Application for a Class E Emergency Extension of a Class A or B License

For Office Use Only:

Form revised 7/15

Please complete the checklist, attach required documentation and fees, and include with this application.

Mail to:
Board of Educational Examiners
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	☐ Male ☐ Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ( )	Daytime Phone ( )	Email Address	

Justification: I petition the Board for the issuance of this ONE YEAR, NON-RENEWABLE, CLASS E EMERGENCY EXTENSION for the following reason(s):

To be completed by the school administrator : I support the extension of the class A or B (conditional) license for the above named practitioner to serve in the following position:

_____
(list applicant's position and grade level)

in the _____ school system. _____
(Administrator's Signature) (Date)

_____ _____
(Administrator's printed name) (folder number)

Background Information:

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions “a” to “e.” Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check “PR” (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

a. Yes☐ No☐ PR☐ Have you ever been convicted of a felony?
b. Yes☐ No☐ PR☐ Have you ever been convicted of a crime other than parking or speeding violations? (NOTE: Include all deferred judgments.)
c. Yes☐ No☐ Do you currently have any criminal charges pending against you?
d. Yes☐ No☐ PR☐ Have you ever had a founded report of abuse made against you?
e. Yes☐ No☐ PR☐ Have you ever had an educational license denied, revoked, or suspended?
f. Yes☐ No☐ Are you a United States citizen? If you answered “No,” check if you are:
☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
☐ a foreign national not physically present in the United States.
☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

Statement of Permission and Fraud:

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application. I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Additionally, I understand that only ONE CLASS E EMERGENCY EXTENSION may be granted, and that no further extensions will be available to me.

_____ _____
Signature of Applicant Date

APPLICATION CHECKLIST

To be eligible for the Class E Emergency Extension of the Class A or B (conditional) license, the applicant must meet the following requirements:

_____ Complete the application form including a signature from a school administrator.

_____ Include a copy of proof of registration for course work to be completed during the license.

_____ Include official transcripts showing course work completed during the term of the license.

_____ Include the fee of $150.00 for the one-year Class E emergency extension of the Class A or B (conditional) license. Include $25 per month late fees for each month that the license has been expired if applicable. *Class B conditional licenses may expire without penalty during non-instructional summer months.* Make checks payable to the Board of Educational Examiners. **ALL FEES ARE NONREFUNDABLE.**

_____I understand that NO FURTHER EXTENSIONS WILL BE GRANTED.

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SPECIAL EDUCATION ONLY: You must also include a current program outline from college or university official updating the course work that will be completed during the one-year emergency extension of the license along with the above items. We will not accept a program of study written by a practitioner. It must be an original one signed and dated by the college/university official.