Instructor Guidelines

**Iowa Licensure Renewal Credit Courses**

**Baker Teacher Leader Center**

## Course Development

**Proposals:** All instructors must complete a course proposal template provided by the Baker Teacher Leader Center. This proposal template can be accessed on our professional development website, [education.uiowa.edu/tlc/pd](http://education.uiowa.edu/tlc/pd) or in person at the Baker Teacher Leader Center in the College of Education at the University of Iowa. Please email the completed course proposal to Dr. Kari Vogelgesang, [kari-vogelgesang@uiowa.edu](mailto:kari-vogelgesang@uiowa.edu). This proposal will be sent to the Iowa Board of Educational Examiners (BOEE) for course and credit approval. Once the course has been approved, the Baker Teacher Leader staff will upload the course information to our online registration system.

## Credit Options

**Iowa Licensure Renewal Units (ILRU):** Approval for one licensure renewal unit requires a course to include 15 contact hours. For two renewal units, the course must include at least 30 contact hours. These contact hours can be offered virtually or face-to-face. Attendance at all class times is expected. Course instructors are required to notify the Baker Teacher Leader Center if a participant is absent or does not successfully complete a course.

**Graduate Credit:** Approval for UI graduate credit is processed through the Graduate College. To obtain graduate credit approval for a course, please contact Bobbie Bevins at, [bobbie-bevins@uiowa.edu](mailto:bobbie-bevins@uiowa.edu). If you are interested in obtaining approval for graduate credit, please make sure to indicate this on the proposal form.

## Instructor Responsibilities

* Complete course proposals.
* Provide registration links to participants.
* Notify the Baker Teacher Leader Center of any changes to the course syllabus, course dates and times.
* Charges for required materials: texts, lab fees, additional materials, etc. should be advertised in the course description and will be paid along with registration fees.
* Within 1 week after the completion of the course, report to the Baker Teacher Leader Center accurate attendance records – an attendance roster, taken from our registration website will be provided to the instructor prior to the start of each course.

## Registration

**Online Registration:** Participants are required to register online, [education.uiowa.edu/tlc/pd](http://education.uiowa.edu/tlc/pd) prior to the start of each course.

**On-Site Registration:** If a participant chooses to pay for ILRU credit after the start of a course, they are allowed to register electronically for the credit after the first day of class, but no later than 2 week after the last session of the course. Participants may need to contact the Baker Teacher Leader Center, [tlc@uiowa.edu](mailto:tlc@uiowa.edu), to have the course reopened for registration.

**Withdrawing from a course:** To request a refund due to an unforeseen conflict with a course, participants must contact the Baker Teacher Leader Center, [tlc@uiowa.edu](mailto:tlc@uiowa.edu), 319-335-6412.

## Instructor payment – UI Faculty

Instructors set the price for their course, however, to cover the expenses associated with the Iowa Licensure Renewal Program, the Baker Teacher Leader Center keeps the first $50 per credit, per participant. If you choose to charge beyond the $50 minimum, the remaining funds will be deposited into an expense account for you or your department to use towards, travel, etc. Please contact [Emily Campbell](mailto:emily-m-campbell@uiowa.edu) to discuss details as to how you can use these funds.

Pay structure example: For a 2 credit course, the Baker Teacher Leader Center minimum charge = $100 per participant. For a 3 credit course, $300 per participant, etc.

Prior to setting the price for your course, we encourage instructors to factor in the cost of materials, printing, time, etc. ***If participation in the course is grant funded, we ask that faculty include the $50 per participant/per credit cost in their grant budget.***

**UI Faculty:** The money instructors generate from renewal credit courses will be deposited into a department account. You will work with your department administrators and the College’s Director of Finance and Budget, [Emily Campbell](mailto:emily-m-campbell@uiowa.edu), to create the account and transfer the funds.

The Baker Teacher Leader Center does not reimburse instructors for planning time, meals, mileage, or the cost of copies/materials. **All courses need to be financially self-sufficient, meaning you may need to require a minimum number of participants.** Participant maximums can be negotiated with the Directors of the Baker Teacher Leader Center, and will depend on variables such as room capacity, format of class, and best practices for adult professional development.