

INSTRUCTIONS TO PERFORM A PUBLIC SEARCH

- 1) Go the IDPH Regulatory Program Online Site: <https://dphregprograms.iowa.gov>
- 2) Click on **Public Search**.

The screenshot shows the top navigation bar of the IDPH Regulatory Programs website. The main header reads 'IDPH REGULATORY PROGRAMS' with sub-links for 'Radiological Health', 'Emergency Medical Services', and 'Environmental Health'. Below this is a secondary navigation bar with 'Home >' and a menu containing 'Public Search', 'Sign In', 'New User Registration', and 'Help'. The 'Public Search' link is highlighted with a red rectangular box. Below the navigation is a welcome message: 'WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN: BUREAU OF EMERGENCY AND TRAUMA SERVICES, BUREAU OF ENVIRONMENTAL HEALTH SERVICES, BUREAU OF RADIOLOGICAL HEALTH'.

- 3) Enter the search criteria, make selections from the dropdown boxes as desired.
You can use the % symbol anywhere in your facility or name criteria to perform a wild card search, even on a partial entry.
You can select as many or few of the available search criteria as needed to refine your search.
 - **License Number** – Use this field to search for a specific license for an Individual or Business. This will bring up only the specific records related to this license number.
 - **Facility** – Use this field to search by the name of a Business, Entity, Firm, Corporation, etc. here. Please note many facilities have similar names and some facilities will have multiple records to accommodate various license types.
 - **First Name / Last Name** – Use these fields to search for individuals. Note: This search may bring up people with the same, or similar names.
 - **Program** – Use this drop-down list to select the type of program you wish to search within.
 - **Program Detail** – Use this drop-down to select a specific License type within a program. In order to use this field, you must first select a program from the Program drop-down. Not all programs will use this field, as some will use the Classification field instead.
 - **Status** – Use this drop-down to view licenses at a certain status. (e.g. active, expired, etc.)
 - **Classification** – Use this field is used to further select a specific type within a Program.
 - **City** – Enter a city name here to only search licenses within that city.
 - **Category** – Use this field to select types of Limited Radiologic Technologists.
- 4) When you have finished entering the search criteria, click **Search**

The screenshot shows the search interface on the IDPH Regulatory Programs website. The header is the same as in the previous image. Below the navigation is a 'Search Criteria' section with a table of input fields: License Number, Facility, First Name, Last Name, Program, Program Detail, Status, Classification, City, Category, County, and Disciplinary Action. Each field has a corresponding input box or dropdown menu. Below the table is a note: '(NOTE: If you enter a value end with "%" sign in any criteria input box, it means you want to get all license records from this field with beginning part value you just input.)'. At the bottom of the search criteria section are three buttons: 'Search' (highlighted with a red box), 'Course Search', and 'Reset'. Below the search criteria is a paragraph: 'This page allows you to access regulatory information for Individuals and Businesses Licensed, Registered, Permitted, Certified or otherwise approved to perform activities regulated bureaus.' At the bottom is a blue link: 'INSTRUCTIONS TO SEARCH THE LICENSES'.

- 5) The results will appear below. To view more information about a license, such as issue date / expiration date, click **Details**.

IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > Public Search

| Sign In New User Registration Help | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">Search Criteria</th> </tr> <tr> <td style="padding: 2px;">License Number:</td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Facility:</td> <td style="padding: 2px;"><input type="text" value="Van Horn%"/></td> </tr> <tr> <td style="padding: 2px;">First Name:</td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Last Name:</td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Program:</td> <td style="padding: 2px;"> <input type="text"/> ▼ </td> </tr> <tr> <td style="padding: 2px;">Program Detail:</td> <td style="padding: 2px;"> <input type="text"/> ▼ </td> </tr> <tr> <td style="padding: 2px;">Status:</td> <td style="padding: 2px;"> <input type="text"/> ▼ </td> </tr> <tr> <td style="padding: 2px;">Classification:</td> <td style="padding: 2px;"> <input type="text"/> ▼ </td> </tr> <tr> <td style="padding: 2px;">City:</td> <td style="padding: 2px;"> <input type="text"/> ▼ </td> </tr> <tr> <td style="padding: 2px;">Category:</td> <td style="padding: 2px;"> <input type="text"/> ▼ </td> </tr> <tr> <td style="padding: 2px;">County:</td> <td style="padding: 2px;"> <input type="text"/> ▼ </td> </tr> <tr> <td style="padding: 2px;">Disciplinary Action:</td> <td style="padding: 2px;"> <input type="text"/> ▼ </td> </tr> </table> <p style="font-size: 8px; margin-top: 5px;">(NOTE: If you enter a value end with "%" sign in any criteria input box, it means you want to get all license records from this field with beginning part value you just input.)</p> | Search Criteria | | License Number: | <input type="text"/> | Facility: | <input type="text" value="Van Horn%"/> | First Name: | <input type="text"/> | Last Name: | <input type="text"/> | Program: | <input type="text"/> ▼ | Program Detail: | <input type="text"/> ▼ | Status: | <input type="text"/> ▼ | Classification: | <input type="text"/> ▼ | City: | <input type="text"/> ▼ | Category: | <input type="text"/> ▼ | County: | <input type="text"/> ▼ | Disciplinary Action: | <input type="text"/> ▼ |
|--|--|-----------------|--|-----------------|----------------------|-----------|--|-------------|----------------------|------------|----------------------|----------|---|-----------------|---|---------|---|-----------------|---|-------|---|-----------|---|---------|---|----------------------|---|
| Search Criteria | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| License Number: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Facility: | <input type="text" value="Van Horn%"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Name: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program: | <input type="text"/> ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program Detail: | <input type="text"/> ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Status: | <input type="text"/> ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Classification: | <input type="text"/> ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | <input type="text"/> ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Category: | <input type="text"/> ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| County: | <input type="text"/> ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disciplinary Action: | <input type="text"/> ▼ | | | | | | | | | | | | | | | | | | | | | | | | | | |

Page: 1/1 Results: 8 First << >> Last Go to ▼

| | License # | Name | Program | City | Public Details | Disciplinary Action |
|--------------------------|------------|----------------------------|---------------------------------|------------|----------------|---------------------|
| <input type="checkbox"/> | 60021-CL | Van Horn Fictional Factory | Plumbing and Mechanical Systems | Des Moines | Details | No |
| <input type="checkbox"/> | 9066000 | Van Horne First Responders | EMS Service | Van Horne | Details | No |
| <input type="checkbox"/> | DENT10016 | Van Horn Fictional Factory | Radiological Facility | Des Moines | Details | No |
| <input type="checkbox"/> | SP0000193 | Van Horn Test Facility | Residential Pool | London | Details | No |
| <input type="checkbox"/> | SP9033 | Van Horn Fictional Factory | Spa & Pool Facility | Des Moines | Details | No |
| <input type="checkbox"/> | TRAIN10041 | Van Horn Test Facility | Education Facility | London | Details | No |

- 6) To download the list of results, click on **Export** and the information on the page will be downloaded into an Excel spreadsheet. (You will need to perform this action for each page if there are multiple pages.)