

Iowa Board of Nursing
400 SW 8th Street, Suite B
Des Moines, IA 50309-4685
515.281.3264
E-Mail: ibon@iowa.gov



INSTRUCTIONS FOR REACTIVATION OF A LICENSE

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 the current compact license; however, we recommend completion of your licensure by reactivation within 90 days after your move to Iowa and declare Iowa as your primary state of residence. **If you have an active license in a non-compact state, or an active single state license in a state where the NLC legislation is in effect, you may not practice until you have reactivated your Iowa license.**

A reactivated license is issued for two years, plus the number of months to the birth month, to return the licensee to the three-year license cycle by birth month. All renewals require 36 contact hours of nursing continuing education completed during the license cycle.

CHECKING THE STATUS OF AN APPLICATION

Prior to calling the board office please check the status of your application through IBON Online Services, which can be accessed 24/7 through our website at <https://nursing.iowa.gov>. The board requires 5 working days to process a reactivation once all required materials are received. You may contact the reactivation staff at 515.281.3264 with any additional questions.

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 reactivate your license. **All required documents MUST be sent in one envelope. Failure to do so may result in your individual documents being returned and will delay processing your application.**

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 reactivation 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 reactivation fee.
 - b. Call the board office at 515-281-3255 and request a paper application packet be mailed to you.
2. Fee of \$225.00, 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. Continuing education certificates of completion. The requirement for reactivation is 36 contact hours of continuing education that were earned in the previous 36 months.

OTHER QUESTIONS

If you have any questions about the paperwork or the process, please contact the reactivation staff at 515-281-3264 or email david.brunk@iowa.gov.

6/22/18