



# TRANSFER GUIDE: COMMUNITY COLLEGE TO A 4-YEAR SCHOOL

**Iowa Association for the Education of Young Children**

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Iowa Association for the  
Education of Young Children

An Affiliate of **naeyc**

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Dear Scholarship Recipient,

Congratulations on continuing your quest for learning! We are excited that you are committed to increasing your knowledge and skills. We have created this Guide to provide you with some information you might find helpful during your transfer to a different school. You will begin by contacting a T.E.A.C.H. Counseling specialist and/or the school(s) of your choice, to explore affordable and accessible options that are available to you.

We have divided the Guide into specific sections to help you with the transition from a community college in Iowa to a 4-year school. The path you take will depend on your career goals.

Feel free to contact us with any questions or concerns you may have. We are here to serve you and advocate for you.

Sincerely,

*Ashley Otte*

Ashley Otte  
Director of Workforce Initiatives

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## MOVING FROM ASSOCIATE TO BACHELOR:

If you have an Associate degree and wish to obtain a Bachelor degree, you will want to think about your long-term goal and the position you desire when you graduate. Some positions require teacher licensure and others not. The schools that offer teacher licensure may or may not be accessible or affordable in your area of the state.

If you have an Associate of Arts (AA) degree, it is likely that you would be ready to start right away at a 4-year school. If you have an Associate of Science (AS) degree or Associate of Applied Science (AAS), you can likely take some additional general education courses at a community college that would transfer to a 4-year school. You will want to look at the 4-year school(s) you are interested in and make sure that what you take at the community college will transfer. You will find it is much cheaper, and often more convenient, to take general education classes at a community college rather than a 4-year school. You will want to contact your 4-year school(s) of choice as early as possible to ensure a smooth transition and to avoid taking classes that will not transfer.

Most 4-year schools limit the number of credit hours they accept from a community college, typically between 60-65 credits. Four-year schools also require a certain number of credits to be taken at their school in order for someone to receive a degree. This is typically around 30 credits, but may depend on the degree and the institution.

When you are a T.E.A.C.H. recipient on an Associate scholarship, T.E.A.C.H. pays all of your tuition up front to the community college. When you attend a private 4-year institution, T.E.A.C.H. can only pay the undergraduate public university rate. You will need to cover the difference on your own or with other forms of financial aid.

T.E.A.C.H. can cover up to eighteen (18) credits per contract year on regular bachelor contract models. Most recipients have T.E.A.C.H. cover six (6) credits per semester to get the most out of their scholarship. Many colleges will encourage you to take full-time coursework, but you don't need to be a full time student. You should visit with your advisor at the school to assure prerequisites are met and courses are taken in the order planned by the program. Some classes may only be offered every other year and you may only get partial Pell grants as a part time student. It is important to provide quality child care and do well in your coursework, as well as have a life outside of the classroom.

Some schools offer two separate terms per semester or 6 terms per year. T.E.A.C.H. would consider the two terms as one semester.

For example, terms one and two are fall semester, three and four are spring semester, and five and six are summer semester. We only process paperwork once each semester, so you should turn in the course, book, and grade information by semester.

Some schools offer fast track or short classes that last anywhere from 4-10 weeks. If you are taking a course like this, the start date of the class will determine which semester it is placed. The semester dates for the purposes of T.E.A.C.H. are as follows:

Spring	January 1-May 15
Summer	May 15-August 15
Fall	August 15-December 31

## TRANSFER IN IOWA WEBSITE

Iowa's Regent universities and community colleges have this website <http://www.transferiniowa.org/> to help you figure out how your credits will transfer.

## FEDERAL TEACH GRANT PROGRAM:

**The T.E.A.C.H. Early Childhood® Iowa Scholarship program is different from the TEACH GRANT PROGRAM.**

The TEACH Grant Program is offered through the College Cost Reduction and Access Act of 2007. Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program to provide grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. They must teach for at least 4 academic years within 8 calendar years of completing the program of study for which they received a TEACH Grant. If they fail to complete this service obligation, all amounts of TEACH Grants they received will be converted to a Federal Direct Unsubsidized Stafford Loan. They must then repay this loan to the U.S. Department of Education. They will be charged interest from the date the grant(s) were disbursed.

**STUDENTS CAN BE ON EITHER OR BOTH, THE T.E.A.C.H. EARLY CHILDHOOD® IOWA SCHOLARSHIP PROGRAM AND THE TEACH GRANT PROGRAM. PLEASE UNDERSTAND THESE ARE TWO VERY DIFFERENT PROGRAMS, WITH SIMILAR NAMES. SOME COLLEGES WILL MIX THEM UP AND MAY TELL YOU THAT YOU ARE NOT ELIGIBLE FOR T.E.A.C.H. AT THEIR SCHOOL. IF THEY SAY THIS, THEY ARE REFERRING TO THE FEDERAL TEACH GRANT AND NOT TO THE T.E.A.C.H. EARLY CHILDHOOD® IOWA SCHOLARSHIP PROGRAM.**

For more information about the TEACH Grant program, go to the following website  
<https://studentaid.gov/understand-aid/types/grants/teach>

## TEACHER LICENSURE OPTIONS:

If you wish to work in an accredited public or non-public school in a Statewide Voluntary Preschool Program (SWVPP), you will need an Early Childhood bachelor degree with licensure, or you will need an Elementary Education degree with an Early Childhood Endorsement.

If you have an Associate degree and want a Bachelor degree that leads to licensure, legislation no longer requires you to pass some tests (Praxis Core, CBASE or CAAP) for entry into the teacher education programs. Double check with the colleges, as they make these decisions. These tests might need to be passed during your first year at the 4-year school. Check with the 4-year school(s) for their test requirements and score requirements.

Keep in mind that you will also need to do some student teaching for teacher licensure. This may involve time away from your current setting. This will require some clinical work and 14 weeks of consecutive student teaching. If you are a child development home provider, you will likely need to find a substitute or close your home setting during the student teaching. See more information about student teaching later in this guide.

If you attend a school that does not offer a Bachelor degree in Early Childhood that leads to licensure, you can get the Elementary Education degree with K-6 licensure, as long as you add an Early Childhood Endorsement. T.E.A.C.H. cannot pay for the Elementary Education degree without the EC Endorsement. T.E.A.C.H. cannot pay for other Endorsements that are not required for the degree.

The Early Childhood Endorsements offered in Iowa are:

- 103 = PreK-K
- 1001 = Birth-Grade 3 (Inclusive setting)
- 262 = Early Childhood Special Ed

Any one of these EC Endorsements could be added onto the Elementary Education license to be eligible to work in a SWVPP classroom. Note that 262 only counts if the SWVPP is completely a Special Education classroom. You could do Endorsement 103 and 262 if you needed both.

If you already have an Elementary Education license, you could just add the EC Endorsement. An EC Endorsement is offered as an add-on at many schools face-to-face or completely online.

Contact T.E.A.C.H. if you have any questions about the school(s) that might be in your area or best meet your needs.

## NON-LICENSURE OPTIONS:

If you do not wish to work in a school district or SWVPP program, you might choose to get a bachelor degree that does not lead to teacher licensure. You will not need to do student teaching, but there may be some practicums required.

There are currently two online options to get an Early Childhood Bachelor degree in Iowa. Northwestern College offers a BA in Early Childhood and Iowa State University offers a BS in Early Childcare Education and Programing (ECP).

Note that some schools that offer licensure programs may also offer non-licensure options within those programs.

## TRANSFERRING COMMUNITY COLLEGE CREDITS:

Beware that not all of your community college credits will automatically transfer to the 4-year college or university of your choice. You will want to send your transcripts to the 4-year school and ask them about what will transfer and what classes you might be able to take yet at a community college that will transfer. Always get this in writing. Some 4-year schools will have information on their website that can help you figure out which classes will transfer and some will have articulation agreements with some community colleges. The general education classes are more likely to transfer.

## PRAXIS® CORE ACADEMIC SKILLS FOR EDUCATORS (CORE) TESTS:

The Praxis Core tests are no longer required by legislation for entry into teacher education licensure programs. Double check with your college of choice if they still require them.

## PRAXIS II TESTS OR EDTPA TESTS:

This is not information you will need right away as you transfer to a 4-year school, but you will need to pass these tests before you become a licensed teacher. It is good to be aware of what is ahead. Note that legislation has not changed regarding these tests and they are still required for teacher licensure.

The Praxis II tests include content tests and pedagogy tests. Pedagogy is the study and practice of how best to teach. The Early Childhood content tests are often taken before student teaching and the pedagogy tests are often taken during student teaching. It costs around \$250 for both of these tests. If you do not pass, you are allowed to retake these tests as many times as you wish.

The edTPA tests became available in 2014 and are an alternative to the Praxis II tests. They are embedded in student teaching and cost about \$350.

## FIELD EXPERIENCE:

A student field experience is an opportunity to apply knowledge gained in the classroom with supervised practice in the field. If you are working toward teacher licensure, you will be required to obtain a minimum number of hours of field experience prior to student teaching. All of these placements are generally made by the college or university.

## PRACTICUM:

A Practicum refers to any early field experience in a Pre/K-12 classroom in which students apply knowledge in working with students and instruction that is a pre-requisite to the student teaching semester. According to Iowa Teaching License requirements, a major practicum will need to be completed before you are permitted to student teach.

## STUDENT TEACHING:

Student teaching is the culminating field experience of the teacher education program. You will need to speak directly to your chosen college or university to find out what the college rules are about doing student teaching. Some colleges might allow students to teach in their current program (if the student has already completed student teaching in the past and there is a supervisor who meets the requirements on-site), but most will not. Keep in mind that Iowa law does not allow a person without a license to be paid when teaching in a school. In addition, even within the same college, they will have different expectations for different students based



on what the student has already done. If you do student teaching outside of your current program, you are still able to retain your T.E.A.C.H. contract (even though you will not be working the required number of hours per week in your program). If you work in a sponsoring program, you and your employer will need to sign a Bachelor of Student Teaching (BST contract) which states that you will remain employed at your program and will be able to return to the program following your student teaching, so you can fulfill your contract year, plus the following year.

Remember that student teaching is generally at least 14 consecutive weeks and takes place in the last year of a program. You might be eligible for one student teaching stipend from T.E.A.C.H. during the semester you are student teaching. Eligibility is limited to those not being paid during their student teaching and as funding is available.

If your student teaching requires more credits than your current T.E.A.C.H. contract allows, we will usually be willing to allow you to go over-credit on your contract, as long as your program gives permission for the extra credits. We will ask your supervisor about this if needed.

## TEACHER LICENSURE INFORMATION FROM THE IOWA BOARD OF EDUCATIONAL EXAMINERS (BOEE):

### INITIAL LICENSE – CONVERTING TO STANDARD, EXTENDING, AND RENEWING

To convert to the standard license, you will need to teach for two years in an Iowa public school or three years in an accredited private PK-12 school or other approved PK setting. Iowa public school teachers will participate in the mentoring and induction program and demonstrate that they have met the Iowa teaching standards. You must be teaching within your endorsement area(s) (or have conditional licensure) in order for the experience to be valid.

For preschool, the lead teacher in an Iowa Statewide Voluntary Preschool Program (SWVPP) four-year-old classroom, or Early Access/ECSE, Head Start, or Shared Visions teachers may use the experience to move to the standard license. Other teachers may simply let their initial licenses expire if they are not teaching in a setting that will lead to the standard license. The BoEE will hold this license on file indefinitely, and it may simply be renewed when needed. It is still considered a license in good standing; it is merely expired and may be renewed.

If your license will expire before you have enough experience, you may apply for an extension if you will gain enough experience within one year. You may also renew your license twice if you have not met the experience requirement; the second (and final) renewal requires proof of contracted employment in an accredited school.

No licensure renewal or college coursework is required to convert to the standard license or to renew the initial license. The initial license renewal will require a certificate of completion for the mandatory reporter training for child and dependent adult abuse.

#### CONDITIONAL LICENSURE:

The Class B conditional license is valid for two academic years to allow teachers to begin working in a new endorsement area while they finish the remaining coursework to fully add the endorsement to their teaching license.

#### STANDARD OR MASTER EDUCATOR LICENSE RENEWAL:

The standard or master educator teaching license is valid for five years. Six renewal credits (standard) or four renewal credits (master) and the mandatory reporter training for child and dependent adult abuse are required to renew the license. Renewal credits may be licensure renewal credits from an approved Iowa provider such as the AEA or ISEA, or college credits (undergraduate or graduate) from any regionally-accredited college or university related to education or an endorsement area. Teachers may also earn renewal credits through other activities such as serving as a cooperating teacher or earning national board certification. Always check with the BoEE as requirements may change.

#### EXTENSION OF A STANDARD OR MASTER EDUCATOR LICENSE:

If you allowed your license to expire while not working as a contracted teacher in an accredited setting, you may simply extend it for one year if you need to activate it quickly. This extension may also be used if you need more time to earn the required renewal credits.

#### APPLYING FOR LICENSURE WHEN COMING FROM ANOTHER STATE OR COUNTRY:

You will need an Iowa teaching license to serve in an accredited setting in Iowa, even if you are licensed in another state or country. Iowa does not have reciprocity with any state. Each application is considered individually, and transcripts will be analyzed to determine if the requirements for Iowa licensure and specific endorsements have been met. Praxis II testing may be required. Contact the BoEE for more information.

#### BACKGROUND CHECKS:

When applying for your first BoEE license, a full federal and state background check will be completed, including all criminal history and the child, dependent adult, and sex offender registries. This will be done by the BoEE even if you have completed this for another agency. For renewals, the registries and Iowa Courts Online will be checked. We will ask you to disclose any convictions (including paying fines) for anything other than minor traffic tickets, which includes deferred judgements.

Contact Joanne Tubbs, Licensure Consultant at the BoEE with additional questions at [joanne.tubbs@iowa.gov](mailto:joanne.tubbs@iowa.gov) or 515-281-3611 or get on the BoEE website [www.boee.iowa.gov](http://www.boee.iowa.gov).

## CHECKLIST FOR STUDENT UPON TRANSFERRING TO A 4-YEAR SCHOOL:

- \_\_\_\_\_ Attend the earliest possible Transfer Orientation session. The longer you wait, the fewer course options there may be available.
- \_\_\_\_\_ Ask your advisor about:
  - The registration process
  - Your degree audit and transfer of credits – get in writing
  - Handbook/Policies
  - Student clubs that are related to your major or career interests
  - Tutoring/Supplemental instruction services
  - Opportunities to join a group of other students that have transferred from a community college
  - Student teaching requirements (if applicable)
- \_\_\_\_\_ Become familiar with the school's website and online services. For example: email, course grades and materials, course schedules, degree requirements, school calendar
- \_\_\_\_\_ Document the academic deadlines (to add/drop a class) etc. in your planner or on your phone.
- \_\_\_\_\_ Figure out where everything is located on campus. For example: buildings/classes, advisors, tutoring centers, computer labs, health center, library, education curriculum lab
- \_\_\_\_\_ Check out the department and school policies. Ask if there is a department handbook available. Ask your advisor if you have any questions.
- \_\_\_\_\_ ATTEND EVERY CLASS and be engaged! There are often points given for participation and it makes a difference.
- \_\_\_\_\_ You may find the classes more challenging at a 4-year school and bigger class sizes. Be sure to allow enough time for homework, to study for and exams, and to complete projects.
- \_\_\_\_\_ Try to get to know and exchange contact information with at least two people in each class. It is good to have study partners or someone to talk to if you do need to miss a class.
- \_\_\_\_\_ Figure out the office hours of each instructor and make at least one visit or call to each of them. Office hours are usually provided in the course syllabus.
- \_\_\_\_\_ Read the course syllabus for assignments, projects, timelines, etc.
- \_\_\_\_\_ Visit or contact the career services office.
- \_\_\_\_\_ Keep in touch with your community college instructors. They are often good mentors and references beyond graduation.

## CONTACT INFORMATION

### IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

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See our [website](#) for more information, applications, paperwork, and forms.