



Iowa Board of  
Educational Examiners



## BoEE Quarterly Newsletter – August 2019

In this issue: *Renewal Tips, Mandatory Reporter Training Changes, New Licensing System, Temporary Initial Teaching License, Substitute Teaching, Conditional Licensure, College and Career Readiness, Helpful Hints for Administrators, Ethics - Cybertraps, Recent Cases.*

### Did you know . . . ? Licensure Renewal Tips



Why wait? You can also renew your license ONE YEAR prior to your expiration date, and you will not lose any time on your license. We will add the new time to your current expiration date.

## EARN CREDITS FOR WORK YOU ARE ALREADY DOING:

- Up to two credits may also be earned per cycle by serving as a cooperating teacher for candidates from Iowa institutions. The Iowa college will issue the certificate showing your credits.
- One credit per renewal cycle may be earned through the successful completion of an Individualized Professional Development Plan. Upload a completed IPDP signed by you and your evaluator. The plan should minimally including specific goal(s), planned activities, alignment to building/district goals, alignment to the Iowa teaching standards, data collected, and how the goal impacted student learning.
- Educators who participate in a micro-externship will be able to earn one renewal credit per experience.

[Click here for more information about renewal credits and license types.](#)

## Mandatory Reporter Training Changes

In 2019, HF 731 modified the requirements for mandatory reporter training for child and dependent adult abuse. The [Iowa Department of Human Services](#) is now providing the trainings online for free. The AEA is providing the same trainings online for a fee. We will accept *either* the free DHS trainings *or* the paid AEA trainings (choose one or the other).

- The new trainings will be two hours each for both **child abuse** and **dependent adult abuse**. You need to complete **both**.
- Your completion certificates will be issued through the provider you choose (DHS or AEA).
- The new trainings will be valid for three years.
- Once these trainings have been completed, updated refresher trainings can then be taken for one hour each as long as the trainings have not expired.
- **Mandatory reporter training completed prior to July 1, 2019 will still be valid for five years from the date of completion.**

[Mandatory reporter trainings for child and dependent adult abuse through DHS](#) (free)

**OR**

[Mandatory reporter training for child abuse - AEA](#) (fee)

[Mandatory reporter training for dependent adult abuse - AEA](#) (free)

## Online Licensing System



All applications are now online. Your new license will arrive via email once your application has been processed.

Some additional tips:

- If your license has expired, you must stop teaching.
- Once you submit a payment, there is no refund.
- You will need to create an account in the new software system (if you have not already done so since March 2019 - your folder number will remain the same).
- You don't need to complete your application all at once.
- Your application is not submitted to the BOEE for review until the status is 'Pending - Internal Review'. Note that you will get an email from the system confirming that it is submitted when the status changes to 'Pending - Internal Review'. You may need to 'Assess Application...' to get the status to change, especially if you have not completed the sections in order.
- If you are renewing, [review the renewal requirements for your license type](#).

## Temporary Initial Teaching License

In 2019, SF 159 directed the Iowa Board of Educational Examiners to create a one-year temporary initial teaching license for candidates who have not passed the required assessments.

A position offer is required and the school district must show a good-faith effort (diligent search). This temporary initial license will be non-renewable, and holders of this license type will not be eligible for conditional licensure. This option is not applicable for the native language speaker authorization.

## Substitute Licensure – Open Positions



If a district cannot find a teacher who is properly licensed for an open position, a substitute should not be used. Districts should instead find licensed candidates willing to pursue the necessary coursework and apply for conditional licensure.

**Districts may not use a substitute teacher to temporarily cover a position while a recent graduate waits to pass the required assessments for licensure.** The teacher should apply for the temporary initial license.

School districts may only start the year with a substitute teacher under the following conditions:

- A substitute may fill in for a regularly licensed and contracted teacher who is on extended leave but will be returning.
- With BoEE approval, a substitute may fill an unusual last-minute resignation or last-minute new section until the position can be filled, which requires an immediate diligent search.

Substitutes may serve when a properly-licensed contracted teacher is out on leave. Educators may use a teaching license, administrator license, or substitute license to serve as a substitute teacher. Non-educators with a bachelor's degree may instead pursue a substitute authorization (no long-term subbing).

## Conditional Licensure

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 and is seeking to obtain some other endorsement
- The employer requests the Class B be issued due to an official position offer
- 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 (not eligible for Class B license):

- The person is the holder of a valid Iowa license with one or more endorsements and 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

## Iowa College and Career Readiness Academy



### IOWA COLLEGE & CAREER READINESS **ACADEMY**

*A Program of Iowa College Aid*

Supporting Iowa students as they explore a range of postsecondary pathways is crucial for the success of our young people and the continued progress of our state. The [Iowa College & Career Ready Academy](#) is fast becoming the premier training opportunity for schools, counselors, support staff and administrators to develop capacity around postsecondary readiness. The Academy was founded by [Iowa College Aid](#) in 2018 and includes a series of five Iowa-specific professional development courses on topics related to postsecondary access and success. In partnership with Iowa's AEA Learning Online program, the Academy offers a variety of credit options, including license renewal, graduate credit, or no credit. Participants pay only for the credit option they select. Iowa College Aid confers a College Access Professional Certificate to those who successfully complete the first three Academy courses; those who finish all five courses receive the College Access Specialist Certificate. Iowa College Aid staff also alerts school administration when one of their staff completes a certificate(s) and sends fliers to the school in order to celebrate Academy participants' accomplishments. District leaders who may be interested in having their staff complete Academy training individually or as a cohort are welcomed to [contact us](#).

For a list of course descriptions and registration information, please [visit our website](#). The next sessions begin in September.

## BoEE Resources for School Administrators

[Bookmark this link](#) for important information about Iowa license types, BEDS information, ethics presentations, and other important information for school administrators and HR directors.



## Ethical Issues – Cybertraps for Educators



Did you know that some educators have lost their jobs over online posts or tweets? What happens if you connect with students on social media? What are the risks?

Recommended Resource:

[Cybertraps for Educators](#) discusses a wide range of potential legal traps for teachers stemming from the use and misuse of electronic technology and social media, including: cyberloafing, viewing inappropriate content in schools, mishandling investigations of student misconduct, cyber-baiting, identity theft and fake social media profiles, voyeurism, child pornography, sexting, and sexual assault. The book concludes with both practical tips and policy suggestions for minimizing the risk of cybertraps for educators.

## Recent Case Studies

The respondents in the following cases waived their right to a hearing and voluntarily surrendered their respective licenses:

<http://www.iowa.gov/legacyboee/board/orders/2019/19-29.pdf>

<http://www.iowa.gov/legacyboee/board/orders/2018/18-184.pdf>

<http://www.iowa.gov/legacyboee/board/orders/2016/16-144.pdf>

<http://www.iowa.gov/legacyboee/board/orders/2019/19-71.pdf>

<http://www.iowa.gov/legacyboee/board/orders/2018/18-169.pdf>

The respondent in case number [18-191](#) was charged with consuming alcohol while at a school-sponsored activity involving students. The settlement agreement imposes a written reprimand and a requirement to complete an ethics course.

In case number [19-09](#), the respondent was charged with improperly administering a standardized test by allowing students to practice reading passages before the testing time began. The settlement agreement imposes a reprimand and a requirement to complete an ethics course.

Following a stipulated hearing, the respondent in case number [18-97](#) received an indefinite suspension for a minimum period of one year for being under the influence of alcohol on school premises. The respondent also received a reprimand and must complete an ethics course prior to seeking reinstatement.

The respondent in case number [17-191](#) was charged with soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student. Following a hearing, the respondent received an indefinite suspension for a minimum period of three years. Prior to seeking reinstatement, the respondent must complete an ethics course and mental health evaluation.

The settlement agreement in case number [18-186](#) imposes a minimum two-year suspension, and the respondent must complete an ethics course and mental health evaluation prior to seeking reinstatement. The respondent was charged with incompetence and creating conditions harmful to student learning.

In case number [19-11](#), the respondent was charged with physical abuse of a student, failing to make a reasonable effort to protect student health and safety, and a criminal conviction relevant to her professional performance. The settlement agreement imposes a reprimand, minimum one-year suspension, and ethics course requirement.

The respondent in case number [18-172](#) was charged with executing a contract for and then performing duties for which she was not yet appropriately licensed. The settlement agreement imposes a reprimand and a requirement to complete an ethics course.

In case number [18-173](#), the respondent was charged with aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required, and delegating tasks to unqualified personnel. The settlement agreement imposes a reprimand and a requirement to complete an ethics course.

The respondent in case number [18-203](#) agreed to accept a reprimand and ethics course requirement after being charged with falsification, deliberate misrepresentation, or omission of material information in the course of an official inquiry or investigation and regarding the evaluation of students.

In case number [19-14](#), the respondent was charged with soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student. The settlement agreement imposes a reprimand and a suspension for a minimum period of three years. The respondent must complete an ethics course and mental health evaluation prior to seeking reinstatement.

In case number [18-201](#), the respondent charged with failing to use time or funds granted for the purpose for which they were intended. The settlement agreement imposes a reprimand and a requirement to complete an ethics course.

The respondent in case number [18-185](#) was charged with soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student via unprofessional social media communication. The settlement agreement imposes a reprimand

and minimum three-year suspension. Prior to seeking reinstatement, the respondent must complete an ethics course and a mental health evaluation.

The respondent in case number [18-182](#) agreed to a reprimand and ethics course requirement after being charged with aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required and delegating tasks to unqualified personnel.

The respondent in case number [18-193](#) was charged with consuming alcohol while at a school-sponsored activity involving students. The settlement agreement imposes a written reprimand and a requirement to complete an ethics course.

In case number [19-30](#), the respondent was charged with possessing alcohol on school grounds. The settlement agreement imposes a reprimand and a suspension for a minimum period of two years. Prior to seeking reinstatement, the respondent must complete an ethics course.

The respondent in case number [19-13](#) agreed to a reprimand, thirty-day suspension, and ethics course requirement after being charged with encouraging an inappropriate relationship with a student and creating conditions harmful to student learning through inappropriate social media communication.

The settlement agreement in case number [18-159](#) imposes a reprimand and ethics course requirement, after the respondent was charged with performing services beyond the authorized scope of practice for which she was licensed.

The respondent in case number [18-188](#) was charged with physical abuse of a student and failing to make a reasonable effort to protect the health and safety of students or creating conditions harmful to student learning. The settlement agreement imposes a reprimand and suspension for a minimum period of nine months. Prior to seeking reinstatement, the respondent must complete an ethics course and an anger management course or counseling.