

## License by Work Experience from out-of-state jurisdiction without licensure requirements and established residency in Iowa form

### State of Iowa – Electrical Examining Board

\*Items below must be completed by license applicant and emailed back to the Iowa Electrical Examining Board at: [elecinfo@dps.state.ia.us](mailto:elecinfo@dps.state.ia.us)

#### licensure by work experience in jurisdictions without licensure requirements.

##### Work experience.

- a. An applicant for initial licensure who has relocated to Iowa from another jurisdiction that did not require a license to practice the profession may be considered to have met the applicable educational and training requirements if the person has at least three years of full-time work experience within the four years preceding the date of application for initial licensure. For each application submitted under this section, the board will determine whether the applicant's prior work experience was substantially similar in nature and scope to a training or education program typically applicable for the license sought.
- b. The applicant must satisfy all other license requirements, including passing any required examinations, to receive a license.

##### Required documentation.

An applicant seeking to substitute work experience in lieu of satisfying applicable education or training requirements bears the burden of proving all of the following by submitting relevant documents as part of a completed license application:

- a. Proof of current Iowa residency, which must include at least two of the following items:
  - (1) A residential mortgage, lease, or rental agreement;
  - (2) A utility bill;
  - (3) A bank statement;
  - (4) A paycheck or pay stub;
  - (5) A property tax statement;
  - (6) A document issued by the federal or state government; or
  - (7) Any other board-approved document that reliably confirms Iowa residency.

**b.** Proof of three or more years of full-time work experience within the four years preceding the application for Iowa licensure, which demonstrates that the work experience was substantially similar in nature and scope to a training or education program typically applicable for the license sought. Proof of work experience may include, but is not limited to:

- (1)** A letter from the applicant's prior employer or employers documenting the applicant's dates of employment and scope of practice;
- (2)** Pay checks or pay stubs; or
- (3)** If the applicant was self-employed, business documents filed with the secretary of state or other applicable business registry or regulatory agency in the other jurisdiction.

**c.** Proof that the applicant's work experience involved a substantially similar scope of practice to the practice in Iowa, which must include:

- (1)** A written statement by the applicant detailing the scope of practice and stating how the work experience correlates to an applicable apprenticeship program approved by the United States Department of Labor; and
- (2)** Business or marketing materials detailing the services provided.

**d.** Proof that the other jurisdiction did not require a license to practice the profession, which may include:

- (1)** Copies of applicable laws;
- (2)** Materials from a website operated by a governmental entity in that jurisdiction; or
- (3)** Materials from a nationally recognized professional association applicable to the profession.

Thank you,

Iowa Electrical Examining Board Staff

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