

## CHAPTER 19

## LICENSURE BY VERIFICATION AND OF APPLICANTS WITH WORK EXPERIENCE

**645—19.1(272C) Licensure by verification.** Licensure by verification is available in accordance with the following.

**19.1(1) Eligibility.** A person may seek licensure by verification if the person is licensed in at least one other jurisdiction that has a scope of practice substantially similar to that of Iowa.

**19.1(2) Board application.** The applicant must submit the following:

- a. A completed application for licensure by verification.
- b. Payment of the application fee.
- c. Completed fingerprint cards and a signed waiver form to facilitate a national criminal history background check, if required for initial licensure by the board.
- d. A verification form, completed by the licensing authority in the jurisdiction that issued the applicant's license, verifying that the applicant's license in that jurisdiction complies with the requirements of Iowa Code section 272C.12. The completed verification form must be sent directly from the licensing authority to the board.
- e. A copy of the complete criminal record if the applicant has a criminal history.
- f. A copy of the relevant disciplinary documents if another jurisdiction has taken disciplinary action against the applicant.
- g. A written statement from the applicant detailing the scope of practice in the other state.
- h. Copies of relevant laws setting forth the scope of practice in the other state.

**19.1(3) Applicants with prior discipline.** If another jurisdiction has taken disciplinary action against an applicant, the board will determine whether the cause for the disciplinary action has been corrected and the matter has been resolved. If the board determines the disciplinary matter has not been resolved, the board will neither issue a license nor deny the application for licensure until the matter is resolved. A person who has had a license revoked, or who has voluntarily surrendered a license, in another jurisdiction is ineligible for licensure by verification.

**19.1(4) Applicants with pending licensing complaints or investigations.** If an applicant is currently the subject of a complaint, allegation, or investigation relating to unprofessional conduct pending before any regulating entity in another jurisdiction, the board will neither issue a license nor deny the application for licensure until the complaint, allegation, or investigation is resolved.

[ARC 5751C, IAB 7/14/21, effective 8/18/21; ARC 7013C, IAB 5/17/23, effective 6/21/23]

**645—19.2(272C) Applicants with work experience in jurisdictions without licensure requirements.**

**19.2(1) Work experience.** An applicant for initial licensure who has relocated to Iowa from another jurisdiction that did not require a professional license to practice in the profession may be considered to have met any educational and training requirements if the person has at least three years of work experience with a scope of practice substantially similar to that of the profession for which a license in Iowa is sought. The three years of work experience must be within the four years preceding the date of application for initial licensure. The applicant must satisfy all other requirements, including passing any required examinations, to receive a license.

**19.2(2) Required documentation.** An applicant who wishes to substitute work experience in lieu of satisfying applicable education or training requirements shall carry the burden of proving 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 work experience within the four years preceding the application for licensure, which may include:

- (1) A letter from the applicant's prior employer documenting the dates of employment;
- (2) Pay checks or pay stubs;
- (3) If the applicant is self-employed, business documents filed with the secretary of state; or
- (4) Any other board-approved evidence of sufficient work experience.

*c.* Proof that the work experience was in a practice with a scope of practice substantially similar to that for the license sought in Iowa, which must include:

- (1) A written statement by the applicant detailing the scope of practice; and
- (2) Business or marketing materials detailing the services provided.

*d.* Proof that a professional license was not required in the other state, which may include:

- (1) Copies of applicable laws;
- (2) Materials from a website operated by a governmental entity; or
- (3) Materials from a national professional association.

[ARC 5751C, IAB 7/14/21, effective 8/18/21]

These rules are intended to implement 2020 Iowa Acts, House File 2627.

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