Iowa Board of Nursing

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INSTRUCTIONS FOR LICENSURE BY EXAMINATION

NURSE LICENSURE COMPACT

If you reside in a state that is a member of the Nurse Licensure Compact, which includes Iowa, you MUST apply for licensure in your primary state of residence. Primary state of residence is defined as where you hold a driver's license, vote and pay taxes. If you will be moving to Iowa from another compact state, you must provide an Iowa address on your application form. You can view the list of compact states at the National Council of State Boards of Nursing (NCSBN) *at* www.ncsbn.org.

QUALIFICATIONS FOR LICENSURE IN IOWA

(Iowa Administrative Code 481.617.4; see also Iowa Code 147.3 and 152.7)

1. Graduation from an approved RN or LPN nursing program.
2. Passing the National Council Licensure Exam (NCLEX).
3. Board approval of an applicant with a criminal history or a record of prior disciplinary action, regardless of the jurisdiction.

APPLICATION PROCESS

The application process must be completed within twelve (12) months from the date the application is initiated. (You must be authorized to test and take the NCLEX in that time.) After the 12-month period, the application will be archived and the applicant will be required to reapply, repay the application fee, and may be required to resubmit documents.

The following items are required and must be completed by the applicant in the order listed below.

1. **A completed online application.**
   a. Go to the board's website at www.nursing.iowa.gov and select the link to "Online Services". Click "Initial Applications" and then "Apply for New License." Use your full legal name and your residential / mailing address.

   b. Pay fee of $143.00, which includes the fee to conduct the criminal history background check. **Important: This fee is not refundable**.

2. **Complete the NCLEX registration and pay their fee of $200.**
   a. Go online to www.pearsonvue.com/nclex and register using your first, middle and last name; or call 1.866.496.2539. (M-F from 7 AM – 7 PM CST). Use the exact same address and e-mail as the one listed on your IBON online application.

   b. The IBON application for exam and the NCLEX registration will expire 90 days after you are authorized to test. These applications are valid for the dates indicated on the Authorization to Test (ATT) email sent by the NCSBN/Pearson VUE. If your ATT expires, you will be required to re-submit both applications and both fees.

3. **Completion of Criminal History Verification Requirements by choosing ONE of the options below.**
   If you are a new graduate of an Iowa school, the required documents with instructions will be provided by your nursing school program. If you are a previous graduate from an Iowa school or a graduate from an out-of-state school, you must email newnurse@iowa.gov to request the documents.
   a. **FIELDPRINT** (Electronic Fingerprinting and Online Waiver Completion). This is highly recommended. See instructions enclosed in the Exam documents.

   OR

   b. **One completed fingerprint card and an accurately completed and signed criminal history background waiver form**. The fingerprint card must be received from the Iowa Board of Nursing (IBON) office; other fingerprint cards cannot be accepted. All blanks on the fingerprint card must be filled in before it can be processed or it may be mailed back, which may delay the licensing process.

   Return all the completed required documents together to the IBON **after** the online application and fee are submitted.

NOTE: **Information regarding any criminal convictions and out-of-state discipline must be submitted**. Deferred judgments, expunged convictions, sealed records, and other forms of agreed dispositions must be reported. You do not need to report traffic charges, but you must report operating while under the influence of alcohol or a controlled substance.

For criminal convictions, provide the following information for each charge:

i. **Where** (city/county, and state) and **When** it occurred.

ii. **Explanation** of the circumstances that led up to the criminal charge, and the **Outcome**. The Board wants to hear in your own words what happened and what you have done to rectify the situation.

iii. **Official copies** of case documents obtained from the clerk of court where charges were filed, including Criminal Complaint, Final Judgment, Settlement Agreement, Deferred Judgment or Expunged document. The court documents do not need to be certified.

iv. **Evaluation report** completed as a condition of the criminal plea or sentence showing the counselor's recommendations. If you were not ordered to have an evaluation, include that information in your letter.

Indicate that you have criminal offenses on your Fieldprint submission. Email your letter and documents to newnurse@iowa.gov. If using the physical Waiver Information form and fingerprint card instead of Fieldprint, mail all documents together.

4. **An official transcript is required and must be submitted by the school directly to the Board:**
   a. Transcripts must show the degree awarded and the date conferred.
   b. If your school uses the **National Student Clearinghouse**, transcripts can be accepted electronically through their portal. From the Recipient section dropdown menu, choose the "Education Organization…Professional Licensing" option and then "Iowa Board of Nursing" twice.
   c. If your school uses **Parchment or any other source**, please have your transcript mailed to the address above.
   d. Transcripts that are emailed, faxed, or submitted by the applicant are not accepted.

MISCELLANEOUS INFORMATION

NCLEX TESTING ACCOMMODATIONS
Pursuant to 481 Iowa Administrative Code, Nursing Board, individuals with disabilities may request special testing accommodations. Inquiries should be directed to the Iowa Board of Nursing as early as possible to expedite the approval process. You may call 515.281.3255 for information.

NAME OR ADDRESS CHANGES AFTER SUBMITTING AN APPLICATION
If you need to change your name or address before your Iowa license is issued, submit the change in writing to the IBON examination division by email to newnurse@iowa.gov. Please notify the board if you are an LPN applying for RN licensure.

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. Click on the "Online Services" link, then "Licensing Services," and "Check the Status of an Application in Process." However, **materials will not display online until they are reviewed and processed by staff, which may require up to 8 weeks depending on the application volume and when all required documents have been received. Once the Board approves you to test, the NCSBN / PearsonVUE will send your ATT email the following business day.** You may e-mail the exam staff at newnurse@iowa.gov with additional questions.

VERIFICATION OF IOWA LICENSURE FOLLOWING EXAMINATION
License numbers will not be released by phone. If you passed the examination, you will receive e-mail notification that your license has been issued. If you failed the NCLEX exam, you will be notified of your result by email.
Online License Verification Options:

1. IBON website at https://nursing.iowa.gov. Click on "Online Services," then "General Public," and then "License Verification." Your license information will be available by entering your new license number.
2. NCSBN at www.nursys.com. Choose "QuickConfirm" license verification and follow the prompts.

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