

**Iowa Department of Commerce  
Professional Licensing and Regulation Division  
2005 Performance Report**

I. About the Division

The professional licensing and regulation division exists to coordinate the administrative support for the following six professional licensing boards that regulate approximately 33,000 licensees.

a. The engineering and land surveying examining board is a seven-member board appointed by the governor and confirmed by the senate. It is composed of four professional engineers, one land surveyor, and two public members. The board administers Iowa Code chapter 542B, Professional Engineers and Land Surveyors, and Iowa Administrative Code chapter 193C.

b. The accountancy examining board is an eight-member board appointed by the governor and confirmed by the senate. It is composed of five certified public accountants, one accounting practitioner, and two public members. The board administers Iowa Code chapter 542, Public Accountants, and Iowa Administrative Code 193A.

c. The real estate commission is a seven-member commission appointed by the governor and confirmed by the senate. It is composed of three members licensed under Iowa Code chapter 543B and three public members. The board administers Iowa Code chapter 543B; Real Estate Brokers and Salespersons; 543C, Sales of Subdivided Land Outside of Iowa; 557A, Time-Share Act; and Iowa Administrative Code 193E.

d. The architectural examining board is a seven-member board appointed by the governor and confirmed by the senate. It is composed of five registered architects and two public members. The board administers Iowa Code chapter 544A, Registered Architects, and Iowa Administrative Code chapter 193B.

e. The landscape architectural examining board is a seven-member board appointed by the governor and confirmed by the senate. It is composed of five registered landscape architects and two public members. The board administers Iowa Code chapter 544B, Landscape Architects, and Iowa Administrative Code chapter 193D.

f. The real estate appraiser examining board is a seven-member board appointed by the governor and confirmed by the senate. It is composed of five certified real estate appraisers and two public members. The board administers Iowa Code chapter 543D, Real Estate Appraisals and Appraisers, and Iowa Administrative Code chapter 193F.

g. The interior design examining board, was created by SF 405 in 2005, is a seven-member board appointed by the governor and confirmed by the senate. It is composed of five interior designers and two public members, the board has not been appointed nor confirmed. The board administers Iowa Code chapter 544A. Administrative rules have not been developed at this time.

h. The administrator of professional licensing is the superintendent of the division of savings and loan. The superintendent is to administer chapter 534, Savings and Loan Associations; chapter 527, Electronic Transfer of Funds as it applies to savings and loan associations, and Iowa Administrative Code chapter 197. Currently there are no state chartered saving and loan associations, all are federally chartered, therefore the division's involvement with the rules that apply is very limited.

To ensure citizens of the state receive professional, competent, and safe services, each board examines, licenses, certifies, or issues permits or licenses to practitioners, sets standards for license renewal and continuing education, investigates all complaints filed and considers alleged violations of their practice act and Iowa regulations, conducts disciplinary hearings, and actively monitors the compliance of licensees with orders issued by the board.

The Division is dedicated to the protection of the public through its regulatory activities. To achieve this goal, each examining board or commission adopts rules and establishes standards for registrants.

## PERFORMANCE PLAN RESULTS

### CORE FUNCTION

**Name:** Regulation and Compliance

**Description:** The Professional Licensing and Regulation Division investigates and resolves complaints filed against all licensees regulated by the six professions.

**Why we are doing this:** To preserve and protect the public's health safety and welfare.

**What we're doing to achieve results:** Provide complaint forms and information on each of the professions web pages.

**Performance Measure:** To provide investigation and resolution of written complaints received.

**Performance Target:** Targets are to investigate and resolve 75% of all written complaints received within the fiscal year.

**Data Sources:** Review of Board/Commission meeting minutes.

**Data reliability:** The Boards/Commission maintains files and records for each case opened

and closed.

**Why we are using this measure:** To assure the public persons admitted to practice maintain acceptable standards.

**What was achieved:** The Division has not exceeded the performance target, as we do not have a staff investigator position. The Division must rely on volunteer and contract investigators.

**Analysis of results:** Only 70% of all complaints received were resolved within the fiscal year.

**Factors affecting results:** An investigator was hired in July, 2005.

**Resources used:** The Division is a self-supporting agency without the use of tax revenues from the general fund. Funding for the Division comes from fees collected from the licensees regulated.

## PERFORMANCE PLAN RESULTS

### SERVICE/PRODUCT/ACTIVITY

**Name:** Examinations

**Description:** The Professional Licensing and Regulation Division offers entry-level examinations for six professions.

**Why we are doing this:** To assure the public only persons qualified are admitted to practice.

**What we're doing to achieve results:** The Division is improving and streamlining the application process for each profession.

**Performance Measure:** To examine qualified applicants.

**Performance Target:** Targets are to examine 99% of all qualified applicants.

**Data Sources:** Examination administration reports submitted by the testing organizations.

**Data reliability:** The Boards/Commission maintains files and records for each examination application received.

**Why we are using this measure:** To assure the public persons admitted to practice meet

minimum requirements.

**What was achieved:** The Division has maintained the performance target.

**Analysis of results:** The Division examined 99% of all qualified candidates.

**Factors affecting results:** None noted.

**Resources used:** The Division is a self-supporting agency without the use of tax revenues from the general fund. Funding for the Division comes from fees collected from the licensees regulated.

## PERFORMANCE PLAN RESULTS

### SERVICE/PRODUCT/ACTIVITY

**Name:** Licensing

**Description:** The Professional Licensing and Regulation Division issues certificates, licenses and permits for six professions.

**Why we are doing this:** To assure the public that persons admitted to practice are qualified and maintain certain acceptable standards.

**What we're doing to achieve results:** The Division continues to improve and streamline the application process for each profession.

**Performance Measure:** To quickly and efficiently process renewals.

**Performance Target:** Targets are to process 95% of all completed renewals within five working days.

**Data Sources:** *Date stamped* renewal forms are maintained by each profession.

**Data reliability:** The Division maintains files and records for each renewal application received.

**Why we are using this measure:** To assure the public those persons admitted to practice are qualified and that they maintain acceptable standards of practice.

**What was achieved:** The Division has maintained the performance target.

**Analysis of results:** The Division processed 99% of all completed renewals within five working days

**Factors affecting results:** None noted.

**Resources used:** The Division is a self-supporting agency without the use of tax revenues from the general fund. Funding for the Division comes from fees collected from the licensees regulated.

## RESOURCE ALLOCATIONS

The Professional Licensing and Regulation Division in FY05 had eleven (11) FTEs and forty-one (41) Board and Commission members.

The Division generated \$1,254,074 in revenues. The Division had expenditures of \$1,009,357. The Division contributed \$244,717 to the General fund.

## AGENCY CONTACTS

Professional Licensing and Regulation Division  
1920 SE Hulsizer  
Ankeny, Iowa 50021  
515-281-5910  
Fax 515-281-7411

Web page: <http://www.state.ia.us/government/com/prof/home.html>