

## CHAPTER 20 EVALUATOR LICENSE

[Prior to 9/7/88, see Public Instruction Department[670] Ch 81]  
[Prior to 10/3/90, see Education Department[281] Ch 80]

**282—20.1(272) Evaluator approval.** Effective October 1, 1988, the requirements for the evaluator approval shall be included in each program leading to administrative licensure and administrative endorsements in Iowa colleges and universities approved to offer these programs.

**282—20.2(272) Applicants for administrative licensure.** Beginning on or after July 1, 1990, each applicant for an initial administrative license or endorsement shall have completed the evaluator approval program.

**282—20.3(272) Renewal or continuation of administrative licenses or endorsements.** On or after July 1, 1990, each applicant for renewal or continuation of an administrative license or endorsement shall have completed the evaluator approval program. Applicants may apply for the five-year evaluator license upon completion of the evaluator training required in Iowa Code Supplement section 284.10.

The fee for the evaluator license is \$50. If the term of the evaluator license extends beyond the term of the applicant's valid administrative or evaluator license, the fee for the evaluator license will be prorated to equal \$10 per year of extension. For example, if the person completes the course in the fall of 2002, the person will receive a new administrative or evaluator license with a 2003 issue date. The chart below provides examples of the prorated fees for this extension.

If the applicant holds a license that is valid until 2003, the fee for the new license is \$50.

If the applicant's license is valid until 2004, the fee for the new license is \$40.

If the applicant's license is valid until 2005, the fee for the new license is \$30.

If the applicant's license is valid until 2006, the fee for the new license is \$20.

If the applicant's license is valid until 2007, the fee for the new license is \$10.

**282—20.4(272) Out-of-state applicants.** Persons entering the state after July 1, 1990, who are seeking an administrative license or endorsement will be granted a one-year conditional license in order to complete the evaluator approval program. The conditional license is nonrenewable.

The requirements for the evaluator approval must be met before the issuance of the administrative license or endorsement.

**282—20.5(272) Development of evaluator approval programs.**

**20.5(1)** Evaluator approval programs shall be developed by approved Iowa colleges or universities offering administrative programs.

(NOTE: Although the law permits other colleges to develop these programs, we must require colleges and universities which prepare administrators to include this program requirement.)

**20.5(2)** In-service evaluator approval programs may be developed by colleges and universities approved for teacher education, area education agencies, or merged area schools. Any of these agencies or institutions may develop in-service evaluator approval programs in cooperation or in consortia.

**20.5(3) Standards for approved evaluator approval programs.**

a. Evaluator approval programs will be approved by the board of educational examiners upon submission of evidence that they are designed to develop the ability of the participants to:

(1) Develop trust and credibility as an evaluator, including an understanding of interpersonal behaviors and their impact on success or failure of evaluation efforts.

(2) Identify and analyze effective teaching and performance behaviors utilizing position descriptions, including the establishment of direct relationships between position descriptions and the evaluation of performance.

(3) Analyze lesson designs, including attention to artifact collection and relevant student data.

(4) Observe, record and report job performance, including monitoring student achievement, classroom management, the effective use of time, and developing facility with evaluation models and processes.

(5) Conduct effective evaluation conferences, including oral and written communication skills.

(6) Develop growth or improvement plans, including goal setting and motivation strategies.

(7) Develop an understanding of the purposes and legal aspects of evaluation.

(8) Each applicant institution or agency or consortium shall describe in detail the competencies, knowledge, skills and attitudes to be developed for each standard and also the nature of learning experiences including activities and materials designed to meet each standard.

(9) Each program for the initial evaluator approval must have a minimum program length of 30 contact hours or two semester hours.

b. Program instructors. Each instructor involved in the delivery of evaluator approval programs shall have had preparation and experience in evaluation activities related to the standards or in the development of related evaluation processes.

Each applicant agency shall submit the following information for each person involved in providing evaluator approval programs:

(1) Name, official position, academic preparation.

(2) Preparation related to evaluation.

(3) Experience in the evaluation process or in the development and design of evaluation processes.

c. Resources. Each application shall include a listing or outline of the resources available to support the scope of the program.

d. Evaluation. Institutions and agencies offering evaluator approval programs shall indicate the means to be utilized for program evaluation.

e. Records. Each applicant institution or agency will set forth the procedures for retention of the record of credit earned by program participants and for reporting the credit to the board of educational examiners and to the participants.

f. Contact person. Each institution or agency submitting an application for approval shall designate a single contact person. The contact person shall file the application with the board of educational examiners and will serve as a liaison with the board on all matters concerning the program.

**20.5(4) Waiver of initial requirement. Reserved.****282—20.6(272) Requirements for renewal of evaluator approval.**

**20.6(1)** Coursework for renewal of the evaluator approval license or the license with the evaluator approval endorsement must complement the initial requirements set out in 20.5(3). This coursework must be at least one semester hour of college or university credit or one renewal unit from an approved Iowa staff development program.

**20.6(2)** Effective September 1, 2002, all applicants renewing an evaluator approval license must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a. A person is engaged in active duty in the military service of this state or of the United States.
- b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c. A person is practicing a licensed profession outside this state.
- d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.

**282—20.7(272) Evaluator approval endorsement.** This endorsement authorizes services as required by Iowa Code section 272.33.

**20.7(1)** Initial evaluator approval endorsement. To obtain this authorization as an initial endorsement on an administrative or teaching license, an applicant must complete the requirements as specified in 20.5(3).

**20.7(2)** An individual holding the evaluator approval license may convert this license to an endorsement at the time of renewal. The fee for this conversion process will equal the fee for license renewal. The endorsement will be placed on the administrative or teaching license.

**20.7(3)** If the evaluator approval license is converted to an endorsement, then the holder of this endorsement must complete evaluation coursework as a part of the renewal requirements for the license. The coursework must be at least one semester hour of college or university credit or one renewal unit from an approved Iowa staff development program, and the coursework must complement the initial requirements set out in 20.5(3).

**282—20.8(272) Holder of permanent professional certificate.** The holder of the permanent professional certificate with an administrative endorsement or endorsements cannot use this option. See Iowa Code section 272.33, subsection 2.

**282—20.9(272) Requirements for a one-year conditional administrative license.** A conditional license valid for one year may be issued to an individual who has not completed the required evaluator training program which is necessary for renewal of the administrative and evaluator licenses. The fee for this one-year conditional license is \$10. This conditional license may be renewed for one additional year at the same fee if the individual cannot complete the required evaluator training program during the term of the initial conditional license. This rule will sunset January 1, 2005.

These rules are intended to implement Iowa Code chapter 272.

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