

# Instructions to Apply for Nuclear Medicine CT Endorsement

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 OICO 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.** If you have not created an account and set up your profile, go back to the IDPH Regulatory Programs - Permit to Practice Page and follow the “How to create an account” instructions.

**NOTE:** You must use either **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**.

The screenshot displays the 'My Profile' page in the IDPH Regulatory Programs portal. The sidebar on the left includes navigation links: Home, Public Search, My Profile, New Company, Revalidation, My Programs (highlighted with a red circle), Apply for a Program, Sign Off, and Help. The main content area is titled 'My Profile' and contains the following sections:

- Basic Profile Details - (PIN: 112602)**
  - Name: Matthew Millard
  - Date of Birth: 06/22/1969
  - Email Address \*
  - Preferred Address
- Physical Address Details**
  - Address is: ATTN
  - House Number \*: 1234
  - Street Name \*: Anywhere
  - Street Type \*: Avenue
  - Street Direction: City
  - City: Park
  - Unit Type: Unit Number
  - City: Des Moines
  - State: Iowa
  - Country: IA
  - Zip Code \*: 50313
  - Phone 1 \*: 5155552369
  - Phone 1 Type \*: Primary
  - Phone 2
  - Phone 2 Type
- Select a license type to proceed or License Selection(s)**
  - Select a Membership for your Acting Personal License

At the bottom of the page, there are three buttons: **Continue** (circled in red), **Reset**, and **Addresses**. Below the buttons, it says 'WELCOME TO YOUR PROFILE PAGE!' and a footer note: 'This is your individual landing page and contains your Personal Information. Please provide your Physical Address Details. All fields marked with an \* are mandatory. Enter the Street name in the Street name field, the street type (i.e. ST, AVE.) should be entered in the Street type field. The upside down triangle will assist you by providing a list of values for the type field. When Entering information in the phone field enter your ten-digit phone number without spaces.'

If you made changes and clicked the **Continue** button, now click on the **Apply for Program** tab.

# Step 2: Go Into the Online Services

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 table has columns for License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew. A single row is visible for License # RAD103056, Applicant Matthew Millard, Program Permit To Practice, Status Active, Issue Date 04/25/2022, Expiry Date 06/30/2023, and City Des Moines. The "Online Services" link in this row is circled in red. 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: Online Services

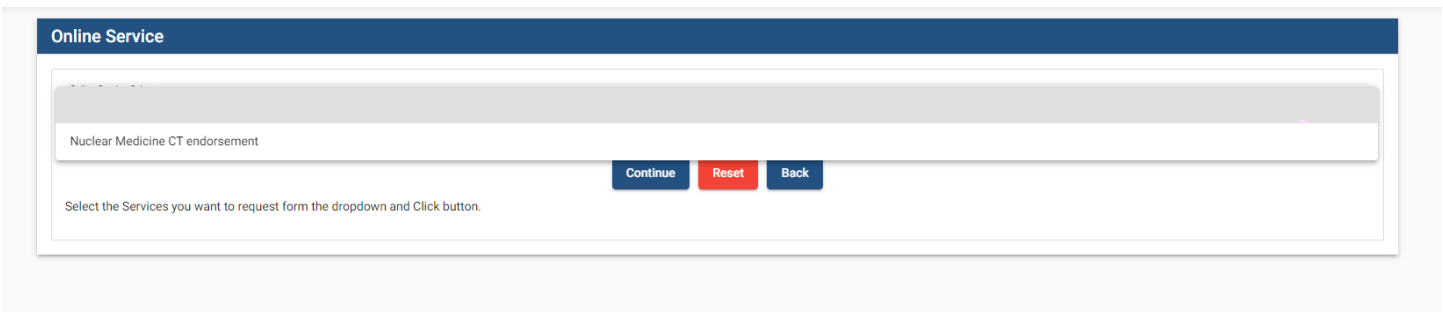
Choose **Nuclear Medicine CT endorsement** in the **Online Service Select** dropdown menu.

The screenshot shows the "Online Service" page. At the top, there is a header "Online Service". Below it is a form with a dropdown menu labeled "Online Service Select". The dropdown arrow is circled in red. Below the dropdown are three buttons: "Continue", "Reset", and "Back". Below the buttons is a text prompt: "Select the Services you want to request form the dropdown and Click button."

The screenshot shows the "Online Service" page with the dropdown menu now displaying "Nuclear Medicine CT endorsement". The "Continue", "Reset", and "Back" buttons are still present below the dropdown. The text prompt "Select the Services you want to request form the dropdown and Click button." is also visible.

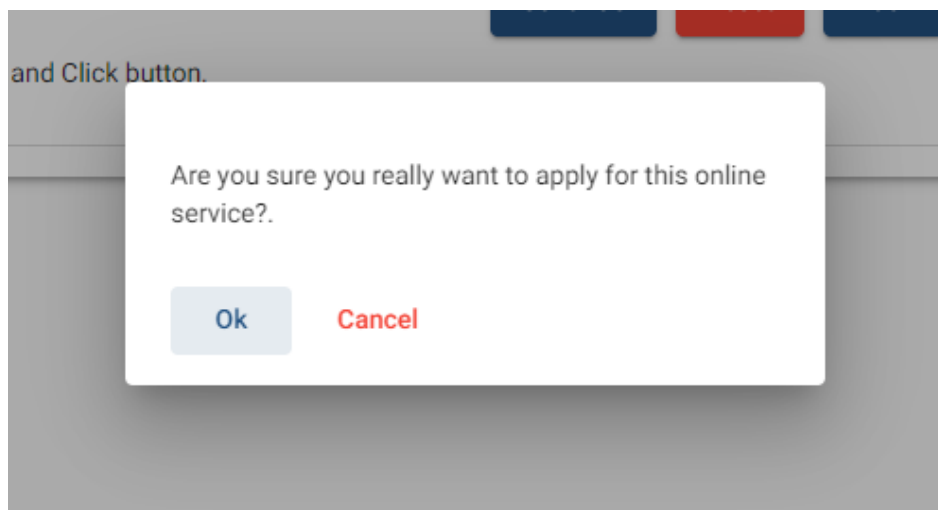
## Step 3: Online Service (cont.)

Click the **Continue** button.



The screenshot shows a web interface titled "Online Service". It features a dropdown menu with "Nuclear Medicine CT endorsement" selected. Below the dropdown are three buttons: "Continue" (blue), "Reset" (red), and "Back" (blue). A small instruction below the buttons reads: "Select the Services you want to request form the dropdown and Click button."

A Popup window will appear. Choose **Ok**.



After clicking **Ok** you will be directed back to your **My Programs** page.

The application will be reviewed and if all requirements have been met a new Permit to Practice will be issued and sent via email to the email address on file.

# Step 5: HHS Reference

The following screen may vary, depending on the type of permit you have applied for. Complete the fields in all of the available tabs and then click **Continue/Payment** when complete. (Click **Continue/Edit** if you have another permit application to complete.)

Application Form Supplemental

Process Description - Limited Nuclear Medicine Technologist

Public Portal Affirmation

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

Attachments

Attachment Description

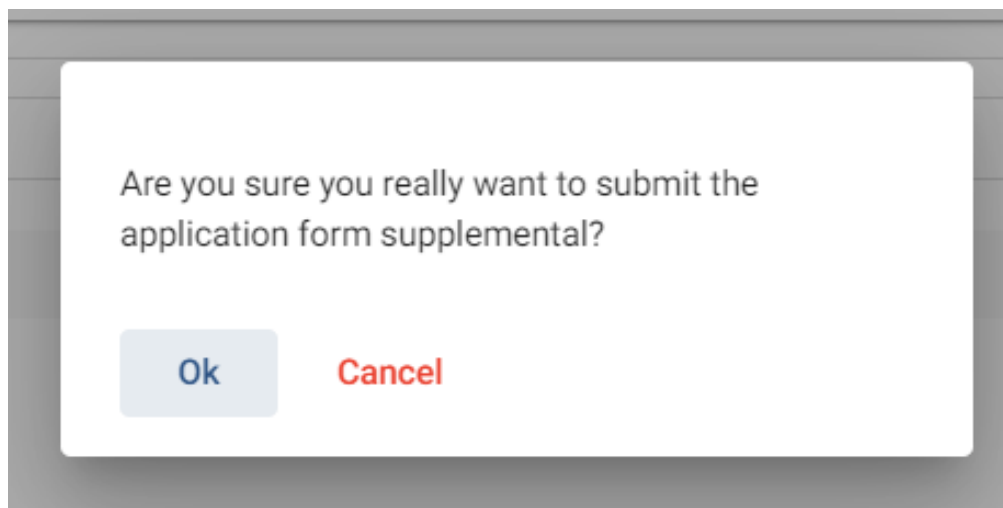
RADI Id Wallet Card	View
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Items per page: 5 1 - 1 of 1 < >

Add New Attachment Upload Attachments

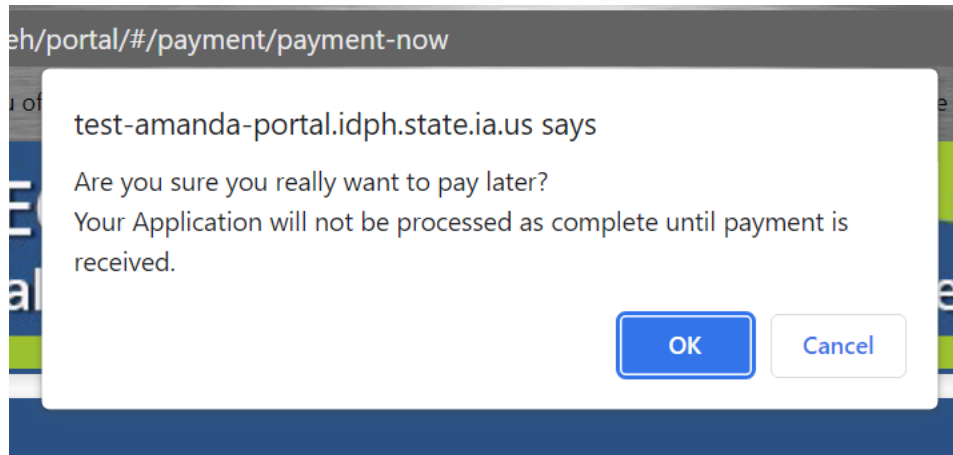
Continue/Edit **Continue/Payment**

Once you click on **Continue/Payment** a warning box will pop-up asking “Are you sure you really want to submit the application form supplemental?” Click **Ok**.



# Step 6: Payment

If you click the **Pay Later** button a pop-up will say your application is not considered submitted until payment is made. Click OK to be returned to your **My Programs** page.



When you are ready to make a payment, go to your **My Programs** page and click on **Make Payment**.

**My Programs Matthew James Millard**

Programs for Matthew James Millard

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	

Items per page: 5 1 - 1 of 1

**Make Payment**

If you are an Individual and wants to apply for a New Individual License, click on Apply for a Program on the above. Instructions to Apply for a Program

If you have an existing company, the company name should be listed in the left-hand column. Select the Company and click continue. If you do not see the company name contact the Program office. If you want to apply as a Brand New Company or enter an Existing Company for the first click on New Company Registration. Instructions to create New Company Registration

If you are an Individual returning to the system: Instructions to how to return system.

- Click on Details to add a new piece of equipment or edit/view an already approved application.
- Click on Online Services to select services available for your License type.
- Click on Renew (when displayed) to complete a renewal application.
- Click on Edit (if displayed) to complete a pending application.

# Step 6: Payment (cont.)

If you select **Pay Now** you will be directed to the online payment system.

**Make Payment**

Thank you for completing your Application or Request. If you have fees due, you may select **Pay Now** button to continue **online payment**. (Credit, Debit cards or E-Checks acceptable).

If you wish to Pay Later or Pay Check or Internal Transfer, select **Pay Later** option.

Note:

If you want to send a **Pay Check** to IDPH Program Office, please enter a **Reference Row ID #** on the **Memo field of the Check**. **Reference Row ID # is displayed below the Fee Details in this page**.

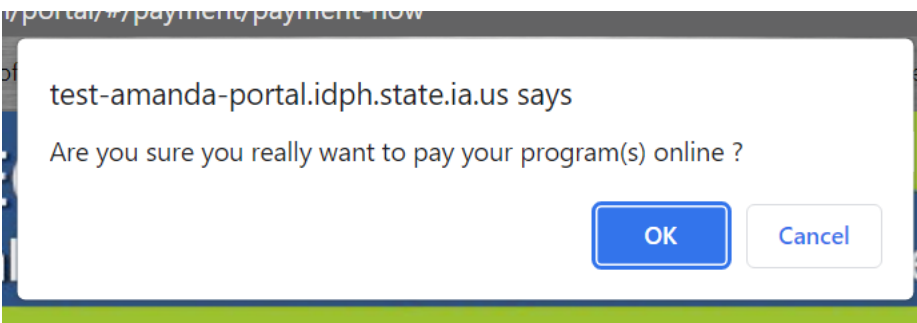
If your fees are due, your application is not considered until payment is made. You may check the status of your License(s) by signing into the website at a Later Date and reviewing on the **My Programs** page.

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
372630	Permit To Practice	Permit to Practice	Active	RADI Ltd Nuclear Med Tech Initial Fee	\$100.00	No

Fee Amount: \$100.00      Paid Amount: \$00.00      Fee Due: \$100.00

Payment Later Options

Once you click on the **Pay Now** button you will receive a warning box stating, “Are you sure you really want to pay your program(s) online?” Click **Ok** if you are ready to pay.



After clicking Ok you will be directed to the **Online Payment System**. Once you make your payment you will receive a confirmation that payment has been made. Please keep a record of your **Confirmation Number** or **print this page** for your records. Click **Continue** to be taken to your Receipt and return to your profile.

Once your payment is received, the application will be reviewed and if all requirements have been met a new Permit to Practice will be issued and sent via email to the email address on file.