offering them a chance to receive \$1,500 for personal use and an additional \$1,500 to be used in their classroom.