

## **Nursing Home Administrator – Provisional License Documentation Required for Initial Licensure**

- Create an account and apply online at: <http://ibplicense.iowa.gov/>
- Pay the \$120 application and fee. All application fees are nonrefundable.
- Attach evidence that provisional appointment will not exceed 12 calendar months in duration. If the applicant has previously served in this capacity, the following can be provided. Email the documents to [plpublic@idph.iowa.gov](mailto:plpublic@idph.iowa.gov) if there are any issues attaching.
  - Written employment verification signed by a facility designee
  - Written attestation signed by facility designee

An provisional license cannot be renewed for more than twelve total combined months per Iowa Code 155.9.