

Application for Adding a Concentration Area to a Paraeducator Certificate

Board of Educational Examiners
Use Only



Do not use this form for applying for your first license or renewal. This form will not renew your certificate.

revised 4/13

WE WANT TO DO AN EXCELLENT JOB FOR YOU. HERE IS HOW YOU CAN HELP:

Step 1: _____ I have included my non-refundable fee of \$25.00 for adding **each** new area of concentration to my existing license. (Do not send cash; send a check or money order made payable to the **Board of Educational Examiners.**)

Step 2: _____ I have returned this completed form and fees to the AEA or community college certifying official. The certifying official will complete the form and send it directly to the BOEE. **Incomplete applications will be voided after 45 days. All fees are non-refundable.**

Certifying official – please send to: **Iowa Board of Educational Examiners, Licensure
Grimes State Office Building
400 E. 14th St., Des Moines, IA 50319-0147.**

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name <i>Name changes require a photocopy of legal documentation.</i>	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ()	Daytime Phone ()	Email Address	

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 Do you have a high school diploma or GED? If so, month and year completed _____
- g. 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 1/2 x 11 sheet of paper

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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.

Signature of Applicant

Date

IOWA INSTITUTIONAL STATEMENT – (Approved Program Section) – To be completed by certifying official

ADDING AREAS OF CONCENTRATION ONLY - DO NOT USE THIS FORM FOR APPLYING FOR A PARAEDUCATOR LICENSE

This is to certify that the above-named has completed our approved Paraeducator program on file with the Department of Education and is recommended to add the following areas of concentration:

College Seal

Areas of Concentration

Date requirement was met

Signature of certifying official

Paraeducator Preparation Institution (Type or Print)

This Certificate will not be issued if the above section has not been completed and signed by the certifying official from the AEA or Community College with an approved Paraeducator program on file with the Iowa Department of Education.