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The entire application process is completed online and can be found on the Iowa BoEE website.

- ! Use the following link to set up an account or log into your existing account.

<https://boee.iowa.gov/you-begin>

The application system began in March of 2019. If you already have an account you will need to log into your account.

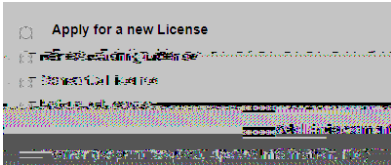
- " Click on I Agree (: / * . (* % . 5 % B : : # \$ 5 () if you have never held a license with the BOEE or not used this new system. (system started 3/18/2019).
- " Click on "I agree (: # 5 (7 5 \$ * % (# % 0 # > % 7 5) if you have already set up an account after 3/18/2019.

- ! You will need to click on New Application or Renew



- ! Verify the information on the next two pages. Click next to move to the next page.

- ! Click on Apply for a new license.



- ! Click on Substitute in the pull-down menu.

- ! Click on *Substitute Authorization* (use only if you have not completed a teacher prep program)

If you re in a teacher prep program but have not yet graduated or passed praxis this is the correct application.

- ! The next screen will indicate you are about to create the application click on next to continue.

- ! The first Item you will need to complete is the Checklist. You will not be able to complete any other section until you complete the checklist.

- ! Once you complete the checklist the **Red X** will turn to a **Green Checkmark**.

- ! You will upload all official transcripts where it says upload application attachments.
 - Any Item that has a **Blue Checkmark** in the required box must be uploaded.
 - " If you make a mistake you can always use the **BGG%HF IC** button at the bottom of the page to upload additional documents.
 - " Keep in mind only OFFICIAL transcripts are accepted.

- ! Once you have uploaded the required documents the **Red X** will turn to a **Green Checkmark**.

- ! You will then need to click on **4. -%J**'** and submit your payment.
 - Please make sure everything is accurate as ALL FEES ARE NON-REFUNDABLE.
 - Once you have paid the fee the **Red X** will turn to a **Green Checkmark**

- ! Once the fee is paid you will click on **I *=7* ?** application to submit.

Follow the instructions above for logging in to your account with the BoEE and creating a new application.

- ! Start a "New Application" and click **E*K(**
- ! Click on Click on%

