

IOWA BOARD OF NURSING

400 SW 8th Street, Suite B
Des Moines, IA 50309-4685

INSTRUCTIONS FOR LICENSURE IN IOWA BY EXAMINATION

The License by Examination Application Process is available Online at the board website: nursing.iowa.gov - Choose **IBON Online Services** and then **License Examination**.

Qualifications for Licensure in Iowa (IAC 655-3.3; see also 147.3 and 152.7)

1. Graduation from a board-approved RN or LPN nursing program.
2. The board may consider the past criminal record of an applicant or a record of prior disciplinary action, regardless of jurisdiction.
3. Passing NCLEX examination as prescribed by the board.

Please review this entire page to receive all the requirements necessary to obtain an Iowa nursing license

To review or print the NCLEX Candidate Bulletin or to register with NCLEX On-Line go to www.vue.com/nclex.

The following items are required to be submitted to the Iowa Board of Nursing either Online or by Paper: (*Application for Exam, Fingerprint Cards, Waiver Form, Total Fee, \$143.00 and Official Transcript submitted directly from the College or University*)

- ✓ Iowa Application for Exam - Fee \$143.00 **Payable to the Iowa Board of Nursing or submitted Online. The fee to conduct the criminal history background check is included with the application fee. (Online, Personal Check, Money Order or Cashier's Check is acceptable.)** Use exactly the same name and address as the one given on the NCLEX Examination Registration Form.
- ✓ Two Completed Fingerprint Cards and Signed Waiver Form - (All paper applications will be returned if received without the Fingerprint Cards)
- ✓ Information regarding criminal offense. **MUST** be submitted with this paper application or fingerprint cards, when applicable, or the entire application or fingerprint cards will be returned to applicant.
 1. Send a copy of the court records; i.e. sentencing order, trial information, judgment entry.
 2. A written assessment of your life before, at the time of, and after the conviction. (Please include employment history)
- ✓ Official Nursing Transcript (Request that your program submit a transcript directly to the Iowa Board of Nursing. Transcripts may **NOT** be submitted by an applicant or sent by fax. A transcript documenting your date of graduation must be on file prior to taking the examination. Transcripts are retained for a period of twelve (12) months from the date received in this office.)
- ✓ NCLEX Registration - Fee of \$200
 1. Register with NCLEX online at www.pearsonvue.com/nclex Select the registration option.
 2. Register by Telephone at 1-866-496-2539. (M-F from 7 AM – 7 PM CST)
 3. Register with NCLEX online and then instead of paying with a credit card, print the confirmation of the registration and mail it with a cashier's check or money order to: NCLEX Operations, P.O. Box 64950, St. Paul, MN 55164-0950.

REMEMBER: The Iowa 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 (90 days). If your Authorization to Test expires you will be required to re-submit **both applications and fees**.

Nurse Licensure Compact Information:

DO NOT APPLY FOR A LICENSE IN IOWA IF YOU RESIDE IN A STATE WHERE COMPACT LEGISLATION IS IN EFFECT.

If you reside in a state that is a member of the Nurse Licensure Compact Agreement, 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, Inc. at www.ncsbn.org by going to the Nurse Licensure Compact link.

The compact does not supersede federal law. Military and federal employees may apply for licensure by examination in Iowa.

Name and/or Address Changes:

Changes must be submitted to the Iowa Board of Nursing in **writing** or by **fax** (515-281-4825) **attention: EXAM DEPARTMENT**, or by **e-mail** to newnurs@iowa.gov. Please notify the board if you are an LPN who is applying for RN licensure when you submit a name and/or address change.

Special Testing Circumstances:

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, preferably prior to graduation, in order to expedite the approval process. You may phone 515/281-5535 or e-mail lynn.linder@iowa.gov for additional information.

Verification of Iowa Licensure Following the Examination:

License numbers will not be released by phone. If you passed the examination, you will receive your license and certificate in the mail. **If you failed the examination, no information will be released by telephone** and you will be notified of your result by mail. An application packet and guidelines will also be mailed to you within two weeks if you have failed the NCLEX exam.

Online License Verification – NURSYS.com - NATIONAL COUNCIL OF STATE BOARD OF NURSING (NCSBN) - NURSYS.COM. Verification is usually available at NURSYS.com the Wednesday afternoon following passing the examination.

Licensure QuickConfirm provides online license verification reports to employers and the general public at NO CHARGE. Verification can be obtained by license number or **name**. The information obtained at Licensure QuickConfirm is: name, jurisdiction(s), license type, license number(s), compact status (multi-state/single state), license status, expiration date and discipline.

NOTE: It is very important to completely read the instructions within the NCLEX Examination Candidate Bulletin at www.vue.com/nclex.

NOTE: To find out the status of your application go to the Nursing Board Website (nursing.iowa.gov) and choose - "Check the Status of an Application in Process" prior to calling the Nursing Board office.