

## INSTRUCTIONS TO APPLY FOR LIMITED RADIOGRAPHY EXAM ONLINE

Use the following link to access the online licensing system:

<https://amanda-portal.idph.state.ia.us/adpereh/portal/#/dashboards/index>

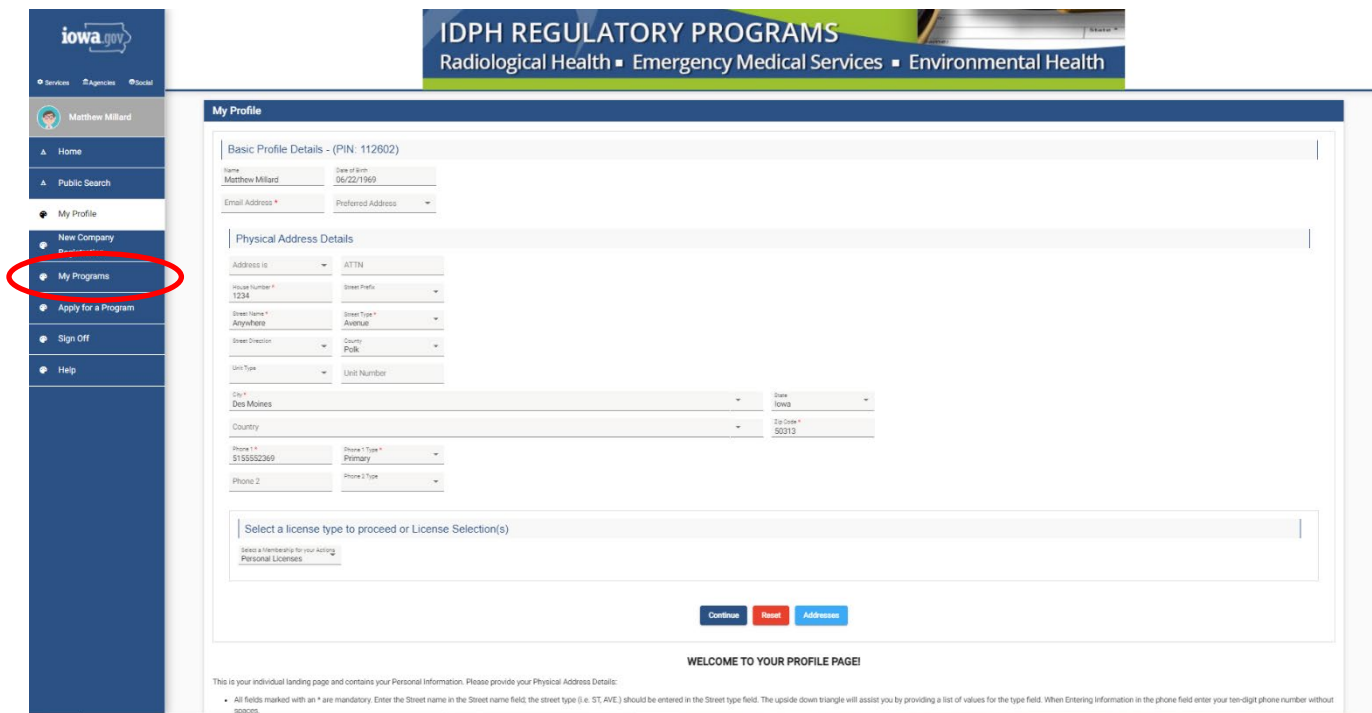
**These instructions assume you have already created an A&A account.** If you have not created an account, go back to the IDPH Regulatory Programs - Permit to Practice Page and follow the “How to create an account” instructions.

**NOTE:** This site works best in **Google Chrome** or **Safari** when applying online.

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

### STEP 1: SIGN IN WITH EXISTING ACCOUNT

When you have signed in to the Public Portal, you should see your **Profile Page**. If nothing needs to be changed on that screen click on the **My Programs** tab along the left side of the screen. If changes need to be made on the **Profile Page** then make those changes and then click **Continue**.



## STEP 2: GO INTO THE DETAILS OF THE PERMIT

The following page will list any programs you have applied for, or active licenses. Click **Details** to start the application process.

The screenshot shows the IDPH Regulatory Programs website. The header includes the Iowa.gov logo and navigation links for Services, Agencies, and Social. The user is logged in as Matthew Millard. The main content area is titled "My Programs Matthew James Millard" and displays a table of programs. The first row of the table has the following data: License # RAD103056, Applicant Matthew Millard, Program Permit To Practice, Status Active, Issue Date 04/25/2022, Expiry Date 06/30/2023, City Des Moines, and a circled "Details" link. Below the table, there are instructions for applying for a program and a "Make Payment" button.

| License # | Applicant       | Program            | Status | Issue Date | Expiry Date | City       | Details | Online Services | Renew |
|-----------|-----------------|--------------------|--------|------------|-------------|------------|---------|-----------------|-------|
| RAD103056 | Matthew Millard | Permit To Practice | Active | 04/25/2022 | 06/30/2023  | Des Moines | Details | Online Services |       |

## STEP 3: APPLICATION FORM DETAILS

You will now be directed to the Permit to Practice Application page. Scroll down the page and click on the tab labeled **Classifications**.

The screenshot shows the "Application Form Details" page with the "Classifications" tab selected. The page contains a table with the following columns: Type of Permit \*, Type of Limited, Action Requested \*, and Classification Status. The first row of the table is highlighted with a red box and contains the following data: Limited Exam Candidate, Extremities, Add Classification, and New. Below the table, there are instructions for saving and adding rows, and a circled "Add" button.

| Type of Permit *       | Type of Limited | Action Requested * | Classification Status |
|------------------------|-----------------|--------------------|-----------------------|
| Limited Exam Candidate | Extremities     | Add Classification | New                   |
| Limited Exam Candidate | Extremities     | Add Classification | New                   |
| Limited Exam Candidate | Chest           | Add Classification | New                   |

1) Click **Add**. Under the **Type of Permit** select the **Limited Exam Candidate**, then under **Type of**

- 2) **Limited** select one of the exam types you will be taking, and then select “Add Classification” under **Action Requested**. Repeat those steps until all of the desired exams are chosen.
- 3) Click **Save**.

## STEP 4: EDIT THE APPLICATION

Under the **License/Permit** tab will appear an **Edit** option on your new application. Click **Edit** to complete your permit application. (Note: if you applied for multiple permit types, you will need to do this for each one you have applied for.)

| License Processes                 |          |                |             |             |
|-----------------------------------|----------|----------------|-------------|-------------|
| Description                       | Status   | Requested Date | Expiry Date | Action      |
| Application Review                |          |                |             |             |
| License/Permit                    |          |                |             |             |
| General Radiologic Technologist - | Approved | 1/6/23         |             |             |
| Limited Exam Candidate -          | Open     | 1/9/23         |             | <b>Edit</b> |
| Limited Exam Candidate -          | Open     | 1/9/23         |             | <b>Edit</b> |
| Limited Exam Candidate -          | Open     | 1/9/23         |             | <b>Edit</b> |
| Nuclear Medicine Technologist -   | Approved | 1/9/23         |             |             |

You will be asked the following Question:

**Application Form Supplemental**

Process Description - Limited Exam Candidate

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Public Portal Affirmation

By checking this box, I am submitting this application for review with all required documentation and attachments. :  Yes  No

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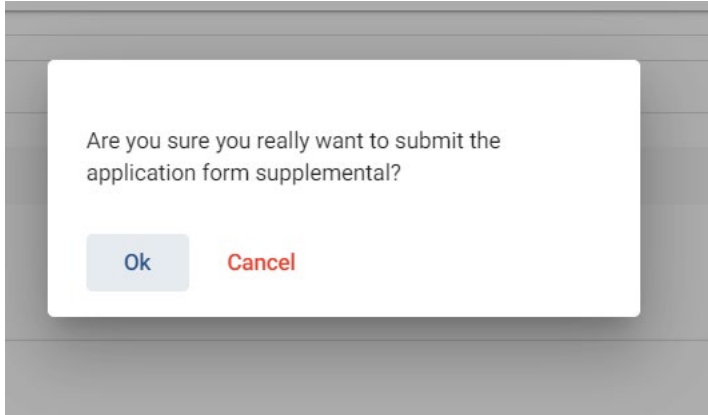
Attachments

Attachment Description

Items per page: 5 0 of 0 < >

Choose **Yes** and then click on the **Continue/Edit** button at the bottom of the screen.

After each edit a pop-up box will appear that states:



Answer **Ok** each time.

## STEP 5: PAYMENT

Payment for the Limited Radiography Exam is paid directly to the ARRT, the providers of the exam. Once your application has been received, reviewed, and processed you will receive an email explaining how to go onto the ARRT's website to pay for your exam.