INSTRUCTIONS TO APPLY FOR EMS PROVIDER CERTIFICATION

Use the following link to access the online licensing system:
https://amanda-portal.idph.state.ia.us/adpereh/portal/#/dashboards/index

For assistance with finding a username or resetting a password, contact the Office of the Chief Information Officer (OCIO) Help Desk: 515-281-5703 or 1-800-532-1174.

These instructions assume you have already created an A&A account & set up your Profile Page.
NOTE: You must use either Google Chrome or Microsoft Edge when applying online.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team at 1-855-824-4357.

If you need assistance with questions in the application form after reviewing these instructions, contact the Iowa Bureau of Emergency Medical and Trauma Services at 515-281-0620

STEP 1: SIGN IN

After creating your A&A account, Sign In on the portal if you are not already signed in.
After signing in, you will be taken to the **My Profile** page. Click **Continue** or click **Apply for a Program**.
If you clicked **Continue**, you will be taken to your **My Programs** page. To apply for an EMS provider certification, click on **Apply for a Program**.
On the **Apply for Program** page, select your **Program** as “EMS Provider” and select your **Program Detail** as the level of certification you are applying for (EMR, EMT, AEMT or Paramedic) then click **Continue**.

A pop-up message will appear. Click **OK** to continue with the application.
All questions in this section are required. If you answer Yes to any of these questions, provide a brief description of all relevant activities into the text box provided below. You may need to provide additional details in an attachment if necessary. (See STEP 7: ATTACHMENTS) You can also reference EMS Application Affirmation Question Guidance on the Bureau’s website https://hhs.iowa.gov/public-health/emergency-medical-services-trauma.
Please answer the following two (2) questions, the Gender selection is a required field.
STEP 6: CURRENT NATIONAL REGISTRY

If you are or have been an EMS student in an Iowa EMS Authorized Training Program, you may not have obtained your National Registry of Emergency Medical Technicians (NREMT) and are working toward meeting those requirements. If that is the case you can leave this section blank and move onto Step 7.

If you already have a current registration with the NREMT, you eligible to apply for initial EMS provider certification in Iowa. You will need to fill in the all three fields below and it is recommended that you attach a copy of your NREMT in “Attachments.” (See STEP 9: ATTACHMENTS)
Example if you have NREMT information for the level you are applying for.
STEP 7: PROVIDER DISASTER QUESTIONS

The two questions in this section are required and you must respond with a “Yes” or “No.”

STEP 8: FEE WAIVER REQUEST

The questions in this section are required. You may be eligible to waive the initial application and background check fees. In order to be eligible for the waiver of fees, you will need to provide documentation to show household income does not exceed 200% of the federal poverty guideline.
Here is a list of possible documentation you can provide to demonstrate household income or eligibility for the fee waiver. Please white out any sensitive information not pertaining to eligibility information (examples of what you may white out SSN or DOB).

1. Copies of latest federal or state tax returns (for applicant or whomever claims the applicant as a dependent).
2. Proof of total income for household through other supportive documents (paystubs, W-2/1099s, social security benefits letter, unemployment benefits letter, etc.)
3. Proof of enrollment in a state or federal assistance program (Medicaid, WIC, Supplemental Nutrition Assistance Program, etc.)
4. Letter of explanation as to why applicant cannot provide any of the above and attestation to meeting the requirements.

If you select “Yes” for the question: “Do you wish to apply for a fee waiver?” You can attach a copy of one of the items listed above to the “Attachments.” (See STEP 9: ATTACHMENTS)
STEP 9: ATTACHMENTS (OPTIONAL)

Click the **Add New Attachment** button at the very end of the application form.
Include a short **Description** of the attachment. Click **Choose File** and select a document from your files. Click **Upload Attachments**.
NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the EMS Program staff to have it removed.

If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

DO NOT CLICK CANCEL – this will void your entire application.
WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.

When you click **Continue**, a pop-up message will appear.

Click **OK** to proceed to the next page.
Please read the terms and conditions. If you agree, click the box next to the “I agree with the terms and conditions, then click Continue.”
Select **Pay Now** if you are ready to pay. Click **Pay Now** again on the proceeding screen. You will then be directed to the online payment system.

If you are not ready to make a payment, or need to attach additional documents, click the **Pay Later** button to be returned to your programs page. Click **Details** to view your application and add additional attachments. Click **Make a Payment** when you are ready to pay. *(Note: your application is not considered submitted until payment is made.)*

![IDPH REGULATORY PROGRAMS](image)

When you click on **Pay Now**, the next screen you come to will also give you the option to click **Pay Later** or **Pay Now** again. Click **Pay Now** if you are ready to pay.
When you click **Pay Now**, a pop-up message will appear.

Click **OK** to proceed to the next page.
On the Make a Payment page, choose your Payment Method and fill out your payment details. Click Continue when you have entered your payment information.
Click **Confirm** on the **Review Payment** page if the payment details are correct.

Write down your Confirmation **Number** or print this page for your records.
Click **Continue** at the bottom of the screen to be taken to your receipt.

You can click Sign Off when you have come to this page and you have no other programs to apply for.
1. **BACKGROUND CHECK:** If you have not already done so you, you will need to complete background check materials and submit them to the Iowa Bureau of Emergency Medical and Trauma Services. If you are an Iowa EMS student, your Iowa EMS Training Program has or will provide you with a background check packet. If you are new to Iowa, and have your NREMT and are applying for your Iowa EMS provider certification, you will need to contact the Iowa Bureau of Emergency Medical and Trauma Services at 515-281-0620 in order for the Bureau to mail you the background check materials to complete.

2. **NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS (NREMT):** If you do not have your NREMT at the time of application, and you are in the process of completing an Iowa EMS training program course, the Bureau received weekly reports on updates for NREMT cognitive exam results. If you have completed all the NREMT requirements, the Bureau will be able to verify your NREMT status from these reports. Once the Bureau can verify your NREMT is current, the Bureau will update your NREMT information in your application.

3. Once all the Iowa EMS provider certification application requirements are met, the Iowa Bureau of Emergency Medical and Trauma Services will activate your EMS provider certification in AMANDA, and you will receive an email notification of Iowa EMS provider certification activation with a wallet card attached to the email.