

PLEASE READ CAREFULLY!
INSTRUCTIONS FOR APPLYING FOR SPECIAL EDUCATION
ENDORSEMENTS

PLEASE SUBMIT THE FOLLOWING:

ONE (1) APPLICATION: RECOMMENDATION FOR ENDORSEMENT form

ONE (1) APPLICATION FOR CERTIFICATION form with a check for \$50/endorsement payable to, Board of Educational Examiners.

ONE (1) Photocopy of your transcript(s) of credit showing successful completion of ALL course work required to obtain the desired certification.

If you are applying for certification that requires teaching experience (i.e., Consultant), you need to attach a letter from your employing agency documenting your teaching experience as required for the certification.

NOTE: If applying under provisions of a previously existing program, provide verification of conditional status. Without verification, evaluations will be made according to current program requirements.

**DON'T FORGET TO SIGN AND DATE THE BACK OF THE
RECOMMENDATION FOR ENDORSEMENT FORM!!**

RETURN ALL COMPLETED MATERIALS TO:

Department of Special Education
University of Northern Iowa
Cedar Falls, IA 50614-0601

Your application will be reviewed by the appropriate officials, signed, and forwarded to the Department of Education. In turn, the Department of Education will process your recommendation forms and send you notification by mail.

If you have any questions, please call 319-273-6061 for assistance.