

**PUBLIC HEALTH DEPARTMENT[641]**

**Adopted and Filed**

**Rulemaking related to plumbing and  
mechanical systems alternative licensure pathways**

The Department of Inspections, Appeals, and Licensing hereby rescinds Chapter 35, “Plumbing and Mechanical Systems Board—Alternative Licensure Pathways,” Iowa Administrative Code, and adopts a new chapter with the same title.

*Legal Authority for Rulemaking*

This rulemaking is adopted under the authority provided in Iowa Code sections 105.4 and 272C.3.

*State or Federal Law Implemented*

This rulemaking implements, in whole or in part, Iowa Code chapters 105 and 272C.

*Purpose and Summary*

This rulemaking repromulgates Chapter 35 and implements Iowa Code chapters 105 and 272C in accordance with the goals of Executive Order 10 (January 10, 2023). This rulemaking establishes procedures for the Plumbing and Mechanical Systems Board (Board) to issue licenses by alternative methods. The rulemaking sets forth a checklist for applicants to follow when seeking a reciprocal license and the circumstances under which the Board may deny a reciprocal license. The rulemaking also sets forth a checklist for applicants to follow when seeking license by verification and explains how the Board will approach applications for applicants with prior discipline. The rulemaking sets forth a checklist for applicants to follow when seeking licensure via work experience upon an applicant’s relocation from another jurisdiction that did not require a license.

*Public Comment and Changes to Rulemaking*

Notice of Intended Action for this rulemaking was published in the Iowa Administrative Bulletin on January 10, 2024, as **ARC 7322C**. Public hearings were held on January 30 and 31, 2024, at 9:20 a.m. at 6200 Park Avenue, Des Moines, Iowa. No one attended the public hearings. No public comments were received. No changes from the Notice have been made.

*Adoption of Rulemaking*

This rulemaking was adopted by the Board on April 16, 2024.

*Fiscal Impact*

This rulemaking has no fiscal impact to the State of Iowa in an amount requiring a fiscal impact statement pursuant to Iowa Code section 17A.4(4).

*Jobs Impact*

After analysis and review of this rulemaking, no impact on jobs has been found.

*Waivers*

Any person who believes that the application of the discretionary provisions of this rulemaking would result in hardship or injustice to that person may petition the Department for a waiver of the discretionary provisions, if any, pursuant to 481—Chapter 6.

*Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rulemaking by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rulemaking at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

*Effective Date*

This rulemaking will become effective on June 19, 2024.

The following rulemaking action is adopted:

ITEM 1. Rescind 641—Chapter 35 and adopt the following **new** chapter in lieu thereof:

CHAPTER 35  
PLUMBING AND MECHANICAL SYSTEMS BOARD—ALTERNATIVE  
LICENSURE PATHWAYS

**641—35.1(105) Definitions.** For purposes of this chapter, the following definitions apply:

“*Board*” means the same as defined in Iowa Code section 105.2(2).

“*Full time*” means a minimum of 1,700 hours of work in a one-year period.

“*Issuing jurisdiction*” means the same as defined in Iowa Code section 272C.12(5).

“*Transferring jurisdiction*” means the specific issuing jurisdiction on which an applicant relies to seek licensure in Iowa by verification under this chapter.

**641—35.2(105) Reciprocity agreements.** The board may enter into licensing reciprocity agreements with other states in accordance with Iowa Code section 105.21.

**641—35.3(105) Licensure by reciprocity.** A nonresident of Iowa seeking a reciprocal license under Iowa Code chapter 105 applies on forms provided by the board.

**35.3(1) Reciprocity criteria.** The board may issue a reciprocal license if the following criteria are met:

- a. The applicant is a nonresident of Iowa;
  - b. The applicant possesses a valid plumbing, mechanical, HVAC-refrigeration, sheet metal, or hydronic license from an issuing jurisdiction with which the board has entered into a reciprocity agreement;
  - c. The applicant has paid the appropriate fee or fees set forth in 641—Chapter 28;
  - d. The applicant meets the minimum qualifications for licensure set forth in rule 641—29.4(105);
- and
- e. The applicant agrees to comply with all provisions of Iowa law and applicable administrative rules.

**35.3(2) Denial of reciprocal license.** The board may refuse to issue a reciprocal license to an applicant otherwise qualified based upon a suspension, revocation, or other disciplinary action taken against the applicant by a licensing authority in this or another jurisdiction. For purposes of this subrule, a “disciplinary action” includes the voluntary surrender of a license to resolve a pending disciplinary investigation or proceeding.

**641—35.4(105) Licensure by verification.** Licensure by verification is available under the following circumstances.

**35.4(1) Eligibility.** A person may seek licensure by verification if the criteria in Iowa Code section 272C.12(1) are satisfied.

**35.4(2) Board application.** The applicant submits all of the following:

- a. A completed application for licensure by verification.

- b. Payment of the appropriate fee or fees set forth in 641—Chapter 28.
- c. A verification form completed by the transferring jurisdiction and sent directly from the transferring jurisdiction to the board, verifying that the applicant’s license, certificate, or registration in that jurisdiction complies with the conditions set forth in Iowa Code section 272C.12.
- d. Proof of residency in the state of Iowa or proof of military member’s official permanent change of station. Proof of residency may include:
  - (1) A residential mortgage, lease, or rental agreement;
  - (2) A utility bill;
  - (3) A bank statement;
  - (4) A paycheck or pay stub;
  - (5) A property tax statement;
  - (6) A document issued by the federal or state government; or
  - (7) Any other board-approved document that reliably confirms Iowa residency.
- e. Proof of passing the applicable Iowa licensing examination.
- f. Documentation of the applicant’s complete criminal record in accordance with 641—paragraph 29.5(4) “c,” including the applicant’s personal statement regarding whether each offense directly relates to the practice of the profession.
- g. Copies of any relevant disciplinary documents, if another issuing jurisdiction has taken disciplinary action against the applicant.

**35.4(3) Applicants with prior discipline.** If another issuing jurisdiction has taken disciplinary action against an applicant or if the applicant has a complaint, allegation, or investigation relating to unprofessional conduct pending before any regulating entity in another jurisdiction, the board will proceed according to Iowa Code section 272C.12(1) “f” and “g.” A person whose license was revoked, or a person who voluntarily surrendered a license, in another issuing jurisdiction is ineligible for licensure by verification.

**35.4(4) Temporary licenses.** Applicants who satisfy all conditions for a license by verification under this rule, except for passing the applicable Iowa licensing examination, may be issued a temporary license in accordance with Iowa Code section 272C.12(3) “c.” If the temporary license expires, the applicant may not practice until the applicant submits proof of passing the applicable Iowa licensing examination.

**641—35.5(105) Licensure by work experience in jurisdictions without licensure requirements.**

**35.5(1) Work experience.**

a. An applicant for initial licensure who has relocated to Iowa from another jurisdiction that did not require a license to practice the profession may be eligible for an Iowa license if the applicant meets the conditions set forth in Iowa Code section 272C.13 and all other licensing criteria, including passing any necessary examinations. For each application submitted under this rule, the board will determine whether the applicant’s prior work experience was substantially similar to the applicable apprenticeship training that is required for individuals licensed under 641—Chapter 29.

b. If the board determines an applicant’s prior work experience was not substantially similar to the scope of practice in Iowa, the applicant may submit a subsequent application for licensure by work experience if all of the following criteria are satisfied:

- (1) The applicant enrolls in an apprenticeship program approved by the United States Department of Labor;
- (2) The applicant obtains a board-issued apprentice license; and
- (3) The applicant successfully completes one year in the apprenticeship program.

**35.5(2) Necessary documentation.** An applicant seeking to substitute work experience in lieu of satisfying applicable education or training criteria bears the burden of providing all of the following by submitting relevant documents as part of a completed license application:

- a. Proof of Iowa residency, which may include:
  - (1) A residential mortgage, lease, or rental agreement;
  - (2) A utility bill;
  - (3) A bank statement;

- (4) A paycheck or pay stub;
- (5) A property tax statement;
- (6) A document issued by the federal or state government; or
- (7) Any other board-approved document that reliably confirms Iowa residency.

*b.* Proof of three or more years of full-time work experience within the four years preceding the application for Iowa licensure, which demonstrates that the work experience was substantially similar to an applicable apprenticeship program approved by the United States Department of Labor. Proof of work experience may include, but is not limited to:

- (1) A letter from the applicant's prior employer or employers documenting the applicant's dates of employment and scope of practice;
- (2) A paycheck or pay stub; or
- (3) If the applicant was self-employed, business documents filed with the secretary of state or other applicable business registry or regulatory agency in the other jurisdiction.

*c.* Proof that the applicant's work experience involved a substantially similar scope of practice to the practice in Iowa, which includes:

- (1) A written statement by the applicant detailing the scope of practice and stating how the work experience correlates to an applicable apprenticeship program approved by the United States Department of Labor; and
- (2) Business or marketing materials detailing the services provided.

*d.* Proof that the other jurisdiction did not require a license to practice the profession, which may include:

- (1) Copies of applicable laws;
  - (2) Materials from a website operated by a governmental entity in that jurisdiction; or
  - (3) Materials from a nationally recognized professional association applicable to the profession.
- These rules are intended to implement Iowa Code sections 105.21 and 272C.12.

[Filed 4/24/24, effective 6/19/24]

[Published 5/15/24]

EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 5/15/24.