

# Teacher Certification and Licensure

This chapter of the handbook provides information on how to become certified/licensed as a teacher in Iowa and other states. Licensing procedures will be thoroughly explained during the pre-service Capstone days prior to student teaching.

**\*Note:** We encourage you to apply for an Iowa license upon graduation whether or not it is your intention to teach in Iowa. The license becomes part of your permanent record with the state of Iowa. If you don't apply for an Iowa license upon graduation, you will be subject to any new state or university requirements to receive licensure, and must then meet your state requirements, as well. A summary of certification/licensure procedures follows:

## Iowa Requirements

Applicants must be recommended by their University Supervisor, the Dean of Education, and the Registrar. For a recommendation for licensure, students at Graceland must:

- 1. Achieve GPA**  
Have a cumulative GPA of 2.75 or higher with "C" or higher grades in all education courses.
- 2. Graduate**  
Complete the specific requirements of the teaching major for graduation and student teaching as verified on a graduation audit completed by the Registrar's office.
- 3. Be Fingerprinted**  
Be fingerprinted by an FBI trained officer, turn in the card, and sign a waiver form for an FBI check. These materials are collected by the Graceland Education Office with a \$150.00 personal check or money order made out to the **Iowa Board of Examiners** (BOEE). This pays the \$65.00 fingerprinting fee for the background check and the \$85.00 fee for a teaching license. Fingerprinting will be arranged for you during the pre-service Capstone days prior to student teaching. If you are applying to teach in another state, you will need to do the fingerprinting process for that state also. Do not mail your forms or money directly to the Iowa Board of Examiners. Your check will be cashed immediately.
- 4. Be Approved**  
Be approved for recommendation by the University Supervisor and the Teacher Education Committee
- 5. Complete First Aid**  
Complete either HLTH1100 First Aid or HLTH1110 First Aid for the Professional Rescuer **OR** satisfy the requirement by having First Aid and CPR cards approved. Candidates earning K-8 or 5 – 12 Health endorsements should not use the waiver process, and should instead take either HLTH1100 or HLTH1110 to complete all semester hour requirements. To have your First Aid/CPR cards approved, follow the steps outlined under **First Aid/CPR Approval Process** below. Your training must include infant/toddler through adult CPR and defibrillator training.
- 6. Complete Licensure Application**  
Complete an Iowa license application form and submit it to the Registrar's office about one week prior to graduation. After you have graduated and met all licensure requirements, your application will be submitted to the Iowa Board of Examiners by the University Certifying Official (Joyce Lighthill 641-784-5222).
- 7. Pass Praxis**  
You are required to pass two Praxis tests: a Principles of Learning and Teaching (PLT) test, as well as a Content Knowledge test **for your major** (not endorsement area). If you have multiple majors, you may choose which subject area content knowledge test to take. Refer to the test chart on the following page to view the required Praxis tests.

## Required Praxis Tests

| Major  | F2F Code | Online Code | Test   | Required Score |
|--|----------|-------------|--|----------------|
| Elementary   | 0622     | 5622        | Principles of Learning and Teaching (PLT): Grades K-6      | 165            |
| Elementary   | 0014     | 5014        | Elementary Education: Content Knowledge                    | 151            |
| <b>Secondary and K-12 Tests</b>  |          |             |  |                |
| Secondary and K-12   | 0624     | 5624        | Principles of Learning and Teaching (PLT): Grades 7-12     | 162            |
| K-12   | 0623     | 5623        | Principles of Learning and Teaching (PLT): Grades 5-9      | 163            |
| K-12   | 0622     | 5622        | Principles of Learning and Teaching (PLT): Grades K-6      | 165            |
| K-12   | 0621     | 5621        | Principles of Learning and Teaching (PLT): Early Childhood | 159            |
| <i>K-12 majors (Art, Music, PE) may choose one PLT (0624; 0623; 0621; or 0622)</i> |          |             |  |                |
| <b>Secondary/K-12 Content Knowledge Tests by Major</b>                             |          |             |  |                |
| English/Lang Arts 5-12   |          | 5039        | English Language: Content and Analysis                     | 167            |
| Mathematics 5-12   | 5161     |             | Mathematics: Content Knowledge                             | 160            |
| American Government 5-12   | 0931     |             | Government/Political Science                               | 149            |
| World History 5-12   | 0941     | 5941        | World and US History: Content Knowledge                    | 147            |
| American History 5-12  | 0941     | 5941        | World and US History: Content Knowledge                    | 147            |
| Physical Education 5-12  | 0095     | 5095        | Physical Education: Content and Design                     | 159            |
| Music 5-12   |          | 5114        | Music: Content and Instruction                             | 162            |
| Art 5-12   | 0135     | 5135        | Art: Content and Analysis                                  | 154            |
| Health 5-12  |          | 5551        | Health Education   | 156            |
| Biology 5-12   | 0235     | 5235        | Biology: Content Knowledge                                 | 149            |
| Chemistry 5-12   | 0245     | 5245        | Chemistry: Content Knowledge                               | 141            |
| General Science 5-12   | 0435     | 5435        | General Science: Content Knowledge                         | 149            |

## First Aid/CPR Approval Process

1. Download a *First Aid/CPR Petition* from the School of Education Resources area in My Graceland.
2. Sign the petition and have your Academic Advisor or the School of Education Secondary Advising Coordinator sign your petition. The Advisor or Coordinator should recommend approval of the petition after verifying that your CPR/First Aid cards are current and completed modules are noted on card. The card must indicate that First Aid; CPR for adult, child, and infant; and AED training has been completed. These must come from nationally recognized providers and include both knowledge AND skill testing/verification. (Online only certificates are not being accepted at this time.)
3. File the petition and copies of the current First Aid/CPR cards with the Health and Movement Science Division (HMS) by doing one of the following:
  - a. Take the petition and copies of current cards to Diane Bartholomew (2<sup>nd</sup> floor Zimmermann).
  - b. Email the petition and copies of current cards to Diane Bartholomew at [bartholo@graceland.edu](mailto:bartholo@graceland.edu).
  - c. Fax the petition and copies of current cards to 641-784-5472 and alert Diane Bartholomew of the fax by emailing her at [bartholo@graceland.edu](mailto:bartholo@graceland.edu).
4. The HMS faculty will forward the approval to the Registrar's office. The Registrar's office will record the waiver on the candidate's Academic Record.

## State of Iowa Licensure Structure

You must apply for a two-year initial license in your teaching major and request any other endorsements you have earned. You must successfully teach for two years to obtain a five-year licensure. Iowa will renew the two-year licenses only one time. In other words, you may have four years of initial licenses. Graceland School of Education graduates also qualify for a five-year substitute license. If you have not taught after receiving one initial license (2 years), you should switch to a substitute license because you will then be eligible for another two year provisional license. You must have an initial licensure to teach full time, and you may substitute teach with an initial license. The licensure structure for the state of Iowa is explained on the following page.

## Iowa Licensure Structure

| License              | Valid For   | Conditions for Renewal  |
|----------------------|---|---|
| Initial              | Two years<br>Renewable under prescribed conditions  | <ol style="list-style-type: none"> <li>1. Baccalaureate degree from a regionally accredited institution.</li> <li>2. Completion of an approved teacher preparation program.</li> <li>3. Completion of an approved human relations component.</li> <li>4. Completion of requirements for a teaching endorsement.</li> <li>5. Completion of the mandated tests in the state in which the applicant is currently licensed (graduates before Jan. 1, 2013) OR Completion of the Iowa mandated tests (graduates after Jan. 1, 2013). New testing requirements can be found on the Department of Education Practitioner Preparation &amp; Teacher Education page.</li> <li>6. Meets the recency requirement of 6 college credits or teaching experience – either within the last 5 years.</li> </ol>  |
| Standard             | Five years<br>Renewable under prescribed conditions | <ol style="list-style-type: none"> <li>1. Completion of requirements 1-6 for the initial license.</li> <li>2. Evidence of two years successful teaching experience in a public school in Iowa or three years in any combination of public, private, or out-of-state.</li> </ol>   |
| Master Educator      | Five years<br>Renewable under prescribed conditions | <ol style="list-style-type: none"> <li>1. Completion of requirements 1-6 for the initial license.</li> <li>2. Five years of teaching experience.</li> <li>3. Master's degree in a recognized endorsement area, or in curriculum, effective teaching, or a similar degree program which has a focus on school curriculum or instruction.</li> </ol> <p><b>Additional Information</b><br/>If applying for this license, verify 5 years of teaching experience and send master's degree transcript</p>   |
| One-Year Conditional | One year  |   |
| Substitute           | Five years<br>Renewable under prescribed conditions | <p>Has been the holder of, or presently holds a valid, regular license in Iowa or some other state and has successfully completed all requirements for an approved teacher preparation program or is eligible for the provisional license.</p> <p><b>Additional Information</b><br/>Send copy of out-of-state license.<br/>Send copy of out-of-state transcripts.</p>   |
| Exchange             | One year<br><b>Not renewable</b>                    | <ol style="list-style-type: none"> <li>1. Must complete a teacher preparation program from a state approved and regionally accredited institution. Transcripts must be submitted to support.</li> <li>2. Baccalaureate degree from a regionally accredited institution.</li> <li>3. Hold a valid teaching license in the state in which the teacher preparation program was completed.</li> <li>4. No disciplinary action pending.</li> <li>5. Completion of the mandated tests in the state in which the applicant is currently licensed (graduates before Jan. 1, 2013) OR completion of the Iowa mandated tests (graduates after Jan. 1, 2013). New testing requirements can be found on the Department of Education Practitioner Preparation &amp; Teacher Education page.</li> <li>6. Has not completed all Iowa requirements for a teaching endorsement.</li> </ol> <p><b>Additional Information</b><br/>The applicant must meet any and all licensure deficiencies during the time frame of the license.</p> |