CHECKLIST FOR ENDORSEMENT CANDIDATES
(COMPLETED ENDORSEMENT)

Upon completion of all Viterbo program requirements, please return the following set of materials to:
Viterbo University Iowa Center
4949 Westown Parkway, Suite 195
West Des Moines, IA  50266

The Iowa Center will forward these documents to Viterbo University’s certifying officer in La Crosse. After approval by the certifying officer, the documents will be sent to the BOEE. The endorsement should be added to your license within 3 to 10 weeks.

NAME___________________________________________________________Date sent to WI_________

Endorsement(s):

_____ #148 – K-8 Reading Endorsement
_____ #149 – 5-12 Reading Endorsement
_____ #176 – K-12 Reading Specialist
_____ #106 – Early Childhood Endorsement
_____ #107 – Talented and Gifted Endorsement

_____ #1821 – MS Language Arts Endorsement
_____ #1822 – MS Math Endorsement
_____ #1823 – MS Science Endorsement
_____ #1824 – MS Social Studies Endorsement

Materials to be sent to Viterbo University Iowa Center:

1. _____ Application to Add Endorsement-Non-Iowa Institution
   http://www.state.ia.us/boee/forms/AppAddEnd.pdf

2. _____ Application for Viterbo University Certificate
   http://www.viterbo.edu/administration_and_services/registrar/Forms.aspx
   Click on Application for Certificate

3. _____ Experience Verification Form (Reading Specialist only)
   http://www.state.ia.us/boee/ChooseOther.html

4. _____ $110.00 fee per endorsement (check or money order payable to Board of Educational Examiners)

5. Original Official Transcripts. Request these be sent directly to Viterbo Iowa Center, 4949 Westown Parkway, West Des Moines, IA 50266 (These will be forwarded to the BOEE.)

   □ _____ Viterbo University (Request transcript be sent to Viterbo University Iowa Center.)
   http://www.studentclearinghouse.org/
   Click on “Order Track Verify” tab on right hand side.

   □ _____ Other Institution (If you received waivers or credits from other universities for this endorsement, you will need to submit transcripts from those universities.)
   ___________________________________________ (name of institution)
   ___________________________________________ (name of institution)