

2017 Important Renewal Tips

For best results, users should use Google Chrome as their web browser.

1. As of September 11th, all applicants and/or licensees will need to go to <https://plb.iowa.gov/> and create a login for DataPro (aka "My Iowa PLB"). If an individual has a current license or lapsed license, they will link their current or past license to their contact record, but individuals SHOULD NOT try to link another license other than their own license to their "My Iowa PLB" account. If an individual has any issues or questions at that time or are looking to seek assistance, please do not hesitate to contact Professional Licensing Bureau staff.
2. While logged into your **My Iowa PLB - Home**, start by clicking on the license number that has an expiration date of 12/31/17. By clicking on the license number, you will get to the license detail page.
3. From the license detail page, click on the button "Begin Application Process", which can be found directly across from the license number.
4. Clicking on this button will start the application wizard, where you will eventually get to the screen that says "Please Select from the List of Available Applications for This License."
5. Select the appropriate "Renewal Application" type that relates to the type of license you are renewing.
6. Once you receive the message "Your application was created successfully", select "Finish." This will take you to the Application Detail page.
7. Select "Complete Checklist" and answer all of the questions for the renewal application. This must be done first. If you are manually reporting education you will need to input information for each course you report. Complete everything as required in the checklist and be sure that there is a green checkmark besides the "Complete Checklist" button before you click on the "Upload Submissions" button.
8. In the Upload Submissions section you will be required to attach each individual course completion certificate or pass notices, whatever is applicable. PDF format is preferred. For example, if you list six courses, the system will require you to upload six documents before the "Submit for Review" button becomes available. Once you have attached all of the required submissions a green checkmark will appear next to the "Upload Submissions" button.
9. Once you have completed the checklist and uploaded all the required documents (if applicable) the "Submit for Review" button becomes available. Select that button to submit payment.
10. Select the payment method of your choice.
11. When advised that you will be redirected to the Cart page select "Finish."
12. Select the fee(s) you wish to pay and then follow the instructions.
13. Once full payment has been made your renewal application is complete.

14. Once payment is received, the system will generate you a receipt and confirmation of payment and your license card will be e-mailed to you shortly. A physical license card will no longer be mailed by Professional Licensing.

15. Licensees will also have the ability to update their personal contact information (home address, mailing address, preferred e-mail, preferred phone number, etc.) by clicking on "My Contact Information" under My Iowa PLB - Home. It is asked that licensees list both their residence address and preferred mailing address in "My Contact Information", even if they happen to be the same. They will also have access to their respective license card at My Iowa PLB - Home.

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For further assistance please contact:

Engineers and Land Surveyors: EngineeringandLandSurveyBoard@iowa.gov

Real Estate Salesperson, Broker and/or Firm: RealEstateCommission@iowa.gov