

## Iowa Board of Nursing

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Des Moines, IA 50321

515.281.4827

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Website: [nursing.iowa.gov](http://nursing.iowa.gov)

## INSTRUCTIONS FOR LICENSURE BY ENDORSEMENT

### IMPORTANT:

- If you have previously held a license in Iowa and are applying for the same level of license, you must reactivate that license; you are not eligible for endorsement. E-mail [ibon@iowa.gov](mailto:ibon@iowa.gov) or phone 515.281.3264 to obtain the appropriate forms to **reactivate** your previously held Iowa license.
- 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 a current compact license; however, it is highly recommended that you initiate the application for endorsement as soon as you have established an Iowa residency. **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 your license.**

### QUALIFICATIONS FOR LICENSURE IN IOWA

1. Graduation from a board-approved RN or LPN/LVN nursing program.
2. Applicants must have held similar licensure in another state prior to applying for licensure in Iowa.
3. Board approval of an applicant with a criminal history or a record of prior disciplinary action, regardless of the jurisdiction.
4. Passing the NCLEX examination as prescribed by the board.

### APPLICATION PROCESS

**NOTE:** The application process must be completed within twelve (12) months from the date the application is 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 all documents.

### The following items are required in order to obtain an Iowa nursing license by endorsement:

1. A completed application.
  - a. Online. Go to the board's website at <https://nursing.iowa.gov>, click on IBON Online Services, then click "Initial Applications" then click "Apply for New License." 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 endorsement fee.
  - b. **Address of Record:** On the application provide a **mailing** address where the Iowa Board of Nursing (IBON) can send license information. If it applies, provide a **residential** address, if different than your mailing address. This is the address where you physically live.
2. Fee of \$169, which includes the fee to conduct the criminal history background check.  
**Important: The fee is not refundable.**
3. Two completed fingerprint cards. These must be the cards you receive from the nursing board office; other fingerprint cards cannot be accepted. **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. An accurately completed and signed criminal history background waiver form.

5. Information regarding any criminal convictions and out of state discipline must be submitted. You **must report all** criminal convictions and out of state discipline you have received. For criminal convictions report: **What** crime you were convicted of or plead guilty to, **when** the final disposition occurred, and **where** this occurred. For some cases you may be asked to submit the plea of guilty and/or sentencing order with your application. To avoid potential delays, it is recommended you submit these records when you apply. Deferred judgments, expunged convictions, sealed records, and other forms of agreed dispositions must still be reported. You do not need to report traffic charges, but you must report operating while intoxicated convictions.
6. **An official transcript is required and must be submitted directly from the school to the Board:** Transcripts may be sent electronically through the **National Student Clearinghouse ONLY**. **All others must be physically mailed to our office, by ground mail, directly from the program.** Transcripts that are faxed, or submitted by the applicant are not accepted. Transcripts **must** show the date of graduation and the degree conferred. Questions pertaining to program closures may be submitted to the Iowa Board of Nursing.
7. Verification of original license. Iowa only requires verification from your original state of licensure. Printing an online verification through a board of nursing website is not sufficient.  
  
Apply online for original license verification at [www.nursys.com](http://www.nursys.com).  
**Exceptions:** Some states will only accept a paper verification form and may charge a fee for their verification services. If you are endorsing from one of those states, you will need to send the "Verification of Original License" form from your packet, to your original state. Discard the form if it is not needed.
8. Active military or federal government employee identification, if applicable.  
If you are currently (and will continue to be) an active member of the military or an employee of the federal government, you may be requested to submit a copy of military or federal identification, such as military orders, military or federal identification.

#### **CHECKING THE STATUS OF AN APPLICATION**

Prior to calling the board office, please check the status of your application on the Board website at <https://nursing.iowa.gov>, then click on the "IBON Online Services" tab, then click on "Check the Status of an Application in Process". However, **materials will not display online until they are reviewed and processed by staff, which may take up to 5 weeks depending on the application volume and when the required documents have been received.** You may e-mail the endorsement staff at [endorse@iowa.gov](mailto:endorse@iowa.gov), with any additional questions.

#### **TEMPORARY LICENSE**

A temporary single state license to practice nursing in Iowa can be issued for 30 days, upon request by the applicant, after the board has received and accepted the completed application, fingerprint cards, signed waiver form, fees, and verification of original licensure. Please request a transcript from your school of nursing prior to requesting a temporary license.

#### **NAME OR ADDRESS CHANGES AFTER SUBMITTING AN APPLICATION**

If you need to change your name or address before your Iowa license is issued, you must submit the change to the attention of the endorsement division, Iowa Board of Nursing in writing, by fax to 515.281.4825, or by email to [endorse@iowa.gov](mailto:endorse@iowa.gov).

#### **QUESTIONS**

If you have any questions about the paperwork or the process, please contact 515.281.4827 or email [endorse@iowa.gov](mailto:endorse@iowa.gov).

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