

**645—41.2(151) Requirements for licensure.**

**41.2(1)** Every applicant for licensure to practice chiropractic shall do all of the following:

*a.* Complete a board-approved application form. If the application is not completed according to the instructions, the application will not be reviewed by the board. Application forms may be obtained from the board's website ([www.idph.iowa.gov/licensure](http://www.idph.iowa.gov/licensure)) or directly from the Board of Chiropractic, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

*b.* Submit the appropriate fee to the Iowa Board of Chiropractic as stated in 645—subrule 5.4(1). The fee is nonrefundable.

*c.* Submit official copies of academic transcripts to the board directly from a chiropractic school accredited by the CCE and approved by the board. The transcript must display the date of graduation and the degree conferred.

*d.* Submit an official certificate of completion of 120 hours of physiotherapy from a board-approved chiropractic college. The physiotherapy course must include a practicum component.

*e.* Pass all parts of the NBCE examination as outlined in rule 645—41.3(151).

*f.* Submit a copy of the chiropractic diploma (no larger than 8½" × 11") from a chiropractic school accredited by the CCE and approved by the board.

**41.2(2)** Licensees who were issued their licenses within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

**41.2(3)** Incomplete applications that have been on file in the board office for more than two years shall be:

*a.* Considered invalid and shall be destroyed; or

*b.* Maintained upon written request of the candidate. The candidate is responsible for requesting that the file be maintained.

**41.2(4)** Persons licensed to practice chiropractic shall keep their licenses publicly displayed in the primary place of practice.

**41.2(5)** Licensees are required to notify the board of chiropractic of changes in residence or place of practice within 30 days after the change of address occurs.

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