

**Checklist for Applying for Licensure
(Rates effective August 2007)**

You will need to have all of the following completed and/or procured in order to submit your application for licensure:

___Application for Licensure

- You will apply for an initial license. This license is awarded to all newly licensed teachers and is good for two years in Iowa.

___Official transcript

- Have the Registrar send your transcript to the Chair of the Education Department.

___Completed waiver form

___Fingerprint card

- You must have your fingerprints taken by someone who is trained to collect accurate prints. The Grinnell police department can provide this service. *Please note that the fingerprint card is valid for only 90 days.*

___Processing fee

- Money order made out to the Board of Educational Examiners for \$137.00. (85 dollars for the teaching license and 52 dollars for the background check.)

These forms are available in Steiner 209. After you have collected all of the above, please turn in your application to Angela Winburn in Steiner 209. It is recommended that you make copies of these documents for your own files