

## CHAPTER 12 FEES

**282—12.1(256) Issuance of licenses, certificates, authorizations, and statements of professional recognition.** All application and licensure fees are nonrefundable. The fee for the issuance of a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:

1. Class E emergency license shall be \$150.
2. Paraeducator certificate shall be \$40.
3. Behind-the-wheel authorization shall be \$40.
4. Military exchange license shall not require a fee for issuance.

[ARC 9743B, IAB 9/7/11, effective 10/12/11; ARC 2017C, IAB 6/10/15, effective 7/15/15; ARC 2229C, IAB 11/11/15, effective 12/16/15; see Delay note at end of chapter and Nullification note at end of chapter; ARC 5304C, IAB 12/2/20, effective 1/6/21]

**282—12.2(256) Fees for the renewal or extension of licenses, certificates, statements of professional recognition, and authorizations.** The fee for the renewal or extension of a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:

1. The renewal of the paraeducator certificate shall be \$40.
2. The renewal of the behind-the-wheel authorization shall be \$40.
3. A one-year extension for renewal of a coaching authorization shall be \$40.
4. A one-year extension of the initial license shall be \$25. This extension may be issued if the applicant needs one additional year to meet the experience requirement for the standard license, but has met Iowa teaching standards, pursuant to rule 282—20.4(256).

5. The fee shall be \$25 for an extension of the initial administrator license, which may be issued instead of renewing the initial administrator license if the applicant verifies one of the criteria listed in 282—subrule 20.8(2).

6. 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 shall be \$50.

[ARC 9743B, IAB 9/7/11, effective 10/12/11; ARC 2017C, IAB 6/10/15, effective 7/15/15; ARC 2229C, IAB 11/11/15, effective 12/16/15; see Delay note at end of chapter and Nullification note at end of chapter; ARC 7719C, IAB 3/20/24, effective 4/24/24]

**282—12.3(256) Evaluation fee.** Each application from an out-of-state institution for initial licensure shall include, in addition to the basic fee for the issuance of a license, a one-time nonrefundable \$60 evaluation fee.

[ARC 2229C, IAB 11/11/15, effective 12/16/15; see Delay note at end of chapter and Nullification note at end of chapter; ARC 3196C, IAB 7/5/17, effective 8/9/17]

**282—12.4(256) Adding endorsements.**

**12.4(1) Fee for each added endorsement.** The fee for each additional endorsement to a license following the issuance of the initial license and endorsement(s) shall be \$50. The fee for each additional endorsement added to a paraeducator certificate shall be \$25.

**12.4(2) Fee for transcript review.** Applicants may ask the board of educational examiners to analyze transcripts if the applicant believes all requirements have been met. Applicants who request board of educational examiners transcript analysis shall be assessed a \$60 transcript evaluation fee for each new endorsement requested. This fee shall be in addition to the fee for adding the endorsement.

[ARC 2017C, IAB 6/10/15, effective 7/15/15; ARC 2229C, IAB 11/11/15, effective 12/16/15; see Delay note at end of chapter and Nullification note at end of chapter ]

**282—12.5(256) Duplicate licenses, authorizations, and statements of professional recognition.** The fee for the issuance of a duplicate practitioner's license, certificate, statement of professional recognition, or authorization shall be \$15.

[ARC 2017C, IAB 6/10/15, effective 7/15/15; ARC 2229C, IAB 11/11/15, effective 12/16/15; see Delay note at end of chapter and Nullification note at end of chapter]

**282—12.6(256) Late fees.**

**12.6(1)** An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if an application for renewal or conversion is submitted after the date of expiration of a practitioner's license. Waiver of the late fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

**12.6(2)** Failure to hold an endorsement. An additional fee of \$25 per calendar month, not to exceed \$150, shall 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.

**12.6(3)** Failure to hold valid Iowa license or authorization. An additional fee of \$100 per calendar month, not to exceed \$500, shall 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. The penalty will enforce Iowa Code section 256.151. Waiver of the fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

[ARC 2017C, IAB 6/10/15, effective 7/15/15; ARC 2229C, IAB 11/11/15, effective 12/16/15; see Delay note at end of chapter and Nullification note at end of chapter; ARC 3196C, IAB 7/5/17, effective 8/9/17]

**282—12.7(256) Fees nonrefundable.** All fees as set out in this chapter are nonrefundable.

**282—12.8(256) Portfolio review and evaluation fee.** For the professional education core, the portfolio review and evaluation fee shall be \$500.

[ARC 8606B, IAB 3/10/10, effective 4/14/10; ARC 2229C, IAB 11/11/15, effective 12/16/15; see Delay note at end of chapter and Nullification note at end of chapter; ARC 3196C, IAB 7/5/17, effective 8/9/17]

**282—12.9(256) Retention of incomplete applications.**

**12.9(1)** *Timeline for complete application materials to be submitted.* Upon receipt of an incomplete application, the executive director will send a letter of deficiencies to the applicant stipulating that complete application materials must 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.

**12.9(2)** *Background check.* The background check fee will be valid for one year. If a license is not issued within one year of a completed background check, the background check shall be considered void.

**12.9(3)** *Timeline for audited online renewals.* Upon receipt of notification that the online renewal application has been audited, the applicant shall have 30 days to submit the official transcripts and mandatory reporter verification to the board office. If the materials are not received within that timeline, the applicant will be notified that the application process is closed. If the applicant submits information after the 30-day deadline, the application process requires submission of a complete set of application materials and fees. If the license expires during the 30-day deadline and the applicant is teaching, the school district will be notified that the applicant's license is expired and the individual shall not continue teaching until the complete application materials are submitted to the board office.

**12.9(4)** *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 applicant must submit verification as to the need for the additional time. The executive director will review the request and provide a written decision either approving or denying the request.

[ARC 9386B, IAB 2/23/11, effective 3/30/11; ARC 2017C, IAB 6/10/15, effective 7/15/15]

**282—12.10(256) Fees for processing complaints and conducting hearings.**

**12.10(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.

**12.10(2) *Timeline for payment and board order.*** Fees must 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 6130C, IAB 1/12/22, effective 2/16/22]

These rules are intended to implement Iowa Code chapter 256.

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[Filed ARC 7719C (Notice ARC 7193C, IAB 12/13/23), IAB 3/20/24, effective 4/24/24]

<sup>1</sup> 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.

<sup>2</sup> 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.