

INSTRUCTIONS TO APPLY FOR A RADON LAB CERTIFICATION

Use the following link to access the online licensing system:

<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account, go back to the IDPH Regulatory Programs - RADON 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 System Support Team: 1-855-824-4357.

REQUIRED DOCUMENTS:

To view the full list of application requirements, please visit <https://idph.iowa.gov/radon/get-certified> to view the "[Radon Measurement Laboratory Application Guide](#)."

STEP 1: SIGN IN

Click **Sign In** on the portal home page.



STEP 2: SELECT THE LAB

On your profile page the facility will be listed on the left side under **Registered User's Memberships**.

- 1) Click on the Facility's name so it appears highlighted.
- 2) Click **Continue**.

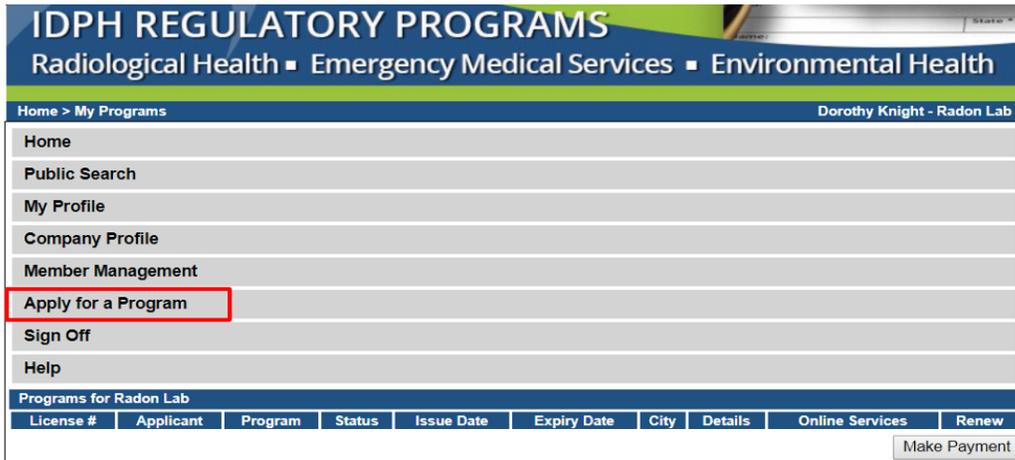
(NOTE: for instructions to register a new facility, return to the IDPH Regulatory Programs page and review the instructions "**How to Create a New Company**.")

Home > My Profile	
Home	Basic Profile Details PIN: 349246
Sign Off	Name: Dorothy Knight
Help	Date of Birth: 08/04/1986
	Email Address*: narayana.b@launchitco
	Preferred Address: <input type="text"/>
Registered User's Memberships	Physical Address Details
Radon Lab	Address is: <input type="text"/> ATTN: <input type="text"/>
	Street Number*: 321 City*: Des Moines <input type="text"/>
	Street Prefix: <input type="text"/> County: <input type="text"/>
	Street Name*: East 12th State*: Iowa <input type="text"/>
	Street Type*: Street <input type="text"/> Country: <input type="text"/>
	Street Direction: <input type="text"/> Zip Code*: 50319
	Unit Type: <input type="text"/> Phone 1*: 5157254147 <input type="text"/> Work <input type="text"/>
	Unit Number: <input type="text"/> Phone 2: <input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Addresses"/>

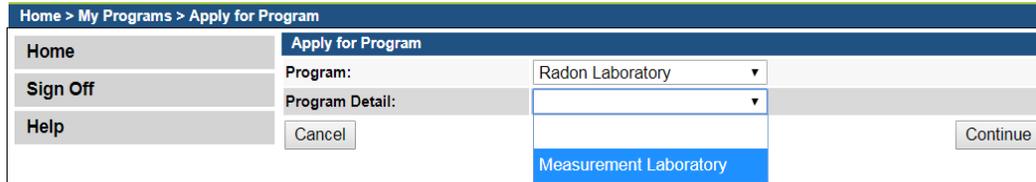
STEP 3: APPLY FOR A PROGRAM

Next, you will be directed to the **My Programs** page. This is where you will apply for a Measurement Specialist license.

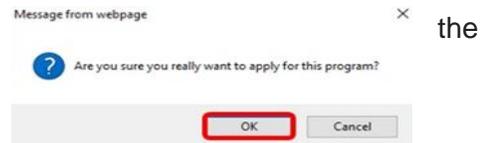
- 1) Click on **Apply for a Program**.



- 2) On the next screen: Select **Program** as Radon Individual and select **Program Detail** as Mitigation Specialist. Click **Continue**.



- 3) A pop-up message will appear. Click **OK** to continue with application.



STEP 4: APPLICATION FORM

The application will appear on the next screen. Click **Expand All** on the right side of the **Application Form**. Questions with a red asterisk * or highlighted in pink are mandatory.



STEP 5: RADON TESTING METHODS

You must choose all testing methods performed by clicking on them in the box that appears below.

- To select multiple methods, hold down the **Ctrl** button on your keyboard and click the method types you wish to add. Release **Ctrl** when finished.

The screenshot shows the 'Radon Testing Methods' section of an application form. It features a 'Testing Methods Used' field with a list of methods: AT-Alpha-Track Detection, CC-Activated Charcoal Adsorption, CR-Continuous Radon Monitor, EL-Electret-Perm(Long-term), LS-Charcoal Liquid Scintillation, and Other. Below this is an 'Other Description' text box. At the bottom, there is a question: 'I am attaching documentation based on my participation in NRPP or NRSB Laboratory certification?' with 'Yes' and 'No' radio buttons.

STEP 7: RADON AFFIRMATION STATEMENTS

The following questions require "Yes" answers in order for your application to be approved.

(NOTE: You will not have a QA/QC number at this time. Step 9 will show you how to add your attachments. To review the requirements visit this website: <https://idph.iowa.gov/radon/get-certified>)

The screenshot shows the 'Radon Affirmation Statements' section. It contains several questions with 'Yes' and 'No' radio buttons: 'I will keep all records for a minimum of 5 years after the radon test is completed', 'I will submit any changes in procedures within 14 days to IDPH', 'I am uploading a QA/QC plan and standard operating procedures for each measurement method I am applying', and 'I will upload Measurement details every month on Radon Data Tab'. Below these are four text boxes for 'QA/QC plan #1' through '#4', which are crossed out with a red 'X'. The 'Yes' radio button for the first question and the 'No' radio button for the last question are highlighted with red boxes.

STEP 8: AFFIRMATION

- 1) Answer the following questions.
- 2) If you answer **Yes** you must provide additional information in the text box preceding the question.
 - a. You may be asked to provide additional documentation in the form of an attachment.
- 3) Click **Continue** when you have finished all sections of the application form.

The screenshot shows the 'Affirmation' section of an application form. It contains four questions with 'Yes' and 'No' radio buttons: 'Has any state or other jurisdiction of the United States or any other nation ever limited, restricted, warned, censured, placed on probation, suspended, revoked, or otherwise disciplined a professional license, permit, registration, or certification issued to you or the organization?', 'Have there ever been judgments or settlements paid on your behalf or on the organization's behalf as a result of a professional liability case?', and 'Have you or the organization ever had a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body?'. Each question has a corresponding text box for additional information. At the bottom, there is an 'Attachment' section with a table for 'Attachment Description' and buttons for 'Cancel', 'Continue', and 'Add New Attachment'. The 'Continue' button is highlighted with a red box.

STEP 9: ADD ATTACHMENTS & CONTINUE

To add any required documentation, you will need to click **Add New Attachment**. Skip this step if you do not have any attachments to add.



The screenshot shows the top portion of the 'Attachment' form. The 'Attachment Description' field is empty. A yellow box highlights the 'Add New Attachment' button in the bottom right corner.



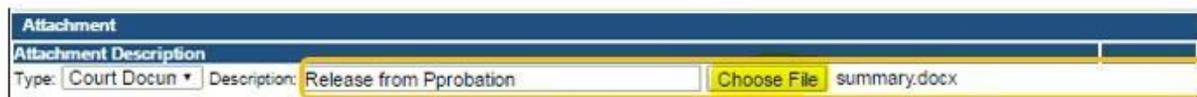
The screenshot shows the 'Attachment' form with the 'Type' dropdown menu open. A yellow box highlights the 'Type' dropdown, and another yellow box highlights the 'Choose File' button. The text 'No file chosen' is visible next to the button. The 'Add New Attachment' button is also visible.

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.



The screenshot shows the 'Attachment' form with the 'Type' dropdown menu open. The list of attachment types includes: Accred/Auth. Certificate, Court Documents, Crystal Report, Industrial Radiography Card, License, MQSA Certificate, Non-Iowa Permit/Certification/Registration, Photo, Physician Records, Proof of Certification, RADI Id Wallet Card, Radiation Shielding Plan, RAMP License, and Signature. A red arrow points from the first bullet point in the list to the 'Type' dropdown.

The name of the document should appear next to the button.



The screenshot shows the 'Attachment' form with the 'Type' dropdown set to 'Court Docun' and the 'Description' field containing 'Release from Probation'. The 'Choose File' button is highlighted, and the text 'summary.docx' is displayed next to it.

Continue this process for each document needing to be attached.

NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the IDPH 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.

You must attach all supporting information before completing the application, or your application could be delayed or denied.

WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.

STEP 10: RDNL CONTACT LIST

- 1) Click **Add** and enter the employer contact details, then click **Save**.
- 2) When you have finished, click **Continue** at the bottom of the screen.
(Use the scroll bar to see additional fields.)

Process Free Form Description - Radon Laboratory Application Review Collapse All

RDNL Contact List

Contact type	Salutation	Contact First Name	Contact Last Name	Contact Phone Number	Contact Email Address
<ul style="list-style-type: none"> Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more. Just clean all fields if you do not need a specific row or new added row. 					

Add **Save**

Attachment

Attachment Description

Add New Attachment

Cancel **Continue**

STEP 11: TERMS AND CONDITIONS

Check the box as show to agree to Terms and Conditions and click Continue.

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions

Home **Terms and Conditions**
Sign Off
Help

Terms and Conditions

I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning my application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that I am required to update answers or information submitted herewith if the response or the information changes.

In submitting this application, I consent to any reasonable inquiry that may be necessary to verify or clarify the information I provided on or in conjunction with this application.

I understand that this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law.

I have read the Administrative Rules governing this profession and I agree to comply with those provisions.

I agree with the terms and conditions.

Continue

STEP 12: PAYMENT

To make an online payment:

- 1) Click **Pay Now** when you see the option.
- 2) You will be directed to the payment system.

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Make Payment

Home
Sign Off
Help

License Details

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full	
543450	Radon Laboratory	Measurement Laboratory	New	Laboratory Applicatoin Fee	\$500.00	No	
543450	Radon Laboratory	Measurement Laboratory	New	Laboratory Resident Fee	\$25.00	No	
Total					Fee Amount: \$525.00	Paid Amount: \$0.00	Fee Due: \$525.00

Pay Later **Pay Now**

Payment Later Options

▼

- 1) Select **Payment Method**, and fill in your payment details.
- 2) Click **Continue** to review your payment information and click **Confirm**.

Payment Information

Frequency One Time
 Payment Amount \$50.00
 Payment Date Pay now

Contact Information

First Name Adper
 Last Name Amandaone
 Company (Optional)
 Address 1 09 N Oliver Drive
 Address 2 (Optional)
 City/Town Des Moines
 State/Province/Region IA
 Zip/Postal Code 56789
 Country US
 Phone Number 8990900900
 Email Address adperamandaone@gmail.com

Payment Method

Payment Method Select

[Continue](#) [Cancel](#)

The following page is your confirmation page.

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.
 Confirmation Number **IOWDPH004000710**

Payment Details

Description Department of Public Health
 IDPH Licensing and Regulatory Programs
<https://idph.iowa.gov/>
 Payment Amount [REDACTED]
 Payment Date 11/22/2016
 Status PROCESSED

Payment Method

Payer Name Adper Amandaone
 Card Number *1111
 Card Type Visa
 Confirmation Email adperamandaone@gmail.com

Billing Address

Address 1 09 N Oliver Drive
 City/Town Des Moines
 State/Province/Region IA
 Zip/Postal Code 56789
 Country United States

[Continue](#)

- 3) Keep a record of your **Confirmation Number** or **print this page** for your records.
- 4) Click **Continue** to be taken to your Receipt and return to your profile.