

Iowa Board of Nursing

400 SW 8th Street, Suite B
Des Moines, IA 50309-4685
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INSTRUCTIONS FOR LICENSURE BY ENDORSEMENT

Please note: If you have previously held a license in Iowa and are applying for the same level of license, you must reactivate that license; you are not eligible for endorsement. E-mail ibon@iowa.gov or telephone 515-281-3264 to obtain the appropriate forms to **reactivate** your previously held Iowa license.

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

1. Graduation from a board-approved RN or LPN/LVN nursing program.
2. Applicants must have held similar licensure in another state prior to applying for licensure in Iowa.
3. The board may consider the past criminal record of an applicant or a record of prior disciplinary action, regardless of jurisdiction.
4. Passing the NCLEX examination as prescribed by the board.
5. One of the following licenses:
 - An active multi-state license in a state where Nurse Licensure Compact (NLC) legislation is in effect and you will be moving to Iowa, or
 - An active state license in a non-compact state, or
 - An active state license in a state where the NLC legislation is in effect, or
 - An inactive license from either an NLC or non-compact state.

Please note: If you hold a multi-state license in a state that is a member of the Nurse Licensure Compact (NLC), you may continue to practice on a current compact license; however, we recommend completion of your licensure by endorsement within 90 days after your move to Iowa and you declare Iowa as your primary state of residence. **If you have an active state license in a non-compact state, or an active single state license in state where the NLC legislation is in effect, you may not practice until you have your license.**

CHECKING THE STATUS OF AN APPLICATION

You can check the status of your application through IBON Online Services, which can be accessed 24/7 through our website at <https://nursing.iowa.gov>. However, **materials will not display online until they are reviewed and logged by staff, which may require up to 8 weeks depending on the application volume and when the fingerprint cards have been received.**

APPLICATION PROCESS

NOTE: The application process must be completed twelve (12) months from the date the application has been initiated. After the 12 month period, the application will be archived and all other required documents may be destroyed. Once the application is archived, the applicant will be required to reapply, repay the application fee and may be required to resubmit documents.

The following items are required in order to obtain an Iowa nursing license by endorsement:

1. A completed application.
 - a. Online. Go to the board's website at <https://nursing.iowa.gov>, and follow the links to IBON Online Services. The link to the endorsement application is located in the main menu on the Online Services page. A packet of other required materials and instructions will be sent to you automatically by ground mail after you have completed the online application and paid the endorsement fee.
 - b. Call the board office at 515-281-3255 and request a paper packet be mailed to you.
2. Fee of \$169, which includes the fee to conduct the criminal history background check. Credit card payments are only accepted online. Paper applications must be accompanied by a personal or business check, money order or cashier's check that is made payable to the Iowa Board of Nursing.
Important: The fee is not refundable.

3. Two completed fingerprint cards. These must be the cards received from the nursing board office; other fingerprint cards cannot be accepted. These will be mailed to you automatically if you apply online, or will be included in the packet if you are applying on paper. All paper applications will be returned if received without the fingerprint cards and signed waiver form (see #4). **All blanks on the fingerprint card must be filled in before they can be processed or they may be sent back, which may delay the licensing process.**
4. A signed waiver form that allows the Iowa Board of Nursing to perform criminal background checks.
5. Information regarding any criminal offense(s) and out of state discipline must be submitted with the paper application and/or fingerprint cards. This information must include:
 - a. All 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.
6. An official nursing transcript.
Forward the "Request for Nursing Transcript" form to the original nursing program from which you graduated, or the institution maintaining your official records, unless you can apply for the transcript online. Transcripts must be sent hard copy by ground mail and directly from the program. **Transcripts that are faxed, submitted electronically, or submitted by the applicant will not be accepted.** Questions pertaining to program closures may be submitted to the Iowa Board of Nursing. Transcripts must show the date of graduation and the degree conferred.
7. Verification of original license. Iowa only requires verification from your original state of licensure. Printing an online verification through a board of nursing website is not sufficient.

Apply online for original license verification at www.nursys.com.
Exceptions: Some states will only accept a paper verification form and may charge a fee for their verification services. If you are endorsing from one of those states, you will need to send the "Verification of Original License" form from your packet, to your original state. Discard the form if it is not needed.
8. Active military or federal government employee identification, if applicable.
If you are currently (and will continue to be) an active member of the military or an employee of the federal government, you may be requested to submit a copy of military or federal identification, such as military orders, military or federal identification.

TEMPORARY LICENSE

A temporary single state license to practice nursing in Iowa can be issued for 30 days, upon request by the applicant, after the board has received and accepted the completed application, fingerprint cards, signed waiver form, fees, and verification of original licensure. Please request a transcript from your school of nursing prior to requesting a temporary license.

NAME OR ADDRESS CHANGES AFTER SUBMITTING AN APPLICATION

If you need to change your name or address before your Iowa license is issued, you must submit the change to the attention of the endorsement division, Iowa Board of Nursing in writing, by fax to 515-281-4825, or by email to endorse@iowa.gov.

OTHER QUESTIONS

If you have any questions about the paperwork or the process, please contact 515-281-4827 or email endorse@iowa.gov.