

**641—29.5(105) General requirements for application for licensure.** The following criteria apply to application for licensure:

**29.5(1) *Application.*** An applicant will complete an application online or on a paper application approved by the board.

**29.5(2) *Fees.*** An application must be accompanied by the appropriate fees. All fees are nonrefundable. Fees for online applications are by credit card only. A check or money order may accompany a paper application.

**29.5(3) *Applicant responsibilities.*** An applicant for an initial license or license renewal bears full responsibility for each of the following:

*a.* Paying all fees charged by regulatory authorities, state or national testing or credentialing organizations, and educational institutions providing the information necessary to complete a license, certification, or renewal application;

*b.* Providing accurate, up-to-date, and truthful information on the application including, but not limited to, prior professional experience, education, training, criminal history, and disciplinary history; and

*c.* Submitting complete application materials. An application for a license or certification or renewal of a license or certification will be considered active for 90 days from the date the application is received. For purposes of establishing timely filing, the postmark on a paper submittal or the date of the electronic time stamp for online renewals will be used. If the applicant does not submit all materials within this time period or if the applicant does not meet the requirements for the license or certification, the application will be considered incomplete and will be destroyed.

**29.5(4) *Verifiable documentation.*** No application will be considered by the board without the appropriate verifiable documentation, including:

*a.* A passing score for a discipline-appropriate examination provided by the testing vendor under contract with the board, when testing is required for a license.

*b.* Verification that the applicant has met the minimum requirements as defined in rule 641—29.4(105) and the established employment experience criteria for each type of license.

*c.* Documentation of the applicant's complete criminal record, including the applicant's personal statement regarding whether each offense directly relates to the practice of the profession. No application will be considered complete unless and until the applicant responds to board requests for additional information regarding the applicant's complete criminal record.

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