



Guidance on License Renewals and Continuing Education Requirements

Licenses that Expired in 2020

2020 Iowa Acts, House File 2627 established an extended grace period for licenses that expired in 2020. Pursuant to the House File, if your license expired in 2020 and you did not renew by your normal renewal date, you have until June 30, 2021 to complete your continuing education and renew your license. This is an extended grace period, meaning failure to renew your license by June 30 will result in your license becoming inactive July 1.

You are not required to wait until June 30 and may renew your license online at any time. You may renew prior to completing any required continuing education provided you intend to complete all required continuing education by June 30, 2021. All hours may be completed through online or remote offerings. Additionally, please be advised that this extended grace period does not alter your normal renewal cycle. For example, if your license expired in August of 2020 and you have a two-year renewal cycle, if you wait to renew until June 30, 2021, you must still renew again in August of 2022.

Licenses that Expire During the Proclamation Period

If your license expires between **January 1, 2021 and the end of the Proclamation**, you are not subject to the extended grace period of House File 2627. However, through her Proclamation of Disaster Emergency, Governor Reynolds temporarily suspended license renewal deadlines. This means if your license expires during this Proclamation period, you may continue to work on the expired license and are not required to renew. Licensees whose licenses expire during the Proclamation period must submit their renewal application and complete their continuing education within sixty (60) days of the expiration or termination of the Proclamation period.

Submission of renewal application within sixty (60) days will be considered timely and will not result in the assessment of any late fees. Failure to renew your license within sixty (60) days after expiration of the proclamation will result in your license becoming inactive. Once a license goes inactive, all reactivation requirements must be met prior to renewing a license. Additionally, please be advised that this extended grace period does not alter your normal renewal cycle. For example, if your license expired in January of 2021 and you have a two-year renewal cycle, if you wait to renew until April of 2021 you must still renew again in January of 2023.

You are not required to wait until the Proclamation period ends to renew and may renew at your scheduled time. If you choose to renew your license during the Proclamation period, you may attest that you have completed your continuing education requirements even if you have not yet completed them, provided you intend to complete all required continuing education within sixty (60) days of the expiration or termination of the Proclamation period. All hours may be completed through online or remote offerings. Please do not submit proof of any later-completed continuing education hours unless you are audited and specifically asked to provide this information.

Licenses that Expire After the Proclamation Period

The suspension of license renewal requirements is only for the duration of the Proclamation provision. Licensees whose licenses are due for renewal after the termination or expiration of the Proclamation provision will still be required to renew their license as normal.

Board Specific Guidance

Some boards have made additional modifications to continuing education requirements due to the Proclamation. Check the document titled **Guidance Related to Governor Reynolds Proclamations and COVID-19** to determine if continuing education requirements have changed for your specific license type.