INSTRUCTIONS TO RENEW A RADON MITIGATION SPECIALIST 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.

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.
If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA System Support Team: 1-855-824-4357.

STEP 1: SIGN IN

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

STEP 2: CONTINUE FROM THE PROFILE PAGE

After signing in you will be taken to your **Profile Page**. **Review and Edit existing address information to reflect your current address.** When finished, click **Continue** at the bottom.

STEP 3: RENEW A PROGRAM

Next, you will be directed to the **My Programs** page. This is where you will renew your Measurement Specialist license. Click on the word **Renew**.

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

STEP 4: APPLICATION FORM

The renewal 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 are mandatory.

STEP 5: RADON TRAINING & TESTING

These should be pre-filled as **Yes** for both questions. You may move on to the next field.

STEP 6: RADON WORK & EDUCATION

This section will be prefilled with one of these three options. You may proceed to the next field.

STEP 7: RADON AFFIRMATION STATEMENTS

Answer the first 3 questions - the remaining questions will be pre-filled.

STEP 8: RADON RENEWAL QUESTIONS

If you are due for your Continuing Education, answer "Yes" to the first question , enter your hours, & see Step 11 to add CE attachments. Your **biennium** date is your continuing education <u>due date</u>.
NOTE: If you make any adjustments, such as changing Employer, select "Yes" to the final question.

STEP 9: AFFIRMATION

Answer **Yes** or **No** to the following questions. If you answer **Yes** you must provide additional information in the text box proceeding the question. (You may be required to provide additional documentation in the form of an attachment.)

STEP 10: EDUCATION & EXPERIENCE

This section will be pre-filled. Click **Continue** at the bottom of the page.
(If you need to add attachments first, see Step 11.)

Application Form Details				Collapse All
▼ Education				

College/University Name	State	City	Dates Attended (From MM/YYYY to MM/YYYY	Major/Course Work Topics

- 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]

▼ Experience

Job Description	Company Name	State	City	Zip Code	Dates Worked (From MM/YYYY to MM/YYYY)

- 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]

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STEP 11: ADD ATTACHMENTS & CONTINUE

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

- 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 Choose File .
- 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.

Type list options:
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
Signature

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

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 12: MITIGATION SYSTEMS INSTALLED

Click **Add** and enter any mitigation systems installed that you have not yet reported online, then click **Save**. (Tip: do not add more than one line without saving – clicking **Save** after adding will ensure the data you entered is saved.)

<u>Note</u>: if this is your first year renewing, you will need to enter in all the mitigation systems you have done the previous year. If you did not install any system this year, select the checkbox shown.

Process Free Form Description - Radon Mitigation Specialist Application Review					Expand All
▼ Mitigation Systems Installed					
No Systems installed for this renewal period ⇕	Building Owner Name ⇕	Building Owner Phone Number ⇕	Mitigation Address ⇕	Mitigation State ⇕	
☐					

Use the scroll bar to see additional fields.

◄   ►

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- Just clean all fields if you do not need a specific row or new added row.

Add   Save

STEP 13: RDNI CONTACT LIST

This section will be pre-filled. Please review the information to ensure we have your current employer on file. If the information that appears does not match, click "Removed thru Web" and then add a new employer. (Note: You will need to attach a QA/QC plan if you update this field.) To add new information, click **Add** and enter the contact details, then click **Save**.

When you have finished reviewing/editing, click **Continue** at the bottom of the screen.

▼ RDNI Contact List					
Removed thru Web ⇕	Contact type ⇕	Salutation ⇕	Contact First Name ⇕	Contact Last Name ⇕	Contact Ph
☐	No Employer ▼	▼			

Use the scroll bar to see additional fields.

◄   ►

- 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 14: TERMS AND CONDITIONS

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

STEP 15: PAYMENT

To make a payment, click **Pay Now** when you see the option. You will be directed to the payment system where you will enter your payment information.

Click **OK** to proceed to the online payment system.