

**Iowa Board of Nursing**  
400 SW 8th Street, Suite B  
Des Moines, IA 50309-4685  
515.281.3264  
E-Mail: [ibon.reactivation@iowa.gov](mailto:ibon.reactivation@iowa.gov)



## INSTRUCTIONS FOR REACTIVATION OF A LICENSE

**Please note:** 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 the current compact license while you are in the process of obtaining your Iowa license. **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 reactivated your Iowa license.**

A reactivated license is issued for two years, plus the number of months to the birth month, to return the licensee to the three-year license cycle by birth month. All renewals require 36 contact hours of nursing continuing education completed during the license cycle.

## 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". For additional questions you may contact the reactivation staff at 515.281.3264 or [ibon.reactivation@iowa.gov](mailto:ibon.reactivation@iowa.gov).

## APPLICATION PROCESS

***NOTE: The application process must be completed twelve (12) months from the date the application has been 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 documents.***

The following items are required in order to reactivate your license. **All required documents MUST be sent in one envelope. Failure to do so may result in your individual documents being returned and will delay processing your application.**

1. A completed online application. Go to the board's website at <https://nursing.iowa.gov>, and follow the links to IBON Online Services. The link to the reactivation application is located in the main menu on the Online Services page. 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 reactivation fee.
2. Fee of \$225.00, 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. A 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. Continuing education certificates of completion. The requirement for reactivation is 36 contact hours of continuing education that were earned in the previous 36 months.

## **OTHER QUESTIONS**

If you have any questions about the paperwork or the process, please contact the reactivation staff at 515-281-3264 or email [ibon.reactivation@iowa.gov](mailto:ibon.reactivation@iowa.gov).

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