

All licensees are required to go to "[My Iowa PLB](#)" and electronically submit their application, renewal, transfer, or any other request or process that is regulated by the Iowa Real Estate Commission (IREC).

The login for "[My Iowa PLB](#)" can be found at the link below.

https://iowaplb.force.com/IPLB_login

Licensees have the ability to update their personal contact information (home address, mailing address, preferred email, preferred phone number, etc.) by clicking on "My Contact Information" under **My Iowa PLB - Home**. It is asked that licensees list both their residence address and preferred mailing address in "My Contact Information", even if they happen to be the same. They will have access to their respective license card at **My Iowa PLB - Home**, which can be found at the bottom of the license detail page under the section labeled "Attachments."

Below are step-by-step instructions that will guide a licensee through the process of obtaining an authorization letter (waiver) for admittance to take the real estate exam in lieu of education for reinstatement, renewal or to become active.

1. Go to https://iowaplb.force.com/IPLB_login and login using your email address as your username.
2. Once you have successfully logged in, while under **My Iowa PLB - Home**, click on SXXXXX000 or BXXXXX000 under "My Licenses" and when you arrive at the License Detail page, click on the button "Begin Application Process", which will initiate the application wizard.
3. After the system captures and/or verifies your demographic and contact information, you will come to a page that asks, "Please Select from the List of Available Applications for This License." Select "Request for Exam Authorization Letter for Continuing Education Compliance for Renewal." Or "Request for Exam Authorization Letter for Continuing Education Compliance for Reinstatement."
4. Once you have established the application type, from the "Application Detail" page (you can get there by clicking on the application number under "My Applications"), click on the "Complete Checklist" button. You **MUST** complete this step before you click on "Upload Submissions."
5. While completing the "Checklist" portion of the application, you will be required to answer every question of this respective application. Clicking on the "Save & Next" button will assure that all of your answers are saved and the application is being completed in sequential order. Make sure there is a green check-mark beside the "Review Checklist" button before you move forward and click on the "Upload Submissions" button.
6. While in the "Manage Submissions" page, you will also be asked to upload all supporting and/or required documents electronically (PDF documents are

- preferred), if applicable. Submissions are not required to be uploaded for this application type.
7. The "Checklist" and "Submissions" (if applicable) portion of the application must be completed before the "Submit for Review" button is populated. There will be a green check-mark beside each respective button (if applicable), which indicates that portion of the application is complete.
 8. When it becomes available and when you are ready to complete the process, click on the "Submit for Review" button.
 9. **A "Pending" status indicates that the application has not been submitted to the IREC.** An application status of "Pending Internal Review" indicates that you have successfully completed your request and it is sitting in the IREC work queue for review.
 10. Once an application has been submitted, the description of an application status can be found at the following link: <https://plb.iowa.gov/board/real-estate-sales-brokers/re-application-status-types>.

After the request is fully vetted by Commission staff, the request will be processed and you will receive a system generated email with the subject line, "Exam Authorization Letter for Continuing Education Compliance."

Once you have received the authorization letter from the IREC, you will need to contact PSI to schedule a time and place to take the appropriate examination. The fee for all examinations is \$95.00. PSI has Iowa testing sites located in West Des Moines, Cedar Rapids, and Council Bluffs. PSI also has [remote proctoring](#) available for Iowa exam candidates.

<https://home.psiexams.com/#/home> or call 855-898-0712.

Please refer to the [informational booklet from Psychological Services, Inc. \(PSI\)](#).

When you pass the examination, you will automatically be given information on how to apply for a real estate license. Please disregard, but you will need to retain the pass notices for your records and also for your license renewal application.

If you have questions concerning real estate education requirements, please contact Renee Paulsen (renee.paulsen@iowa.gov) or 515-725-9028).

For best results, users should use the most updated version of Google Chrome as their web browser.