

**645—221.3 (148F) Requirements for licensure.** The following criteria shall apply to licensure:

**221.3(1)** An applicant shall complete a board-approved application packet. Application forms may be obtained from the board's Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to the Board of Podiatry, Bureau of Professional Licensure, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**221.3(2)** An 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.

**221.3(3)** Each application shall be accompanied by the appropriate fees payable to the Board of Podiatry. The fees are nonrefundable.

**221.3(4)** No application will be considered complete until official copies of academic transcripts are received.

*a.* Applicants for licensure in orthotics or prosthetics must submit proof of graduation from an educational program approved by the Commission on Accreditation of Allied Health Education Programs.

*b.* Applicants for licensure in pedorthics must submit proof of graduation from an educational program approved by the National Commission on Orthotic and Prosthetic Education.

**221.3(5)** Transcripts must be sent directly from the school to the board.

**221.3(6)** 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.

**221.3(7)** 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.* Retained upon written request of the applicant. The applicant is responsible for requesting that the file be retained.

**221.3(8)** The applicant shall ensure that the passing score from the appropriate professional examination is sent directly to the board from the examination service.

**221.3(9)** Applicants for licensure in orthotics or prosthetics must provide documentation of successful completion of a residency program accredited by the National Commission on Orthotic and Prosthetic Education.

**221.3(10)** Applicants for licensure in pedorthics must provide documentation of successful completion of a qualified clinical experience program.