

## Iowa Professional Licensing FAQ

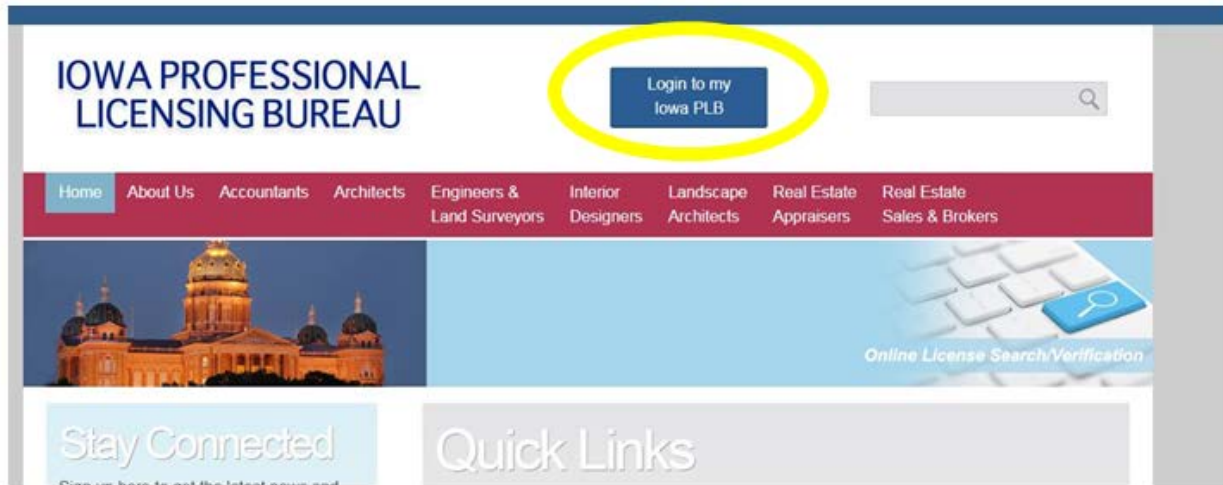
How do I

- [Create an Account?](#)
- [Log In for the First Time?](#)
- [Log In?](#)
- [Apply?](#)
- [Search for a License?](#)
- [Mailing List?](#)

[What does the application status mean?](#)

## How Do I Create An Account?

Go to [www.plb.iowa.gov](http://www.plb.iowa.gov) and click on the blue "Login to my Iowa PLB" box near the top of the page.



On the next page, click on new user.

A screenshot of the login page for the Iowa Professional Licensing Bureau. The page has a white background with a blue header containing the text "IOWA PROFESSIONAL LICENSING". Below the header is a blue bar with the word "Login" in white. Underneath are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot Your Password?" and "New User?". The "New User?" link is circled in yellow.

You will be prompted to can create an account:

**IOWA PROFESSIONAL  
LICENSING**

**New User Registration**

**First Name**

**Last Name**

**Email**

**Username**

**Primary Phone**

**Submit**

[Forgot Your Password?](#) | [Go to Login Page](#)

Fill out the fields with your full, legal name. Your email address will be your user name. Click “submit” when finished.

A confirmation screen will be displayed:

**IOWA PROFESSIONAL  
LICENSING BUREAU**

**Registration Confirmation**

Thank you for registering. An email has been sent to you with your temporary password.

[Go to Login Page](#)

You should receive an email similar to the one below.



Click on the link to continue the registration process.

IOWA PROFESSIONAL LICENSING

lori.schraderbacher+skylartester@iowa.gov Log Out

Please confirm your full legal name to include on Licenses and additional registration types.

Salutation: --None-- ▾

First Name: Skylar

Last Name: Tester

Middle Name:

Suffix:

Title:

Next

Answer the questions and continue through the screens by clicking on “Next.”

You will then be prompted for a password.

You are now logged in and on “My Iowa PLB Home” page:

IOWA PROFESSIONAL LICENSING

Sandbox PLBFull

Skylar Tester ▾

My Iowa PLB - Home

My Contact Information

Submit Application / Renew

View/Pay Fees

Find My Existing License

### My Licenses

Number	License Type	Licensing Board	Issue Date	Expiration Date	License Status
Don't See Your Licenses? Click Here To Find Your Existing Licenses					

### My Applications

Number	Type	Licensing Board	Created Date	Application Expiration Date	Status
--------	------	-----------------	--------------	-----------------------------	--------

Copyright © 2000-2017 salesforce.com, inc. All rights reserved. [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)

## How Do I Log In For the First Time?

Go to [www.plb.iowa.gov](http://www.plb.iowa.gov) and click on the blue "Login to my Iowa PLB" box near the top of the page.



On the next page, click on new user.

A screenshot of the Iowa Professional Licensing Bureau login page. The page has a white background with a blue header containing the text "IOWA PROFESSIONAL LICENSING" and a blue button labeled "Login". Below the header are two input fields: "Username" and "Password". At the bottom of the form is a blue button labeled "Login" and a link labeled "Forgot Your Password? | New User?", where "New User?" is circled in yellow.

You will be prompted to can create an account:

IOWA PROFESSIONAL  
LICENSING

## New User Registration

**First Name**

**Last Name**

**Email**

**Username**

**Primary Phone**

Submit

[Forgot Your Password?](#) | [Go to Login Page](#)

Fill out the fields with your full, legal name. Your email address will be your user name. Click “submit” when finished.

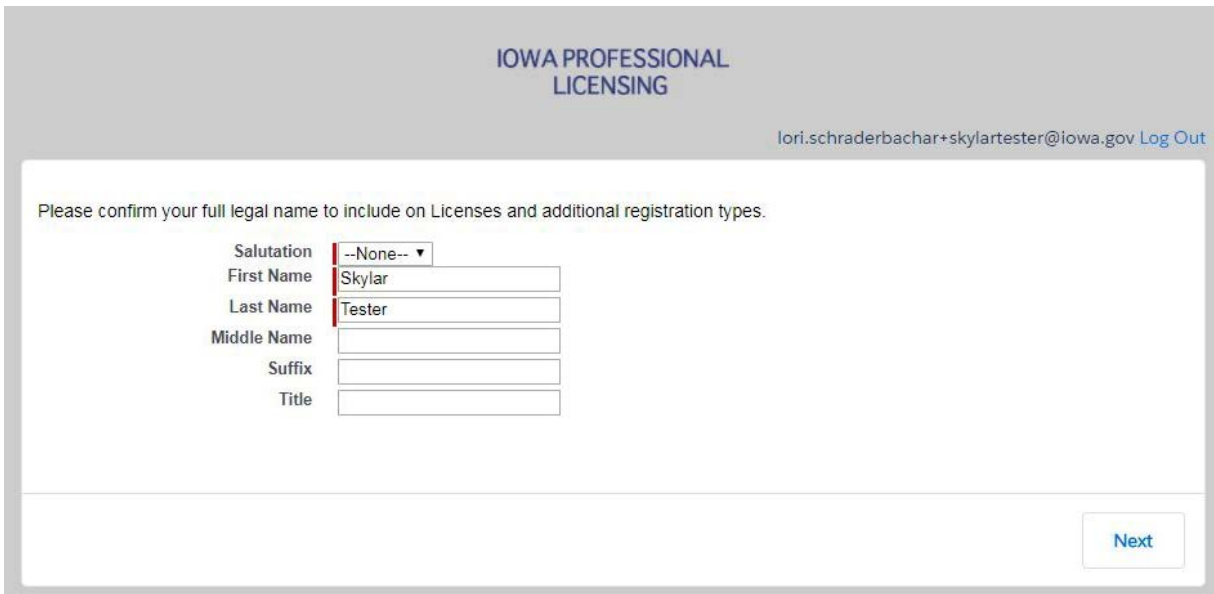
A confirmation screen will be displayed:



You should receive an email similar to the one below.



Click on the link to continue the registration process.



The image shows a registration form from the Iowa Professional Licensing Bureau. The form is titled "IOWA PROFESSIONAL LICENSING" and includes a "Log Out" link for the user "lori.schraderbachar+skylartester@iowa.gov". The form asks the user to confirm their full legal name and includes fields for Salutation, First Name, Last Name, Middle Name, Suffix, and Title. The "Next" button is located at the bottom right of the form.

Answer the questions and continue through the screens by clicking on "Next."

You will then be prompted for a password.

You are now logged in and one "My Iowa PLB Home" page:

IOWA PROFESSIONAL LICENSING Sandbox: PLBFull  
Skylar Tester

---

My Iowa PLB - Home

My Contact Information

Submit Application / Renew

View/Pay Fees

Find My Existing License

### My Licenses

Number	License Type	Licensing Board	Issue Date	Expiration Date	License Status
Don't See Your Licenses? <a href="#">Click Here To Find Your Existing Licenses</a>					

### My Applications

Number	Type	Licensing Board	Created Date	Application Expiration Date	Status
--------	------	-----------------	--------------	-----------------------------	--------

Copyright © 2000-2017 salesforce.com, inc. All rights reserved. [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)



## How Do I Log In?

Go to [www.plb.iowa.gov](http://www.plb.iowa.gov) and click on the blue "Login to my Iowa PLB" box near the top of the page.



Type in your username and password, then click "Login"

A screenshot of the login page on the Iowa Professional Licensing Bureau website. The page has a white background with a blue header containing the text "IOWA PROFESSIONAL LICENSING" and a large blue button labeled "Login". Below the header are two input fields: the first is labeled "Username" and the second is labeled "Password", both labels are circled in yellow. Below the input fields is a blue button labeled "Login", which is also circled in yellow. At the bottom of the page, there is a link that says "Forgot Your Password? | New User?".

You are now logged in and one "My Iowa PLB Home" page:

IOWA PROFESSIONAL LICENSING Sandbox PLBFull  
Skylar Tester

---

My Iowa PLB - Home

My Contact Information

Submit Application / Renew

View/Pay Fees

Find My Existing License

### My Licenses

Number	License Type	Licensing Board	Issue Date	Expiration Date	License Status
Don't See Your Licenses? <a href="#">Click Here To Find Your Existing Licenses</a>					

### My Applications

Number	Type	Licensing Board	Created Date	Application Expiration Date	Status
--------	------	-----------------	--------------	-----------------------------	--------

Copyright © 2000-2017 salesforce.com, inc. All rights reserved. [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)

## How Do I Apply?

Log in to My Iowa PLB.

On the My Iowa PLB Homepage, click on “Submit Application/Renew.”

The screenshot shows the 'My Iowa PLB - Home' page. At the top left, it says 'IOWA PROFESSIONAL LICENSING'. At the top right, there are links for 'Sandbox' and 'PLBFull', and a user profile for 'Skylar Tester'. Below the header, there are two main sections: 'My Licenses' and 'My Applications'. In the 'My Licenses' section, there is a table with columns: Number, License Type, Licensing Board, Issue Date, Expiration Date, and License Status. Below this table is a link: 'Don't See Your Licenses? Click Here To Find Your Existing Licenses'. In the 'My Applications' section, there is a table with columns: Number, Type, Licensing Board, Created Date, Application Expiration Date, and Status. On the left side of the page, there is a navigation menu with a link 'Submit Application / Renew' which is circled in yellow. At the bottom of the page, there is a copyright notice: 'Copyright © 2000-2017 salesforce.com, inc. All rights reserved.' and links for 'Privacy Statement', 'Security Statement', and 'Terms of Use'.

Answer the questions and start the application process.

## How Do I Search for a license?

Go to [www.plb.iowa.gov](http://www.plb.iowa.gov) and click one of the license verification links.

The screenshot shows the homepage of the Iowa Professional Licensing Bureau. At the top left is the logo "IOWA PROFESSIONAL LICENSING BUREAU". To the right is a search bar. Below the logo is a navigation menu with links: Home, About Us, Accountants, Architects, Engineers & Land Surveyors, Interior Designers, Landscape Architects, Real Estate Appraisers, and Real Estate Sales & Brokers. A banner image of the Iowa State Capitol is on the left, and a keyboard with a search key is on the right. The text "Online License Search/Verification" is circled in yellow in the banner. Below the banner are two sections: "Stay Connected" with a sign-up form and "Quick Links" with a list of links. The "Online License Search/Verification" link in the "Quick Links" section is also circled in yellow.

Enter the search criteria and click on "Search."

The screenshot shows the "Search License" page. At the top left is the logo "IOWA PROFESSIONAL LICENSING". The page title is "Search License" and there is a link "Online License Search/Verification" in the top right. On the left is a sidebar with links: License Search / Mailing List, Course Search, and Submit a Complaint. The main content area has two sections: "Search By Name" and "Search By License Number". The "Search By Name" section has the following fields: First Name, Last Name, Company or Full Name, State (dropdown menu with "--None--"), Licensing Board (dropdown menu with "--None--"), Licensing Status (dropdown menu with "--None--"), City, and Zip. There is a "Search" button below the State field. The "Search By License Number" section has a License Number field and a "Search" button below it.

The results will be displayed:

Number	Licensee	License Type	Licensing Board	License Status
03935	A. JOSEPH JOHNSON, JR.	Architect	Architectural Examining Board	Lapsed
04047	A. ROBERT FISHER	Architect	Architectural Examining Board	Lapsed
03542	A.PETER HILGER	Architect	Architectural Examining Board	Lapsed

If you want to know more about a licensee, click on the license number:

## A. JOSEPH JOHNSON, JR.

### Contact Information

**Address Street**

CROMWELL TRUEMPER LEVY THOMPSON  
WOODSMAL 101 SOUTH SPRING STREET

**Address City**

LITTLE ROCK

**Address State**

AR

**Address Zip/Postal Code**

72201

### Licensee Information

**Number**

03935

**License Type**

Architect

**License Status**

Lapsed

**Issue Date**

**Expiration Date**

06/30/2000

**Original Created Date**

01/13/1998

### Disciplines

No Discipline or Board Actions

## How Do I Create a Mailing List?

Go to [www.plb.iowa.gov](http://www.plb.iowa.gov) and click one of the license verification links.

The screenshot shows the homepage of the Iowa Professional Licensing Bureau. At the top left is the logo "IOWA PROFESSIONAL LICENSING BUREAU". To the right is a search bar. Below the logo is a navigation menu with links: Home, About Us, Accountants, Architects, Engineers & Land Surveyors, Interior Designers, Landscape Architects, Real Estate Appraisers, and Real Estate Sales & Brokers. A banner image of the Iowa State Capitol building is on the left. On the right, a blue button labeled "Online License Search/Verification" is circled in yellow. Below the banner are two sections: "Stay Connected" with a sign-up form and a "Subscribe" button, and "Quick Links" with a list of links. The "Online License Search/Verification" link in the "Quick Links" section is also circled in yellow.

Select licensing board and any other criteria you wish. Click on "Search."  
If your search

The screenshot shows the "Search License" page. At the top left is the logo "IOWA PROFESSIONAL LICENSING". The page title is "Search License" and there is a link "Online License Search/Verification" in the top right. On the left side, there are links for "License Search / Mailing List", "Course Search", and "Submit a Complaint". The main content area is divided into two sections: "Search By Name" and "Search By License Number".

**Search By Name**

First Name:

Last Name:

Company or Full Name:

State:

Licensing Board:

Licensing Status:

City:

Zip:

**Search By License Number**

License Number:

The results will be displayed:

◀ Previous Page

Viewing 1-25 of 4204  
Download Results | Email Results

Next Page ▶

Number	Licensee	License Type	Licensing Board	License Status
--------	----------	--------------	-----------------	----------------

You can either download the results in a CVS file or have a link emailed to you. Please note, if your list is large, you will only be able to have a link emailed to you. You can save the CVS file.

### What does the application status mean?

At any time throughout the application process you can log into your "My Iowa PLB" to check the status of your application(s).

**Pending:** Your application is incomplete and has not yet been successfully submitted to PLB staff.

1. Make sure you have completed all required fields in the Checklist. Once completed, a green checkmark will appear. Do not attempt to upload documents until you have completed the checklist.
2. Make sure you have attached all required documents (PDF preferred) in "Review Submissions." If there is a checkmark in the "Required" field, you must attach the appropriate document indicated by the "Description."
3. Only after you have completed the Checklist, and attached the required documents, if applicable, will the next step, **Submit for Review**, become available.

**Pending - Internal Review:** Your application is in the PLB staff queue for review. Please allow at least 3-5 business days for staff to complete review.

**Application Deficiencies:** PLB staff has done an initial review of your application and found one or more deficiencies. The applicant receives an e-mail notification of the deficiency. If the deficiency requires you to attach another document, please use the "Additional Documents" option. You will not be able to delete any document that has already been submitted.

**Approved - Ready for Payment:** Applicant must pay the appropriate fee at this time.

*For the Real Estate Commission:*

**Pending - Background Check:** One of the following:

1. Staff has reviewed your application and found it to be complete. It is now waiting for the Background Coordinator to review your background.
2. Your application has been submitted but your background check is not yet complete.

**Pending - Envelope Signatures:** Your application has been submitted to the broker(s) for review and signature.

**Pending - Waiting on Deliverables:** This is for the background application only; waiting for the applicant to pay the required fee.