



October 2020

## What to Expect with the Licensure Process

The Iowa Board of Medicine strives to provide timely service during the licensure process. It takes approximately 60-90 days on average to process a new license application. Due to residency application increase our busiest time of the year is March through July. The Board anticipates a longer than usual processing time and response time. Licensure staff attempt to return phone calls or e-mails within one (1) business day. Staff review applications in the order they are received. Once the application has been reviewed, applicants will be notified via e-mail from their reviewer with instructions on how to submit outstanding materials or view amendments needed to complete the application. Please note your reviewers contact information will be on the email. This individual will be your point of contact regarding your license moving forward.

Applicants who have had difficulties or issues during their education, training or career will take longer to review and may require a review by the Board's Licensure Committee, which will be determined in the final review process. Applicants who have not practiced medicine in the U.S. or Canada within the past three years from the date the application is submitted will require a review by the Licensure Committee. The Board holds regularly scheduled meetings in: February, April, June, July, September, October and December of each year. Specific dates of the meetings change each year.

## How Can You Help?

- Use the "A-Z Listings" on the [Iowa Board of Medicine's website](#) as the first source of information regarding the application process or questions you may have. Check the website for answers to questions prior calling or e-mailing the licensure staff.
- Provide a valid personal e-mail account regularly used is required (on both parts of the application) to communicate directly with your reviewer. Staff will include authorized contacts (licensing assistants) on communications when indicated and appropriate. Not providing direct contact information will delay the process.
- Print and review the Instructions for the Iowa Board of Medicine provided within the Uniform Application prior to applying. Important instructions and a checklist of required items for each license type are available in this guide.
- Thoroughly review applications to ensure they are completed accurately before submitting to the Board. Applications that are incomplete or include errors will take longer to process and could result in disciplinary action. Both parts of the application must be completed and submitted by the physician seeking licensure

1. Applications submitted by a third party will not be accepted.

- Applicants must create and maintain their [Online Services](#) account. Your account is used to submit Application Part 2 – State Specific Addendum and view outstanding items as well as submit amendments (if applicable). It is also used to renew your license and update contact information, etc.

- Request verifications and other required documentation as you begin the Uniform Application. Documents received by the board prior to receipt of the application are maintained for six months.

- The board accepts ink-rolled or digital fingerprints performed by an authorized fingerprint agency in the U.S. or Canada or at a U.S. Embassy. Digital prints must be done in real-time (not stored) and applied to the card provided by the Board.

1. We do not accept electronic prints completed and stored by third party vendors.

- Log on to your [Online Services](#) account to check the status of your application, review a list of outstanding material and submit any required amendments prior contacting licensure staff for an update. Staff typically updates the online information within two (2) business days of receipt of new materials.

- Limit e-mail and phone-call inquiries to once a week. Residency programs, hospital staff, and locums agencies coordinating licensing for residents and physicians should designate one person to contact licensure staff with questions. Inquiries should be directed to the staff person reviewing the file. If you do not know the name of the reviewer, please contact the board's main line at 515-281-6641 or email [licensure@iowa.gov](mailto:licensure@iowa.gov).