



BoEE Superintendent Update – January 2018

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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.

Substitute Teachers – Who May Serve?

Substitute Teachers may not fill open positions, but here are some tips for using substitute teachers to cover for a licensed teacher out on leave :

A valid **teaching, administrator, or substitute license** allows the holder to serve as a substitute teacher in any classroom PK-12 for up to 90 days.

A **substitute authorization** allows the holder to serve as a substitute teacher in any classroom PK-12 for up to 5 days in a row and no more than 10 days in a month for any one position. No long term subbing is allowed unless special circumstances are verified with the BoEE (foreign language proficiency, etc.).

An individual who holds a paraeducator certificate without a bachelor’s degree and completes the substitute authorization program is authorized to substitute only in the special education classroom in which the individual paraeducator is employed.

The holder of a **professional service license** (such as a school counselor without a teaching license) may only serve as a substitute within their licensed area.

2018 Proposed Legislation

The BoEE has proposed legislation to allow our agency more flexibility in assigning expiration dates for the initial license, which will eliminate the need for an extension for many educators whose license currently expires in the spring prior to the last day of school.

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 New Graduates

School districts may have openings or substitute positions available now or starting this 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.

CTE Information Technology – Apply Now! FAQs

I thought that anyone with a license at the grade level could teach technology classes. Why was a special endorsement created?

- As part of a statewide career and technical (CTE) redesign, technology was added as a new possible CTE service area. In order for the service area to be approved, a specific CTE endorsement is required.
- The endorsement includes 12 semester hours of computer science, 6 semester hours of CTE methods, and a computer science methods course.
- The endorsement is only required if the district wishes to use this as a new service area. If not, anyone with a teaching license and an endorsement at the appropriate grade level may continue teaching technology courses.

What is the [“waiver” application](#)?

- **Now through August of 2018, educators may apply to add the endorsement without completing any additional coursework through a waiver (grandfathering) process.**
 - Teachers must have at least two years of experience teaching any course(s) in the approved BEDS codes in order to apply for the coursework waiver.
 - A short portfolio will be submitted to the BoEE showing any relevant coursework previously completed or other artifacts to show proficiency (lesson plans, etc.).
 - CTE teachers will be eligible to have all required coursework waived.
 - Non-CTE teachers will be eligible to have all required computer science coursework waived, but the CTE coursework will still be required as per state and federal rules.

Who should apply for the coursework [waiver](#)?

- **EVERYONE** who has taught within the above BEDS codes for at least two years.
 - This will allow maximum flexibility in case a district decides to add these classes as a CTE service area down the road.
 - Even for non-CTE teachers, we want to waive as much as possible prior to August 2018, thus only leaving CTE coursework to pursue anytime down the road.

CTE Information Technology	10112	10203
BEDS codes	10148	10204
	10151	10205
10010	10152	10206
10011	10153	10248
10012	10154	10301
10051	10155	10302
10098	10156	10901
10101	10157	11001
10102	10158	11002
10103	10159	11104
10104	10160	11151
10105	10198	11151
10106	10199	11152
10107	10201	11153
10108	10201	11153
10109	10202	11153
10110	10202	11154
10111	10203	11155

Questions about the chosen BEDS/SCED codes should be directed to Pat Thieben at the Iowa Department of Education (pat.thieben@iowa.gov)