

**655—3.8(17A,147,152,272C) License renewal and reactivation.**

**3.8(1) Name and address changes.** Licensees must notify the board of any name or address change within 30 days of the change. Licensure documents are mailed to the licensee at the address on file in the board office. There is no fee for a change of name or address in board records.

**3.8(2) Initial licenses.** The board shall issue licenses by endorsement and examination for a 24- to 36-month period. When the license is renewed, it will be placed on a three-year renewal cycle. License expiration is on the fifteenth day of the licensee's birth month.

**3.8(3) Renewal.** The licensee may renew the license beginning 60 days prior to license expiration. The licensee will:

*a.* Attest that Iowa is the primary state of residence or that the primary state of residence is a noncompact state. The board may request evidence of residency.

*b.* Submit the renewal application and the renewal fee.

*c.* Meet the continuing education requirement as set forth in 655—Chapter 5, prior to license renewal.

*d.* Complete the required mandatory reporter training.

(1) The course(s) shall be the curriculum provided by the department of health and human services.

(2) A licensee who regularly examines, attends, counsels or treats children in Iowa must indicate on the renewal application completion of training in child abuse identification and reporting as required by Iowa Code section 232.69(3)“b” in the previous three years or condition(s) for rule suspension as identified in subparagraph 3.8(3)“d”(5).

(3) A licensee who regularly examines, attends, counsels or treats adults in Iowa shall indicate on the renewal application completion of training in dependent adult abuse identification and reporting as required by Iowa Code section 235B.16(5)“b” in the previous three years or condition(s) for rule suspension as identified in subparagraph 3.8(3)“d”(5).

(4) The licensee shall maintain written documentation for three years after mandatory training as identified in subparagraphs 3.8(3)“b”(2) and “b”(3), including program date(s), content, duration, and proof of participation.

(5) The requirement for mandatory training for identifying and reporting child and dependent adult abuse will be suspended if the board determines that suspension is in the public interest or that a person at the time of license renewal:

1. Is engaged in active duty in the military service of this state or the United States.

2. Holds a current exemption based on evidence of significant hardship in complying with training requirements, including an exemption of continuing education requirements or extension of time in which to fulfill requirements due to a physical or mental disability or illness as identified in 655—Chapter 5.

(6) The board may select licensees for audit of compliance with the requirements in subparagraphs 3.8(3)“b”(1) through “b”(5).

**3.8(4) Late renewal.** The license is late when the license has not been renewed by the expiration date. The licensee will be assessed a late fee as specified in rule 655—3.2(17A,147,152,152E,272C). To renew a late license, the licensee shall complete the renewal requirements and submit the late fee before the fifteenth day of the month following the expiration date.

**3.8(5) Inactive status.** The license becomes inactive when the license has not been renewed by the fifteenth day of the month following the expiration date.

*a.* If the inactive license is not reactivated, it remains inactive.

*b.* If the licensee resides in Iowa or a noncompact state, the licensee shall not practice nursing in Iowa until the license is reactivated to active status. If the licensee is identified as engaging in the practice of nursing with an inactive license, disciplinary proceedings may be initiated.

*c.* The licensee is not required to obtain continuing education credit or pay fees while the license is inactive.

**3.8(6) Changing primary state of residence for multistate license.** A licensee who holds a multistate license issued by this board and who changes the licensee's primary state of residency to another party state must apply for licensure in the new party state. Once the board has been notified by the new party state that a new license has been issued, the Iowa multistate license will become inactive.

**3.8(7) *Reactivation.***

*a.* To reactivate an inactive license, the licensee shall comply with the following:

(1) The licensee shall submit:

1. A completed reactivation application.
2. Payment of the applicable fees.
3. A completed continuing education report form and supporting continuing education certificates.
4. Two completed fingerprint cards and a signed waiver form to facilitate a national criminal history background check.

(2) The licensee shall have obtained 36 contact hours of continuing education, as specified in 655—Chapter 5, within the 36 months prior to reactivation.

(3) If a licensee has not held an active license in any jurisdiction within the previous five years, the licensee must complete a nurse refresher course in accordance with rule 655—3.11(152) within 12 months of applying for reactivation.

*b.* Upon receipt of all necessary materials, the licensee will be issued a license for a 24- to 36-month period. At the time of the next renewal, the license will be placed on a three-year renewal cycle. License expiration is on the fifteenth day of the licensee's birth month.

*c.* An applicant who fails to complete the reactivation of licensure process within 12 months from the date of initial application must reapply. All fees are nonrefundable.

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