

Application Process for School Counseling Initial Professional Service License (Applicants who have **not** completed a teacher education program.)

1. Application for Class G (Conditional) License

This application is for counselors who have NOT completed a teacher education program and have completed all School Counseling program requirements **except** the internship/practicum. **Applicants enrolled in the UNI School Counseling program must have completed all program coursework, including COUN 6290 Practicum in Counseling, and must be registered for COUN 6291 Internship to be eligible to be recommended to the Iowa Board of Educational Examiners (BOEE) for the Class G license.**

The semester prior to the internship semester, the applicant should contact Julie Johnson (Julie.johnson@uni.edu), Office of Teacher Education, for the dates of on-campus scheduled fingerprinting sessions. The process for applying for a Class G license is an online process through the Board of Educational Examiners (BOEE). Specific questions regarding the process should be directed to a BOEE Consultant (<http://www.boee.iowa.gov/contacts.html>)

2. Application for an Initial Professional Service License (Iowa Institution)

MA degree graduates of the UNI School Counseling program are eligible to be recommended to the BOEE for the Initial Professional Service License. Applicants should follow the instructions below for completing the application (**DO NOT** follow the application “Checklist” provided by the BOEE or the “Instructions” printed on the application):

_____ Complete “Section I – to be completed by the Applicant” through signature and date. The form is available at: <http://www.boee.iowa.gov/forms/PSLIowaInst.pdf>.

_____ Provide a check for \$85 payable to the “Board of Educational Examiners”.

_____ Send this checklist and all required items to: Office of the Registrar
115 Gilchrist Hall
University of Northern Iowa
Cedar Falls, IA 50614-0006

The “Preparation Institution” section of the application will be completed and all items forwarded to the BOEE for processing.

NOTE: If you did not previously hold a Class G License, you will need to complete the background check and fingerprinting. You can contact either Julie Johnson (julie.johnson@uni.edu), UNI Office of Teacher Education, or the BOEE (<http://www.boee.iowa.gov/FPPktReg.html>) for background check and fingerprinting information.