

Iowa Professional Licensing FAQ

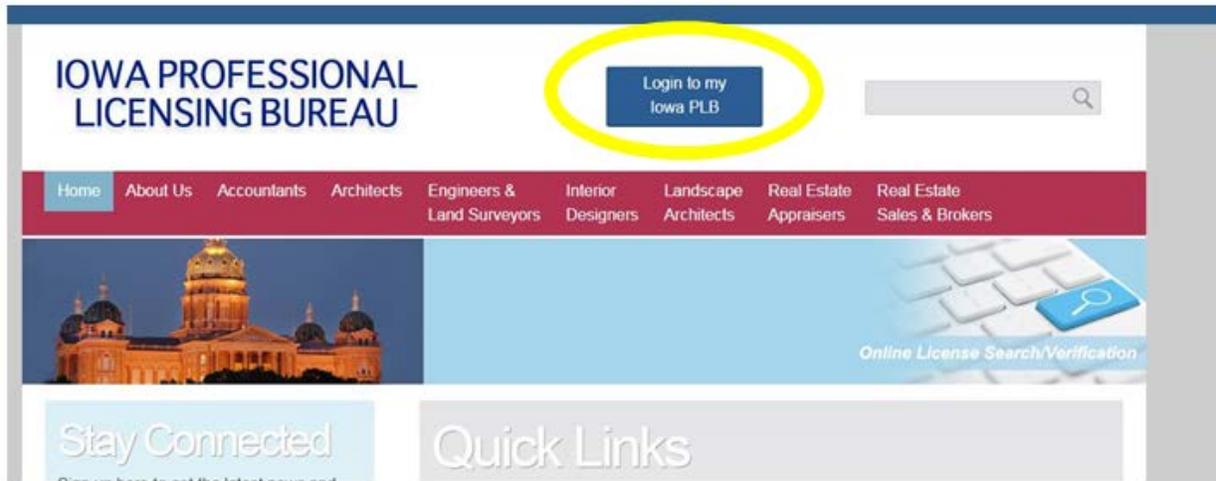
How do I

- [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 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. **Do not put input information into the "Username" or "Password" Fields.**

A screenshot of the Iowa Professional Licensing Bureau login page. The page features the logo 'IOWA PROFESSIONAL LICENSING' at the top, followed by a blue header with the word 'Login'. Below the header is a red text prompt: 'Please click "New User" if you have not logged into this system after September 11, 2017'. There are two input fields: 'Username' and 'Password'. Below the input fields is a blue 'Login' button. At the bottom, 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 a link to finalize the creation of your account and set your password.

[Go to Login Page](#)

You should receive an email similar to the one below.



Click on the link to continue the registration process.

You will then finalize the creation of your account. The first screen is below:

The image shows a web form titled 'IOWA PROFESSIONAL LICENSING'. The user's email address 'lori.schraderbachar+skylartester@iowa.gov' and a 'Log Out' link are visible in the top right corner. The main instruction reads: 'Please confirm your full legal name to include on Licenses and additional registration types.' Below this, there are several input fields: 'Salutation' (a dropdown menu currently showing '--None--'), 'First Name' (containing 'Skylar'), 'Last Name' (containing 'Tester'), 'Middle Name', 'Suffix', and 'Title'. A 'Next' button is located in the bottom right corner of the form area.

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

LoriTest1
SchraderBacharTest1

Is the Name Above Correct? Yes
 No

[Previous](#)

[Next](#)

You will then be prompted for a password. Enter the same password in the “New Password” and “Verify New Password” fields. Click on “Change Password.”

IOWA PROFESSIONAL LICENSING BUREAU

Change Password

New Password

Verify New Password

[Change Password](#)

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

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
--------	------	-----------------	--------------	-----------------------------	--------

How Do I Log In For the First Time?

Go to 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. **Do not put input information into the "Username" or "Password" Fields.**

The image shows the login page of the Iowa Professional Licensing Bureau. At the top is the logo "IOWA PROFESSIONAL LICENSING". Below the logo is a blue header with the word "Login" in white. Below the header is a red text message: "Please click 'New User' if you have not logged into this system after September 11, 2017". Below the message are two input fields: "Username" and "Password". Below the input fields is a blue button labeled "Login". Below the button 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 a link to finalize the creation of your account and set your password.

[Go to Login Page](#)

You should receive an email similar to the one below.



Click on the link to continue the registration process.

You will then finalize the creation of your account. The first screen is below:

The screenshot shows a web page titled "IOWA PROFESSIONAL LICENSING". In the top right corner, the user's email "lori.schraderbachar+skylartester@iowa.gov" and a "Log Out" link are visible. The main content area contains the instruction: "Please confirm your full legal name to include on Licenses and additional registration types." Below this are several input fields: "Salutation" (a dropdown menu currently showing "--None--"), "First Name" (text box with "Skylar"), "Last Name" (text box with "Tester"), "Middle Name" (empty text box), "Suffix" (empty text box), and "Title" (empty text box). A "Next" button is located in the bottom right corner of the form area.

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

How Do I Log In?

Go to 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 bar at the top containing the text "IOWA PROFESSIONAL LICENSING" and "Login". Below the header bar 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? Click Here To Find Your Existing Licenses					

My Applications

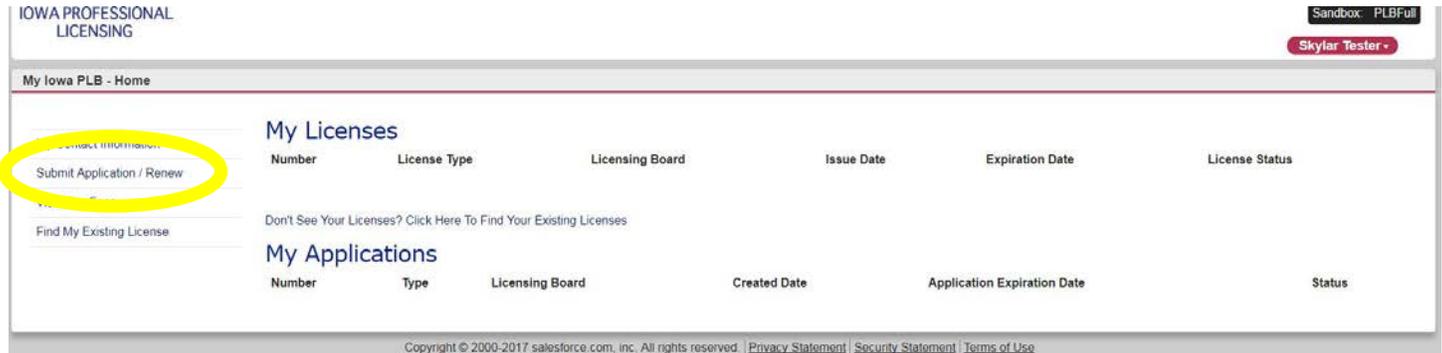
Number	Type	Licensing Board	Created Date	Application Expiration Date	Status
--------	------	-----------------	--------------	-----------------------------	--------

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

How Do I 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. Below it is a link 'Find My Existing License'. 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 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 blue key is on the right. The text "Online License Search/Verification" is circled in yellow on the keyboard. 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 and click one of the license verification links.

The screenshot shows the homepage of the Iowa Professional Licensing Bureau. The header includes the logo and a search bar. A navigation bar lists various professions: Home, About Us, Accountants, Architects, Engineers & Land Surveyors, Interior Designers, Landscape Architects, Real Estate Appraisers, and Real Estate Sales & Brokers. Below the navigation bar is a banner image of the Iowa State Capitol building. A yellow circle highlights the 'Online License Search/Verification' link in the banner. Below the banner are two sections: 'Stay Connected' with a sign-up form and 'Quick Links' with several links. A yellow circle highlights the 'Online License Search/Verification' link in the 'Quick Links' section.

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

The screenshot shows the 'Search License' page. The header includes the logo and the text 'IOWA PROFESSIONAL LICENSING'. The main heading is 'Search License'. On the right side, there is a link for 'Online License Search/Verification'. 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'. The 'Search By Name' section includes the following fields: First Name, Last Name, Company or Full Name, State (dropdown menu), Licensing Board (dropdown menu), Licensing Status (dropdown menu), City, and Zip. A 'Search' button is located below these fields. The 'Search By License Number' section includes a 'License Number' field and a 'Search' button.

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.