

#1 Frequently Asked Question:

What is the quickest way for me to get my coaching authorization?

-Go on our web site (www.boee.iowa.gov) and order a background check packet and follow those instructions or call our office, set up an appointment, and have your fingerprints completed here in our office (faster).

-Register for, and complete, the coursework.

-Submit a completed application (which includes):

- Fees

- background waiver, worksheet, and fingerprint cards

- application for coaching authorization

- transcripts

****Allow 6-8 Weeks to process.**

Follow-up to the #1 Question:

Can I get a temporary coaching permit so that I can be licensed immediately?

Not before the coursework is completed!

-Temporary coaching permits are issued to non-teachers only because the FBI background check is taking an extended amount of time. All the other requirements listed above still need to be met.

- The temporary coaching permit is only granted to individuals after a written request for one is made by a hiring official of a school district.

- * Temporary permits are not issued at the applicants' request in order to seek employment.

- * All coaches (paid or volunteer) are required to hold the proper license prior to coaching at the 7-12 grades.

- * Head coaches are not hiring officials (unless the coach is also the AD or Administrator of the school)

-There are two parts to the background check, the Iowa (DCI) and the Federal (FBI). The Iowa (DCI) background check needs to be clear before a temporary coaching permit can be issued. Once a request for a temporary coaching permit is received from a school, the BOEE will check for a cleared DCI background on a more frequent basis.

-The regular monitoring of the DCI background check will not occur unless the school official is reasonably certain that all required materials have been RECEIVED by the BOEE from the applicant.

-REQUESTING A TEMPORARY LICENSE PRIOR TO THE COURSEWORK BEING COMPLETED DOES NOT SPEED THE PROCESS!

-Once the classes are completed, allow the college adequate time to process and issue/deliver the certificate (or transcript). Then, the BOEE needs time to process the application. Once a temporary coaching permit can be issued, the hiring official at the school will receive an e-mail verification that the permit is in the mail and the coach is clear to coach.

-Coaches who are issued a temporary permit will receive the hard copy in the mail in a couple of days after it is issued and can expect to be notified by their school official before receiving the permit in the mail.

* Verification of the issuance of temporary coaching permits are not available on our web site.