

CHAPTER 12 FEES

282—12.1(256) Issuance fees. The fee for the issuance of a license, certificate, statement of professional recognition, or authorization will be \$85 unless otherwise specified below:

1. A paraeducator certificate will be \$40.
2. A behind-the-wheel authorization will be \$40.
3. The application fee will be waived for applicants who meet the requirements under 282—subrule 13.1(4).

[ARC 8811C, IAB 1/22/25, effective 2/26/25]

282—12.2(256) Renewal fees. The fee for the renewal or extension of a license, certificate, statement of professional recognition, or authorization will be \$85 unless otherwise specified below:

1. The renewal of the paraeducator certificate will be \$40.
2. The renewal of the behind-the-wheel authorization will be \$40.
3. A one-year extension of a coaching authorization will be \$40.
4. A one-year extension of the temporary initial, initial teaching, or initial administrator license will be \$25 if the applicant needs additional time to meet the experience requirement and all standards have been met.
5. The fee for the renewal of a license, certificate, statement of professional recognition, or authorization for practitioners with a master's degree or higher who have ten or more years of experience in education will be \$50.

6. A Class E emergency extension license will be \$150.

[ARC 8811C, IAB 1/22/25, effective 2/26/25]

282—12.3(256) Evaluation and endorsement fees.

1. The evaluation fee for applications from out-of-state or out-of-country institutions will be \$60.
2. The fee for adding an endorsement will be \$50. The fee for a transcript evaluation will be \$60.
3. The fee for adding an area of concentration to a paraeducator certificate will be \$25.

[ARC 8811C, IAB 1/22/25, effective 2/26/25]

282—12.4(256) Duplicate fees. The fee for the printed issuance of a practitioner's license, a certificate, a statement of professional recognition, or an authorization will be \$15.

[ARC 8811C, IAB 1/22/25, effective 2/26/25]

282—12.5(256) Late fees.

12.5(1) An additional fee of \$25 per calendar month, not to exceed \$150, will be imposed if an application is submitted after the date of expiration of a practitioner's license.

12.5(2) An additional fee of \$25 per calendar month, not to exceed \$150, will be imposed if the practitioner holds a valid Iowa license but does not hold an endorsement for the type of service for which the practitioner is employed.

12.5(3) An additional fee of \$100 per calendar month, not to exceed \$500, will be imposed if the practitioner does not hold a valid Iowa license or authorization. The fee will begin to be assessed on the first day of the school year for which the practitioner is employed until the practitioner submits a completed application packet for the appropriate license.

12.5(4) Waivers of late fees will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

[ARC 8811C, IAB 1/22/25, effective 2/26/25]

282—12.6(256) Retention of incomplete applications.

12.6(1) *Timeline for complete application materials to be submitted.* Upon receipt of an incomplete application, the executive director or designee will send a letter of deficiencies to the applicant stipulating that complete application materials will be submitted to the board office within 45 days of the date the

letter is received. If the materials are not received within that timeline, the application process will be closed. If the applicant submits information after the 45-day deadline, the application process requires submission of a complete set of application materials and fees, including late fees if applicable, for practicing with an expired license, without the proper endorsement, or without an Iowa board-issued license.

12.6(2) *Background check.* The background check fee is valid for one year. If a license is not issued within one year of a completed background check, the background check will be considered void.

12.6(3) *Request for additional time.* If the applicant is not able to submit the application materials by the deadline, the applicant may contact the executive director with a request for additional time. The executive director will review the request and provide a written decision either approving or denying the request.

[ARC 8811C, IAB 1/22/25, effective 2/26/25]

282—12.7(256) Fees for processing complaints and conducting hearings.

12.7(1) *Administrator licensure sanction.* If an administrator is a respondent in a complaint for violation of the code of professional conduct and ethics and the final board action results in a sanction, the administrator will be required to pay the fees that were related to processing the complaint and conducting the hearing. Such fees may include a fee for personal service by a sheriff, a fee for legal notice when placed in a newspaper, a fee for transcription service or court reporter fee, and other fees assessed as costs by the board.

12.7(2) *Timeline for payment and board order.* Fees will be submitted to the board office within 45 days from the issuance of the letter outlining the required fees. Payment of fees may be imposed as a board order.

[ARC 8811C, IAB 1/22/25, effective 2/26/25]

These rules are intended to implement Iowa Code chapter 256.

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[Filed ARC 2229C (Notice ARC 2131C, IAB 9/2/15), IAB 11/11/15, effective 12/16/15]¹

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¹ December 16, 2015, effective date of ARC 2229C [12.1 to 12.6, 12.8] delayed until the adjournment of the 2016 General Assembly by the Administrative Rules Review Committee at its meeting held December 8, 2015.

¹ See SJR 2007 of the 2016 Session of the Eighty-sixth General Assembly regarding nullification of the amendments to 12.1 to 12.6 and 12.8 (ARC 2229C, IAB 11/11/15). Prior language restored IAC Supplement 4/27/16.