



Agency 286
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Fees Report

Michael D. Cavin
Executive Director
12/2022

IOWA BOARD OF EDUCATIONAL EXAMINERS



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Lt. Governor Adam Gregg

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Board Members
(Appointed by the Governor)
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Pam Bleam Dr. Kristen Rickey
Tim Bower Eric St Clair
Dave Harper Erin Schoening
Chad Janzen Dr. Anthony Voss
Tim McKinney Vacancy

IOWA BOARD OF EDUCATIONAL EXAMINERS



Mission

The mission of the Iowa Board of Educational Examiners is to establish and enforce rigorous standards for Iowa educational practitioners to effectively address the needs of students.

Beliefs Statements

We Believe:

- that an effective licensure system is efficient, innovative, and responsive to needs of students and educators.
- in collaboration with other organizations to improve professional development and preparation programs.
- that education is a profession.
- that establishing ethical standards protects students and practitioners.

Principles for the Board of Educational Examiners Budgeting Process

- Identify a vision and knowledge of the service needs.
 - Identify the vision of what the BoEE should be.
 - Identify the service and the capital needs of the BoEE.

- Policies, Goals, Priorities, and Resource Utilizations plans.
 - Identify fiscal and economic policies and goals to meet the vision and needs of the BoEE.
 - Identify the service and capital policies and goals to meet the vision and needs of the BoEE.
 - Identify strategies for managing the BoEE's fiscal process.

- Prepare and adopt a fiscal budget that integrates vision, policy, and goals with strategies that are consistent with the current fee structure.
 - Develop and implement a process that prepares a revenue and expenditure plan that is based on the vision, policy, and goals of the Board.
 - Establish a yearly plan and multiple year plan for forecasting anticipated revenues.

- Monitor and control the utilization of resources in meeting the Board's goals.
 - Monitor and control the utilization of resources (expenditures) monthly and make budget adjustments quarterly.
 - When possible, identify external factors that may impact the utilization of resources.
 - Make adjustments to the goals if budget adjustments cannot meet the anticipated revenues.

IOWA BOARD OF EDUCATIONAL EXAMINERS



The Board of Educational Examiners' budget was built on the following assumptions and findings:

1. Licensure fees cover all costs for our agency. The Board does not receive an appropriation from the Legislature.
2. 2004 and 2005 legislation changed the revenue stream for the Board, requiring 25% of licensure fees to be deposited directly into the General Fund. Prior to 2004, expenditures exceeded revenues. Average annual deposits are approximately \$600,000.
3. The Board committed to not increasing licensing fees to educators for at least 4 to 7 years from FY06. The Board is currently in year 16 without a licensure fee increase.
4. Costs related to investigations and the prosecution of complaints are not within our control. Annual costs exceed \$275,000.
5. FY06 legislation requires the Board to check the sex offender registry, child abuse registry, and the dependent adult abuse registry when renewing a license. FY16 legislation added checks of Iowa Courts Online for all renewal applications. As a result, background check fees for renewals only were increased from \$1 to \$10 in FY17 to help offset these additional costs.
6. We currently employ 13 FTE with and support 10 board members appointed by the Governor.
7. The Board must maintain a cash carryover to cover costs. A minimum balance of \$600,000 would cover three months of average expenditures, excluding General Fund deposit expenditures, should a catastrophic reduction in license applications occur.
8. The General Assembly has made three appropriations from BoEE cash reserves since 2009. In FY09, \$300,000 was transferred to the Department of Education to pay for early head start projects involving children aged birth to year three and \$454,000 was transferred to the Department of Education to pay for the beginning teacher mentoring and induction program, for a total of \$754,000. The General Fund Deposit for FY09 was \$580,139, creating a combined expenditure of \$1,334,139.
9. In 2015, House File 658 required the BoEE to transfer \$600,000 to the Department of Education for purposes of continuing the career planning required under section 279.61. The appropriated funds paid for one year of the I Have a Plan Iowa career planning software. The General Fund Deposit for FY15 was \$587,182, creating a combined expenditure of \$1,187,182.
10. Technology has increased our effective and efficient use of resources. The online licensing system requires approximately \$120,000 to operate annually. This cost was offset by the reduction of one consultant staff position and the elimination of paper credential mailings.
11. The contract for our previous licensure system expired in June of 2019 and was replaced with a state contract managed through OCIO, better aligning our services and licensing needs. Continued revisions and updates will be required to maintain the effectiveness and simplify the use for our customers.

IOWA BOARD OF EDUCATIONAL EXAMINERS



205	Out Of State Travel	6,135	13,866	20,000	(6)	20,000	0	20,000	0	20,000
301	Office Supplies	10,49\29	(79)	10,350	54	10,350	0	10,350	0	10,350
302	Facility Maintenance Supplies	684	816	1,500	(100)	1,500	0	1,500	0	1,500
308	Other Supplies	177	233	400	(200)	400	0	400	0	400
309	Printing & Binding	5,151	(1,652)	3,500	48	3,500	0	3,500	0	3,500
311	Food	260	738	1000	(182)	1,000	0	1,000	0	1,000
313	Postage	11,175	843	12,000	527	12,000	0	12,000	0	12,000
401	Communications	19,051	949	20,000	(72)	20,000	0	20,000	0	20,000
402	Rentals	61,793	7,957	69,750	(490)	72,417	1,333	73,750	1,333	75,083
403	Utilities	2,828	1,172	4,000	(104)	4,000	0	4,000	0	4,000
405	Prof & Scientific Services	4,166	1,834	6,000	(505)	6,000	0	6,000	0	6,000
406	Outside Services	5,290	40,910	46,200	(100)	46,200	0	46,200	0	46,200
408	Advertising & Publicity	33	167	200	(50)	200	0	200	0	200
409	Outside Repairs/Service	0	1,000	1,000	0	1,000	0	1,000	0	1,000
414	Reimbursements To Other Agency	27,068	7,932	35,000	(343)	35,000	0	35,000	0	35,000
416	ITD Reimbursements	194,416	75,584	270,000	(5,224)	275,000	0	280,000	0	280,000

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418	IT Outside Services	21,349	(3,350)	18,000	5,008	18,000	0	18,000	0	18,000
432	Attorney General Reimbursement	51,257	(757)	50,500	4,534	50,500	0	50,500	0	50,500
434	Gov Transfer Other Agencies	342,274	(12,275)	330,000	15,632	330,000	0	330,000	0	330,000
502	Office Equipment	0	250	250	0	250	0	250	0	250
503	Equipment-Non Inventory	1,016	2,984	4,000	(100)	4,000	0	4,000	0	4,000
510	IT Equipment & Software	12,905	2,095	15,000	(3,661)	15,000	0	15,000	0	15,000
602	Other Expenses & Obligations	42,492	(2,492)	40,000	(2,407)	40,000	0	40,000	0	40,000
702	Fees	30	0	30	0	30	0	30	0	30
705	Refunds-Other	1,108	(108)	1,000	315	1,000	0	1,000	0	1,000
Total Expenditures:		2,333,565	275,746	2,609,311	8,623	2,651,200	41,274	2,692,474	37,007	2,729,481
Current Year Operations		192,906	(302,217)	(109,310)	106,365	(151,200)	(41,274)	(192,474)	(37,007)	(229,481)
	Balance Carry Forward	1,434,767	(116,713)	1,318,054	113,767	1,166,854	(192,474)	974,380	(229,481)	744,889

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Revenues and Expenditures

Description	FY 22	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13	FY12
Balance Forward	\$1,241,860	\$882,269	\$815,593	\$1,037,544	\$836,246	\$593,217	\$570,694	\$1,176,209	\$1,156,232	\$1,047,214	\$923,037
Gov Transfer in Other Agencies	\$2,300	\$6,744	\$8,927	\$6,196	(\$70)	\$321	\$600	\$338			
Fees, Licenses & Permits	\$2,481,000	\$2,466,096	\$2,223,760	\$2,506,034	\$2,640,601	\$2,402,398	\$2,366,770	\$2,362,441	\$2,376,318	\$2,394,796	\$2,273,149
Other	\$641,369	\$669,828	\$505,984	\$586,567	\$620,625	\$454,700	\$448,835	\$363,491	\$364,476	\$365,286	\$395,060
Total Receipts	\$3,124,669	\$3,142,668	\$2,738,671	\$3,098,797	\$6,261,156	\$2,857,419	\$2,816,205	\$2,726,270	2,740,794	2,760,082	2,668,209
less: General Fund Receipts	(\$598,198)	(\$594,703)	(\$536,090)	(\$603,924)	(\$638,663)	(\$587,499)	(\$582,569)	(\$587,182)	(\$589,546)	(\$594,889)	(\$565,268)
Revenues	\$2,526,471	\$2,547,934	\$2,202,581	\$2,494,873	\$2,622,493	\$2,269,920	\$2,233,636	\$2,139,088	\$2,151,248	\$2,165,193	\$2,102,941
Expenditures	\$2,333,656	\$2,188,342	\$2,135,905	\$2,716,824	\$2,421,195	\$2,026,891	\$2,211,113	\$2,744,603	\$2,131,271	\$2,056,175	\$1,978,764
Revenues less Expenditures	\$1,434,766	\$359,591	66,676	(\$221,951)	\$201,298	\$243,029	\$22,523	\$(605,515)	\$19,977	\$109,018	\$124,177

*The fluctuation in revenues less expenditures highlights the importance of maintaining a cash balance beyond the minimum of \$600,000 to allow time for corrective action and prevent the need to increase fees.

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Application Fees

FY 2022	2,962	3,358	1,805	1,972	1,907	1,839	2,534	2,164	2,367	2,117	3,135	3,505	29,995
FY 2021	2,815	3,165	2,146	2,308	1,983	1,848	2,628	1,876	2,176	2,126	3,027	3,684	29,782
FY 2020	2,687	3,346	1,788	1,708	1,833	1,850	2,292	1,709	1,720	1,781	2,791	3,114	26,619
FY 2019	3,139	3,694	2,186	2,364	1,785	1,707	2,436	1,879	1,989	2,331	3,063	3,496	30,069
FY 2018	2,962	3,799	2,165	3,059	1,922	1,558	2,879	2,110	2,476	2,700	3,216	3,380	32,226
FY 2017	2,660	3,221	2,002	1,926	1,482	1,636	2,273	1,744	2,502	2,007	2,959	3,035	27,447
FY 2016	3,017	3,432	2,078	2,454	1,603	1,991	2,082	2,267	2,034	2,147	2,783	3,195	29,083
FY 2015	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224	28,319
FY 2014	2,968	3,852	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	28,812
FY 2013	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,956	3,219	29,262
FY 2012	2,490	3,087	2,475	2,041	1,849	2,005	1,985	2,259	2,141	1,951	2,920	2,857	28,060
FY 2011	2,812	2,923	2,294	2,149	1,857	2,051	1,996	2,050	2,299	2,055	2,189	3,293	27,968

*Some license types may require multiple application fees for a license to be issued, i.e. processing fee, evaluation fee, late fee. Background check fees are recorded separately.

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Licenses Issued by Type

ID	License Title	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
10	Initial License	2846	2556	2311	2527	2791	2679	3028	3342	3723	3309	4033
12	One-Year Conditional	15	20	16	13	10	40	36	34	34	33	46
14	International Exchange License	13		18	8	11	23	26	28	23	13	14
15	Standard License	5355	5735	5702	6237	6005	5885	6017	5927	6626	6851	6085
18	License Suspended or Revoked	44	24	46	40	45	58	92	489			
20	Master Educator License	4142	4199	3991	4369	4371	3866	3656	3398	3496	4080	3350
24	Initial Administrator License	291	324	313	259	239	284	251	273	319	352	326
25	Professional Administrator License	573	579	719	730	589	454	484	597	720	787	416
27	Authorization Extension		5	5	36	14	25	21	3			
28	Executive Director Decision	320	138	278	142	120	283	319	228	284	219	279
30	Class A License	7	11	70	698	740	1387	1168	1051	1090	1019	931
31	Administrator Exchange License	36	66	62	91	93	106	65	83	63	71	32
33	Class G	49	14	33	31	21	35	28	39	38	27	23
34	Teacher Intern License	67	69	37	48	48	44	36	34	20	22	18
35	Class B License	927	787	911	887	860	945	1170	1405	923	933	952

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36	Class E Emergency License (Extension of B)	93	70	107	108	85	152	130	167	193	189	259
37	Class E Emergency License (Extension of A)	7	3	10	46	40	84	67	108	150	138	130
38	Regional Exchange License	92	143	213	259	403	450	599	517	524	539	555
40	Substitute License	1058	1009	1213	1411	1544	1403	1499	1489	1619	1703	1506
41	Evaluator-(NEW) License	38	33	33	40	58	58	39	37	50	54	44
47	iJAG Authorization	56	27	14	9	10	9	9	19	13		
48	Military Exchange License	9	10	14	12	29	36	41	23	18	3	
49	Activities Administration Authorization	30	17	15	15	13	6	7	18			
50	Initial Career and Technical Authorization	111	76	47	31	49	40	21	17	23	19	17
52	Preliminary Native Language Teaching Authorization	14	9	7	8	8	6	2	11	7	1	
53	Initial School Administrative Manager Authorization	13	19	14	27	16	28	29	17	20		
54	School Administrative Manager Authorization	7	8	12	6	6	3	2		48		
55	Career and Technical Authorization	19	23	14	22	17	14	6	9	21	18	10

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56	Native Language Teaching Authorization	11	9	3	6	7	10	3	2			
59	Transitional Coaching Authorization	72	40	69	40	61	67					
76	Initial Professional Service License	127	153	123	117	135	126	128	112	132	107	141
77	Professional Service License	243	332	276	283	265	232	244	254	220	223	180
79	Orientation and Mobility Specialist	5	3	4	4	1	5	3	2	1	5	5
89	Statement of Professional Recognition	476	329	294	220	395	425	215	249	148	264	417
90	Coaching Authorization	3255	3180	3188	2927	3227	3137	3464	3325	3512	3180	3247
91	Coaching Authorization Extension	264	188	274	181	117	145	42	59	79	102	141
92	Behind the Wheel Driving Instructor Authorization	141	126	158	188	133	185	171	173	171	160	161
93	Paraeducator Certificate	420	580	579	622	551	591	643	705	1035	798	728
94	Substitute Authorization	2501	2980	936	1432	1519	1354	1375	1201	899	810	914
95	School Business Official Authorization	160	141	26	207	127	38	110	255	27	1	438
96	Temporary Initial School Business Official Authorization	2	7	4	3	1	5	2	4	1	4	3

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97	Initial School Business Official Authorization	30	25	30	23	17	17	30	18	25	24	10
	Temporary Initial License	96	156									
	Extensions of Existing Licenses	624	629									
	Total	24,659	25,459	22,135	24,366	26,812	24,743	25,287	25,727	26,304	26,069	25,421