

Easy Way to Remind Staff when Licenses are Expiring  
(supplied by IASB 3/27/06)

The Board of Educational Examiners (BoEE) is now able to warn licensed employees before their licenses expire. If an employee gives his or her e-mail address to the BoEE, he or she will receive a reminder e-mail 18 months before the license expires. This system is not set up for schools or school districts to be able to provide teachers' e-mail addresses to the BoEE, so it must be done by each teacher.

Many districts remind their employees of license expiration dates, but since those dates follow employee birth months, districts have had to issue reminders on a monthly basis. The new BoEE process is relatively simple, and you might want to pass it along to your employees:

To have the BoEE remind you to renew your license, follow these steps:

Visit the Board of Educational Examiners Web site at [www.state.ia.us/boee](http://www.state.ia.us/boee)  
<<http://boee.iowa.gov>>.

Click on the third box in the upper line of boxes on the page "Order a Duplicate of Your License or Update License Information."

You will be directed to an information page that states that if you make any changes in address, phone number, etc., you must click the "Update" box or the changes will not take effect. Then click "Continue."

Click "Log on as Practitioner" on the left side of the page. You will need three pieces of information to log on: Folder Number (you will find it printed near the bottom of your license), Social Security Number, and your month and year of birth.

Update any field to which changes need to be made. Make sure you have included your e-mail address.

Click "Update".

This information supplied by: Iowa Association of School Boards  
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