

**481—658.6(147,148H) Application requirements.**

**658.6(1)** *Application for licensure.* To apply for a license to practice genetic counseling, an applicant shall:

*a.* Submit the completed application, including required credentials and documents, a completed fingerprint packet, and a sworn statement by the applicant attesting to the truth of all information provided by the applicant;

*b.* Pay the nonrefundable initial application fee identified in 481—subrule 651.13(1) and pay the fee identified in 481—subrule 651.13(6) for the evaluation of the fingerprint packet and the national criminal history background checks by the division of criminal investigation (DCI) and the Federal Bureau of Investigation (FBI).

**658.6(2)** *Contents of the application form.* Each applicant shall submit the following information on the application form provided by the board:

*a.* The applicant's full legal name, date and place of birth, home address, mailing address, principal business address, and personal email address regularly used by the applicant or licensee for correspondence with the board;

*b.* A chronology accounting for all time periods from the date the applicant entered a genetic counseling training program or educational institution to the date of the application;

*c.* The other jurisdictions in the United States or other nations or territories in which the applicant is authorized to practice genetic counseling, including license, certificate of registration or certification number and date of issuance;

*d.* Full disclosure of the applicant's involvement in civil litigation related to the practice of genetic counseling in any jurisdiction of the United States or other nations or territories. Copies of the legal documents may be requested if needed during the review process;

*e.* A statement disclosing and explaining any informal or nonpublic actions, such as letters of warning, letters of education, any confidential retraining, or any kind of confidential action taken toward a genetic counselor's certification or license that is not public discipline; warnings issued, investigations conducted, or disciplinary actions taken, whether by voluntary agreement or formal action, by a medical, genetic counseling or professional regulatory authority, an educational institution, a training or research program, or a health facility in any jurisdiction;

*f.* A statement disclosing and explaining any charge of a misdemeanor or felony involving the applicant filed in any jurisdiction, whether or not any appeal or other proceeding is pending to have the conviction or plea set aside;

*g.* A letter sent directly from the ABGC or ABMGG to the board verifying the applicant holds active certification in genetic counseling by the ABGC or ABMGG for genetic counselor licensure or a letter sent directly from ABGC or ABMGG to the board verifying the applicant has been granted active candidate status for provisional licensure;

*h.* A completed fingerprint packet to facilitate a national criminal history background check. The fee for evaluation of the fingerprint packet and the DCI and FBI criminal history background checks will be assessed to the applicant.

**658.6(3)** *Application cycle.* If the applicant does not submit all materials within 90 days of the board's initial request for further information, the application is inactive.

*a.* To reactivate the application, an applicant shall submit a nonrefundable reactivation of application fee identified in 481—subrule 651.13(2) and shall update application materials if requested by the board. The period for requesting reactivation is limited to 30 days from the date the applicant is notified that the application is inactive, unless the applicant is granted an extension in writing by the committee or the board.

*b.* Once the application reactivation period is expired, an applicant must reapply and submit a new, nonrefundable initial application fee and a new application, including required documents and credentials.

**658.6(4)** *Applicant responsibilities.* An applicant for licensure to practice genetic counseling bears full responsibility for each of the following:

*a.* Paying all fees charged by regulatory authorities, national certifying organizations, health facilities, and educational institutions providing the information specified in subrule 658.6(2);

b. Providing accurate, up-to-date, and truthful information on the application form including but not limited to that specified under subrule 658.6(2) related to prior professional experience, education, training, active certification, licensure, and disciplinary history.

**658.6(5)** *Licensure application review process.* Licensure applications will be reviewed pursuant to the process outlined in rule 481—652.7(147,148).

**658.6(6)** *Grounds for denial of licensure.* The board, on the recommendation of the committee, and after consultation with an Iowa-licensed genetic counselor, may deny an application for licensure for any of the following reasons:

a. Failure to meet the requirements for licensure specified in this chapter pursuant to Iowa Code section 148H.3.

b. Pursuant to Iowa Code section 147.4, upon any of the grounds for which licensure may be revoked or suspended as specified in Iowa Code sections 147.55 and 148H.7 or in rule 481—658.20(147,148H,272C).

**658.6(7)** *Preliminary notice of denial.* Prior to the denial of licensure to an applicant, the board issues a preliminary notice of denial that is sent to the applicant by regular, first-class mail at the address provided by the applicant. The preliminary notice of denial is a public record and cites the factual and legal basis for denying the application, notifies the applicant of the appeal process, and specifies the date upon which the denial will become final if it is not appealed.

**658.6(8)** *Appeal procedure.* An applicant who has received a preliminary notice of denial may appeal the denial and request a hearing on the issues related to the preliminary notice of denial by serving a request for hearing upon the executive director not more than 30 calendar days following the date when the preliminary notice of denial was mailed. The applicant's current address shall be provided in the request for hearing. The request is deemed filed on the date it is received in the board office. If the request is received with a USPS nonmetered postmark, the board considers the postmark date as the date the request is filed. The request shall specify the factual or legal errors and that the applicant desires an evidentiary hearing and may provide additional written information or documents in support of licensure.

**658.6(9)** *Hearing.* If an applicant appeals the preliminary notice of denial and requests a hearing, the hearing will be a contested case open to the public and conducted in accordance with 481—Chapter 506.

**658.6(10)** *Finality.* If an applicant does not appeal a preliminary notice of denial in accordance with subrule 658.6(8), the preliminary notice of denial automatically becomes final. A final denial of an application for licensure is a public record.

**658.6(11)** *Failure to pursue appeal.* If an applicant appeals a preliminary notice of denial in accordance with subrule 658.6(8) but the applicant fails to pursue that appeal to a final decision within one year from the date of the preliminary notice of denial, the board may dismiss the appeal. The appeal may be dismissed only after the board sends a written notice by first-class mail to the applicant at the applicant's last-known address. The notice will state that the appeal will be dismissed and the preliminary notice of denial will become final if the applicant does not contact the board to schedule the appeal hearing within 30 days of the date the letter is mailed from the board office. Upon dismissal of an appeal, the preliminary notice of denial becomes final. A final denial of an application for licensure under this rule is a public record.

**658.6(12)** *Waiver prohibited.* Provisions of this rule are not subject to waiver pursuant to 7—Chapter 2504 or any other provision of law.

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