

## 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](http://www.ncsbn.org).

### QUALIFICATIONS FOR LICENSURE IN IOWA

(Iowa Administrative Code 655 IAC 3.3; 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.

**IMPORTANT: THIS IS A TWO-PART PROCESS.** The Iowa Board of Nursing (IBON) application for exam and NCLEX Registration are **both** required prior to receiving the Authorization to Test (ATT).

1. Complete the NCLEX registration and pay the fee of \$200 by one of the following methods:
  - Go online to [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) then select register using your first, middle and last name.
  - Call 1.866.496.2539. (M-F from 7 AM – 7 PM CST)
2. Apply to the IBON (see below). **On the board application use the exact same name, address and e-mail as the one given on the NCLEX registration form.**
3. 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 ATT. If your ATT expires, you will be required to re-submit **both** applications and both fees.

### 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 applicant will be required to reapply, repay the application fee and may be required to resubmit documents.

**An official transcript is required and must be submitted directly from the school.** Transcripts must show the degree and the date awarded.

1. If your school uses the National Student Clearinghouse, transcripts can be accepted through their portal. When requesting: From the recipient section dropdown menu- choose the "Education Organization...Professional Licensing" option and then "Iowa Board of Nursing" twice.
2. If your school uses Parchment or any other source, these transcripts must be physically mailed to our office.
3. Transcripts that are emailed, faxed, or submitted by the applicant are not accepted.

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

1. A completed application.
  - a. Online. Go to the board's website at <https://nursing.iowa.gov>, and select the link to "Online Services." Click "Initial Applications." From there, click "Apply for New License."
2. Fee of \$143.00, which includes the fee to conduct the criminal history background check.  
**Important: The fee is not refundable.**

3. Paper documents (two fingerprint cards, criminal history background waiver form, and all criminal history documentation).
  - If you are a new graduate of an Iowa school, a packet of required documents with instructions will be given to you by your nursing school program. Return all the completed required documents together to the IBON **after the online application and fee are submitted**.
  - If you are a previous graduate from an Iowa school (who has never taken the NCLEX exam), you must contact the IBON to request a packet of required documents with instructions to be sent to you by ground mail **after the online application and fee are submitted**. Return all the completed required documents together to the IBON.
  - If you are a graduate from an out of state school, you must contact the IBON to request a packet of required documents with instructions to be sent to you by ground mail **after the online application and fee are submitted**. Return all the required completed documents together to the IBON.
    - a. Two completed fingerprint cards. These must be the cards received from the IBON; 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.**
    - b. An accurately completed, signed and dated Waiver Information/Waiver Agreement and Privacy Act Statement (stapled document).
    - c. 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 pleaded guilty to, **when** the final disposition occurred, and **where** this occurred. 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.

### **NCLEX TESTING ACCOMMODATIONS**

Pursuant to 655 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.

### **ADDRESS OF RECORD**

Provide a mailing address as indicated on the application. A mailing address is the address on record where the Iowa Board of Nursing can send licensure information. Provide a residential address as indicated on the application if different than your mailing address. This address is where you physically live.

### **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 in writing to the attention of the IBON examination division by fax at 515.725-1107 or by email to [newnurse@iowa.gov](mailto:newnurse@iowa.gov). Please notify the board if you are an LPN who is applying for RN licensure when you submit a name change.

### **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" tab, then click on "Licensing Services" then click "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 the fingerprint cards, waiver form and transcript have been received.** You may e-mail the exam staff at [newnurse@iowa.gov](mailto: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 fail the NCLEX exam, you will be notified of your result by mail.

#### **Online License Verification Options:**

1. IBON website at <https://nursing.iowa.gov>. Click on "[Online Services](#)" and then click on "Customer Services" then "Secured Access" and sign in using your Account ID and password. You will be able to find your license information by last name and last four digits of your social security number.
2. NCSBN at [www.nursys.com](http://www.nursys.com). Choose "QuickConfirm" license verification and follow the prompts.

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