

## CHAPTER 12

## FEES

[Prior to 1/14/09, see Educational Examiners Board[282] Ch 14]

**282—12.1(272) Issuance of licenses and statements of professional recognition.** All application and licensure fees are nonrefundable. The fee for the issuance of the following licenses, certificates, statements of professional recognition, and authorizations are set as follows:

1. Initial license shall be \$85.
2. Standard license shall be \$85.
3. Master educator license shall be \$85.
4. Substitute license shall be \$85.
5. Provisional occupational (career and technical) secondary license shall be \$85.
6. Occupational (career and technical) secondary license shall be \$85.
7. Administrator, counselor, or teacher exchange license shall be \$85.
8. Initial administrator license shall be \$85.
9. Professional administrator license shall be \$85.
10. Evaluator license shall be \$85.
11. Class A, B, C, D or G license shall be \$85.
12. Class E license shall be \$150.
13. Paraeducator certificate shall be \$40.
14. Statement of professional recognition shall be \$85.
15. Coaching authorization shall be \$85.
16. Substitute authorization shall be \$85.
17. Behind-the-wheel authorization shall be \$40.
18. Teacher intern license shall be \$125.
19. Professional service license shall be \$85.

[ARC 9743B, IAB 9/7/11, effective 10/12/11]

**282—12.2(272) Fees for the renewal of licenses.** The fees for renewal or extension of the following licenses, certificates, statements of professional recognition, and authorizations are set as follows:

1. The renewal of the initial license shall be \$85.
2. The renewal of the standard license shall be \$85.
3. The renewal of the master educator license shall be \$85.
4. The renewal of the substitute license shall be \$85.
5. The renewal of the occupational (career and technical) secondary license shall be \$85.
6. The renewal of the initial administrator license shall be \$85.
7. The renewal of the professional administrator license shall be \$85.
8. The renewal of the evaluator license shall be \$85.
9. The renewal of the AEA administrator license shall be \$85.
10. The renewal of the paraeducator certificate shall be \$40.
11. The renewal of a statement of professional recognition shall be \$85.
12. The renewal of the coaching authorization shall be \$85.
13. The renewal of the substitute authorization shall be \$85.
14. The renewal of the behind-the-wheel authorization shall be \$40.
15. A one-year extension for renewal of a professional administrator license shall be \$25 if evaluator II has not been completed. The one-year extension will not be issued, pursuant to 282—subrule 19.7(2), on or after July 1, 2008.
16. A one-year extension for renewal of a coaching authorization shall be \$40.
17. A one-year extension of the Class A initial license shall be \$25. The 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(272).
18. A one-year extension of a Class A, B, C, or D or exchange license shall be \$150.

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

20. The renewal of the professional service license shall be \$85.  
[ARC 9743B, IAB 9/7/11, effective 10/12/11]

**282—12.3(272) 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. Each application or request for a statement of professional recognition shall include a one-time nonrefundable \$60 evaluation fee.

**282—12.4(272) 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.

**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.

**282—12.5(272) Duplicate licenses, authorizations, and statements of professional recognition.** The fee for the issuance of a duplicate practitioner's license, evaluator license, statement of professional recognition or coaching authorization shall be \$15.

**282—12.6(272) Late fees.**

**12.6(1)** An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a renewal application, a two-year exchange license, a Class A, B, C, D, or E license or a statement of professional recognition (SPR) 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. 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. 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 272.7. Waiver of the fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

**282—12.7(272) Fees nonrefundable.** All fees as set out in this chapter are nonrefundable.

**282—12.8(272) Portfolio review and evaluation fees.** The fee for review and evaluation of an applicant portfolio is set as follows:

**12.8(1)** For the professional education core, the portfolio review and evaluation fee shall be \$500.

**12.8(2)** For content endorsement, the portfolio review and evaluation fee shall be \$250.

[ARC 8606B, IAB 3/10/10, effective 4/14/10]

**282—12.9(272) 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 45 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 45-day deadline, the application process requires submission of a complete set of application materials and fees. If the license expires during the 45-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 within the 45-day 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]

These rules are intended to implement Iowa Code chapter 272.

[Filed 12/24/08, Notice 10/22/08—published 1/14/09, effective 2/18/09]

[Filed ARC 8606B (Notice ARC 8251B, IAB 11/4/09), IAB 3/10/10, effective 4/14/10]

[Filed ARC 9386B (Notice ARC 9203B, IAB 11/3/10), IAB 2/23/11, effective 3/30/11]

[Filed ARC 9743B (Notice ARC 9570B, IAB 6/29/11), IAB 9/7/11, effective 10/12/11]