

**Executive Director Decision application - directions & help.** Some key things to keep in mind: you can always save and come back to the application and log back in with the user name and password you create. Make sure you save before signing out.

Step #1- Follow the "Online" link from our website or below:

<https://www.applitrack.com/iowalicensure/onlineapp/application.aspx?posjobcodes=150> then click on "Start" or use the "Login" buttons to begin.

Step #2- Start by entering your demographics and email address (user name) and create a password. When done with this page click on "next page" at the bottom right hand corner of the page.

Step #3- Send information to Iowa- Enter your birthdate and gender in the appropriate spaces and click on "**Send Info**" at the bottom of the page.

Step #4- Type of licensure- Check the box for an "**Executive Director Decision license**". This box should already be checked.

Step #5- Upload the necessary documents and electronically sign, verifying you read and understood the closing statements.

Step #6- Fill in the district and Administrator information including e-mail address. Be sure to click the "Send Form" at the bottom.

Step #7- Read and then **digitally sign** the statement of fraud.

Step #8- Remit payment. Enter your credit card information which will charge \$88 for the application fee (\$85), and for the credit card use fee (\$3). **Click submit payment.**

Step #10-Submission Verification: If you have all documents inputted you can submit your application. If you see an error message, be sure to fix the error or upload the missing documents, or your application will NOT be considered submitted.

Please call Mike Cavin at (515) 281-3437 if you have questions, or email [Mike.Cavin@iowa.gov](mailto:Mike.Cavin@iowa.gov).