

IOWA BOARD OF NURSING
400 SW 8th Street, Suite B
Des Moines, IA 50309-4685

INSTRUCTIONS FOR LICENSURE IN IOWA BY EXAMINATION

The License by Examination Application is available online at this website <https://nursing.iowa.gov> - Click on: [IBON Online Services](#) and then License Examination.

All applications expire **one year** from the date the application is originally **started** online or the date received in the IBON office. **All fees are non-refundable.**

Qualifications for Licensure in Iowa (IAC 655-3.3; see also 147.3 and 152.7)

1. Graduation from an approved RN or LPN nursing program.
2. The board may consider the past criminal history of an applicant or a record of prior disciplinary action, regardless of jurisdiction.
3. Passing NCLEX examination as prescribed by the board.

NOTE: IBON application for exam and NCLEX Registration are **both** required prior to receiving the Authorization to Test (ATT).

To review or print the NCLEX Candidate Bulletin go to: www.pearsonvue.com/nclex.

The following items are required to be submitted to the Iowa Board of Nursing either online or by paper: (Application for Exam, Fingerprint Cards, Waiver Form, Total Fee \$143.00 and Official Transcript submitted directly from the College or University)

1. On the Iowa application use the exact same name and address as the one given on the NCLEX Examination Registration Form.
2. Exam Fee: \$143.00, **payable to the Iowa Board of Nursing or submitted online. The fee to conduct the criminal history background check is included with the application fee. (Online, Personal Check, Money Order or Cashier's Check is acceptable.)** All fees are non-refundable.
3. Two Completed Fingerprint Cards and Signed Waiver Form - (All paper applications will be returned if received without the Fingerprint Cards and Waiver Form). Fingerprint cards **MUST** be provided by the Iowa Board of Nursing office or the Nursing Program. No other fingerprint cards are acceptable.
4. Information regarding **criminal offense(s)** **MUST** be submitted with the paper application or fingerprint cards, when applicable, or the entire application or fingerprint cards will be **returned** to the applicant.
 - a. You **MUST** send the necessary supporting documentation to review your criminal offenses in order for your application to be processed. The sentencing order or other legal documentation that shows the final disposition is needed.
 - b. A **brief** summary of the conditions that led to the charge(s) including date, location and outcome **must** be included with the application.
5. Official Nursing Transcript - Request that your program submit a transcript directly to the Iowa Board of Nursing. Transcripts may **NOT** be submitted electronically, emailed or sent by fax either from the Nursing Program or the applicant. A transcript documenting your date of graduation and degree conferred must be on file prior to taking the examination. Transcripts are retained for a period of twelve (12) months from the date received in this office. **Do Not** request the transcript if you are a **Graduate from a Foreign Nursing Program**. The CGFNS CES Professional Report replaces the transcript.

In addition, you **MUST** complete the NCLEX Registration, and pay the fee of \$200, by one of the following methods:

1. Register with NCLEX online at www.pearsonvue.com/nclex Select register.
2. Register by Telephone at 1-866-496-2539. (M-F from 7 AM – 7 PM CST)

REMEMBER: The Iowa Application for Exam and the NCLEX Registration will expire 90 days **after** you are authorized to test. These applications are valid for the dates indicated on the Authorization to Test (90 days). If your Authorization to Test (ATT) expires you will be required to re-submit **both applications** and both **fees**.

Nurse Licensure Compact Information:

DO NOT APPLY FOR A LICENSE IN IOWA IF YOU RESIDE IN A STATE WHERE COMPACT LEGISLATION IS IN EFFECT.

If you reside in a state that is a member of the Nurse Licensure Compact Agreement, which includes Iowa, you MUST apply for licensure in your primary state of residence. Primary state of residence is defined as where you hold a driver's license, vote and pay taxes. If you will be moving to Iowa from another compact state, you must provide an Iowa address on your application form. You can view the list of compact states at the National Council of State Boards of Nursing, Inc. at www.ncsbn.org by going to the Licensure Compacts tab.

Name and/or Address Changes:

Changes must be submitted to the Iowa Board of Nursing in writing or by fax (515-281-4825)

Attention: EXAM DEPARTMENT, or by e-mail to newnurs@iowa.gov. Please notify the board if you are an LPN who is applying for RN licensure when you submit a name change.

Special Testing Circumstances:

Pursuant to 655 Iowa Administrative Code, Nursing Board, individuals with disabilities may request special testing accommodations. Inquiries should be directed to the Iowa Board of Nursing as early as possible, preferably prior to graduation, in order to expedite the approval process. You may phone 515-281-5535 for additional information.

Verification of Iowa Licensure Following the Examination:

License numbers will not be released by phone. If you passed the examination, you will receive your license and certificate in the mail. **If you failed the examination, no information will be released by telephone** and you will be notified of your result by mail within two weeks.

Online License Verification Options:

1. <https://nursing.iowa.gov> Click on [IBON Online Services](#) and then click on Secured Access, sign in using your Account ID and Password and then you will be allowed to find your license information including the license number by last name and last four digits of your Social Security Number.
2. www.nursys.com - NATIONAL COUNCIL OF STATE BOARD OF NURSING (NCSBN) - Choose QuickConfirm License Verification.

NOTE: To find out the status of your application, go to *IBON ONLINE SERVICES* and choose - "Check the Status of an Application in Process" prior to calling the Nursing Board office.