SELF-REPORTING LETTER – GUIDELINES

Prior to receiving an initial Iowa teaching license, all candidates must undergo a national criminal history background check. A signed waiver for the background check and self-reporting is required. A subcommittee of the Educator Preparation Coordinating Council, the Selection and Retention Subcommittee, will review all self-reporting letters to determine if the student should continue in the program.

When reviewing background check concerns, Selection and Retention Subcommittee members use the parameters used by the Iowa Board of Education Examiners, chapter 25, section 282-25.3(272). They consider:

1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
2. The time elapsed since the crime or founded abuse was committed;
3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
4. The likelihood that the person will commit the same crime or abuse again;
5. The number of criminal convictions or founded abuses committed; and
6. Such additional factors may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.

An application for a license will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application. See the Administrative Code of Iowa, Chapter 25-Code of Professional Conduct and Ethics, Standard III “misrepresentation, falsification of information.”

NOTE: Deferred judgments must be reported!

The self-reporting letter needs to be:

- Typed
- Formal/professional letter directed to the Board of Educational Examiners
- Be specific: State the exact charge (i.e. misdemeanor, felony & degree 1st, 2nd, etc.)
  - Date of occurrence (at least month & year)
  - Judgment
  - Disposition
  - Timeline of restitution

If a counseling evaluation was recommended, attach a copy of the results of your evaluation. If treatment was part of restitution, provide documentation of the treatment and your current status.

- Make your case: Why should you be licensed?
- Include your addresses (university and permanent) and a daytime telephone number

Please read: When the student is enrolled in any field experience or anticipates commencing a field experience within 30 days, any criminal misconduct charge a student receives after the background check is completed must be reported immediately to Teacher Education Services. When the student is not enrolled in any field experience, the charge must be reported as soon as possible but no later than five working days after the incident. Failure to do so may result in the discharge of the student from Teacher Education. The faculty coordinator and the content major department chair will be notified. A committee will meet to review the self-reporting letter and make a decision on the student’s progress.

NOTE: Iowa State University’s recommendation for licensure does not guarantee that the Board of Educational Examiners will issue you an Iowa teaching license.