IOWA BOARD OF NURSING

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

INSTRUCTIONS FOR LICENSURE BY ENDORSEMENT

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/LVN nursing program. Applicants must have held similar licensure in another state prior to applying for licensure in Iowa.
2. The board may consider the past criminal record of an applicant or a record of prior disciplinary action, regardless of jurisdiction.
3. Passing the NCLEX examination as prescribed by the board*.

Applicants MUST provide a **Social Security Number**. If a Social Security Number is **not** available, the applicant will need to submit the documentation that allows the individual access to the United States with the application.

DO NOT APPLY FOR LICENSURE IN IOWA BY ENDORSEMENT IF YOU HAVE PREVIOUSLY HELD A LICENSE IN IOWA AND ARE APPLYING FOR THE SAME LEVEL OF LICENSE. E-mail **ibon@iowa.gov** or telephone 515-281-3264 to obtain the appropriate forms to reactivate your previous Iowa license.

APPLICATION PROCESS

License by Endorsement is available Online **at nursing.iowa.gov. Fingerprint Cards are NOT available Online.** All Fingerprint Cards submitted **MUST** be the two cards received from the Iowa Board of Nursing office. This is a requirement of the Iowa Division of Criminal Investigations. Two Fingerprint Cards will be mailed to your address of record to be taken to your local police station or sheriff's office to be completed.

A. Submit Application For Licensure in Iowa by Endorsement Online or by Paper.

1. IF YOU RESIDE IN A STATE WHERE COMPACT LEGISLATION IS IN EFFECT and YOU WILL BE MOVING TO IOWA**, *you MUST provide* an** IOWA ADDRESS **on your application form. If you reside in a non-compact state an Iowa address is NOT required. A valid multi-state license issued from another compact state will authorize you to practice nursing in Iowa for a period of up to 90 days from the date residency is established. You will be responsible for complying with the provisions of the nurse practice laws and regulations of the state where the client/patient is located. Primary state of residence is where you hold a valid driver's license, vote and/or pay taxes. View the list of compact states at** www.ncsbn.org**.**

B. Submit the following items directly to the Iowa Board of Nursing office:

1. **Endorsement application and fee of $169 payable to the Iowa Board of Nursing (IBON) (If submitting by Paper and NOT Online). The fee to conduct the criminal history background check is included in the $169.** A personal check, money order or cashier's check is acceptable. **This fee is not refundable**

2. Two Completed IBON Fingerprint Cards (Received from the Nursing Board office) and Signed Waiver – (All paper applications will be returned if received without the IBON Fingerprint Cards and Waiver)

3. Information regarding criminal offense(s) or prior disciplinary action(s).

1. Send a copy of the court records; i.e. sentencing order, disposition documents, trial information, judgment entry along **with the application by endorsement**.
2. A brief summary of the conditions that led to the charge(s) including date, location and outcome must be included with the application.

C. Forward the Request for Nursing Transcript to the original nursing program from which you graduated or the institution maintaining your official records unless you can apply for the transcript online. Contact the program or institution regarding a transcript fee. **Transcripts that are faxed, submitted electronically or submitted by the applicant will not be accepted.** Questions pertaining to program closures may be submitted to the Iowa Board of Nursing.

D. Verification of original license (please read the following options carefully):

IOWA **ONLY** REQUIRES VERIFICATION FROM YOUR ORIGINAL STATE OF LICENSURE

1. Apply On-Line for Original License Verification at: www.nursys.com if your original state of licensure is NOT listed below. This is the quickest method for original license verification. The following states do **NOT** use the online license verification service and will only accept a paper verification form and may charge a fee for paper verification service:

Alabama, California RN & VN, Georgia RN & PN, Hawaii, Kansas, Louisiana PN, Oklahoma, Pennsylvania. West Virginia RN.

OR

2. Submit the Verification of Original License Form (enclosed) if your original state of licensure IS listed above or if On-Line NURSYS License Verification is unavailable. If using the Verification of Original License Form, **Please verify the processing fee with your original board and send the fee with the form to that board.** Discard this form if not needed. (Printing of On-line verification through Boards of Nursing is **NOT** acceptable.)

ACTIVE MILITARY OR FEDERAL GOVERNMENT EMPLOYEE.
If you are currently (and will continue to be) an active member of the military or currently (and will continue to be) a Federal Government employee identification such as; military orders, military identification, or a federal employee identification must be submitted with the application.

NOTE: The Iowa board may destroy files after twelve (12) months if all required documents for licensure are not on file. The applicant will be required to reapply and repay the application fee.

TEMPORARY LICENSE

A. A temporary license to practice nursing in Iowa will be issued when the following materials are on file with the Iowa Board of Nursing and the applicant has requested the temporary.
   1. Complete, accurate Application for Licensure by Endorsement. (ONLINE or PAPER)
   2. Completed IBON Fingerprint Cards and Waiver Form.
   3. Endorsement and Criminal History Background Check fees for a combined total of **$169.00 payable to the Iowa Board of Nursing.** Online payment, personal check, money order, or cashier's check is acceptable. This total fee covers both the temporary license and regular license.
   4. Verification of Licensure form submitted by the original state of licensure or verification from NURSYS.

Temporary licenses are not issued by the Iowa Board of Nursing on a walk-in basis.

B. The temporary license will expire 30 days after it is issued.
C. A temporary licensee may use the appropriate title of Registered Nurse/Licensed Practical Nurse and the appropriate abbreviation RN/LPN.

Foreign Educated Nurses:

- If the certificate program was completed through CGFNS apply for the Verification of certificate letter to be submitted to the Iowa Board of Nursing.
- If the full education course-by-course report or the Professional Report of the CGFNS Credentials Evaluation Service (CES) has been completed apply for the Re-evaluation of a Full Education Course-By-Course Report or Professional Report be submitted to the Iowa Board of Nursing.
- If neither has been completed apply for the Professional Report (full education course-by-course report) of the CGFNS Credentials Evaluation Service (CES) for practical nurse and registered nurse applicants be submitted to the Iowa Board of Nursing.
- The English language proficiency exam is not required as part of the report.

Commission on Graduates of Foreign Nursing Schools
ATTN: CES Professional Report
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651 U.S.A.

Customer Service:
Telephone: 215.349.8767
(Between 8 – 12 Eastern Time US)
CGFNS Web site: www.cgfns.org/

NAME OR ADDRESS CHANGES AFTER FILING APPLICATIONS

Name and address changes must be submitted to the Iowa Board of Nursing in **writing** or by **fax** (515-281-4825) to the attention of Endorsement Department, or by e-mail to endorse@iowa.gov. Your license will be processed with the most recent information on file.

IF YOU HAVE ANY QUESTIONS ABOUT THE PAPERWORK OR THE PROCESS PLEASE CONTACT 515-281-4827 or endorse@iowa.gov

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.