

**645—261.2(148G,152B) General requirements for licensure.**

**261.2(1)** The following general criteria shall apply to all applications for licensure:

*a.* The applicant shall complete a board-approved application packet. Application forms may be obtained from the board's website ([idph.iowa.gov/Licensing](http://idph.iowa.gov/Licensing)) or directly from the board office or may be submitted electronically at [IBPLicense.iowa.gov](http://IBPLicense.iowa.gov). Paper applications shall be sent to Board of Respiratory Care and Polysomnography, Professional Licensure Division, Fifth Floor, Lucas State Office Building, 321 E. 12th Street, Des Moines, Iowa 50319-0075.

*b.* The applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board until properly completed.

*c.* Each application shall be accompanied by the appropriate fees specified in 645—subrule 5.17(1).

*d.* The applicant shall submit two completed sets of fingerprint cards to facilitate a national criminal history background check. The cost for the evaluation of the fingerprint cards and the criminal history background checks by the Iowa division of criminal investigation (DCI) and the Federal Bureau of Investigation (FBI) criminal history background checks shall be assessed to the applicant. The board may withhold issuing a license pending receipt of a report from the DCI and FBI.

*e.* The applicant shall submit a release authorizing the background check.

*f.* Licensees who were issued their licenses within six months prior to the renewal shall not be required to renew their licenses until the renewal month two years later.

*g.* An applicant who has been a licensed respiratory care practitioner, polysomnographic technologist, or respiratory care and polysomnography practitioner under the laws of another jurisdiction shall provide verification of license(s) from every jurisdiction in which the applicant has been licensed. Verification shall be sent directly from the jurisdiction(s) to the board office. Web-based verification may be substituted for verification direct from the jurisdiction's board office if the verification provides:

- (1) Licensee's name;
- (2) Date of initial licensure;
- (3) Current licensure status; and
- (4) All disciplinary action taken against the license.

**261.2(2)** Incomplete applications that have been on file in the board office for more than two years shall be considered invalid and shall be destroyed.

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