## **INSTRUCTIONS TO APPLY FOR LIMITED RADIOGRAPHY EXAM ONLINE**

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

**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**.

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Matthew Millard	My Profile
Home	Basic Profile Details - (PIN: 112602)
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	WELCOME TO YOUR PROFILE PAGE!

## **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.

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If you have an existing	company, the compar	ny name should b	e listed in the left-h	and column. Select the	e Company and click	continue. If you do r	not see the compar	ly name contact the Prog	ram office. If you want
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# **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**.

Type of Permit *		Type of Limited		Action Requested *	Classification Status	
Limited Exam Candidate	Ŧ	Extremities	*	Add Classification	New	
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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: PIDIT 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.)

Description	Status	Requested Date	Expiry Date	Actio
pplication Review				1
icense/Permit				
General Radiologic Technologist -	Approved	1/6/23		
Limited Exam Candidate -	Open	1/9/23		Edit
Limited Exam Candidate -	Open	1/9/23		Edit
Limited Exam Candidate -	Open	1/9/23		Edit

You will be asked the following Question:

		~
Public Portal Affirmation		^
By checking this box, I am submitting this application for review with all require documentation and attachments.	d 💽 Yes 🔿 No	
Attachments		
Attachment Description		
	Items per page: 5 v 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.