



BoEE Superintendent Update – December 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 CTE 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.

The endorsement is for teaching CTE Information Technology courses **if** the school district wants to use these courses as one of their CTE service areas. This will exclude basic software courses. It is for teachers who are teaching in these SCED/BEDS code ranges:

- Computer Science: BEDS codes 10011-10018, 10901-10998
- Computer Programming: BEDS codes 10151-10249
- IT Networking: BEDS codes 10101-10302

The Department of Education can provide more specifics regarding questions about which HS classes this will cover (pat.thieben@iowa.gov).

For teachers with at least two years of experience teaching in the above codes, we recommend that [everyone apply for the endorsement coursework waiver this year](#), as this coursework waiver (grandfathering) ends August 2018. Even if the district doesn't plan to use these courses as CTE now, they may want to in the future.

For teachers who already hold a CTE endorsement, we will be able to waive all coursework if they have taught these courses for at least two years, and we will add the endorsement.

For teachers who do not hold another CTE endorsement, we can waive all but the CTE coursework, but they should still apply for the waiver so that we have it on record that we have waived the computer science coursework (and they can take just the CTE coursework down the road).

Conditional Licenses - Check on Coursework Progress

Many of your staff members may hold a conditional license while they complete the coursework required to fully add a new endorsement. Districts are often surprised in August when they find out that a staff member has not completed enough coursework to either add the endorsement or to continue with conditional licensure. The district is then faced with the challenge of having a late opening in a shortage area.

Many Iowa districts have implemented policies to require any educator on a conditional license to check in with a designated administrator each semester to provide evidence of coursework progress. This allows the district and the educator to have open communication about licensure expectations and timelines, and it alleviates unexpected issues.

This is a great time to check in with your educators who hold conditional licensure to ensure sufficient coursework progress is being made.

New Licensing System Applications

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.
- If someone has waited until just before their expiration date to renew, they should first apply for an extension.

Hiring December Graduates

School districts may have openings or substitute positions available now or starting next semester. December graduates may teach or substitute teach once their Iowa initial license has been issued. All program completion assessments (Praxis II or edTPA) must be taken and passed prior to receiving an initial license or a substitute license.

If the candidate has completed their BoEE background check, we will typically issue their license within 24-48 hours of receiving the licensure recommendation from their Iowa college. Licensure for new out-of-state graduates may be delayed as it is less likely that they have completed the required assessment requirements for Iowa.

Once the bachelor’s degree is conferred, candidates may apply for the substitute *authorization* if they are waiting to pass their assessments. This can only be used for substitute teaching, and cannot be used to hold a “spot” for a teaching position. This cannot be used for long-term subbing, and substitutes cannot fill an open position.