

IDPH REGULATORY PROGRAMS Environmental Health

Plumbing and Mechanical Systems



RENEWING AN INDIVIDUAL LICENSE

Use the following link to access the online licensing system: <https://dphregprograms.iowa.gov>

These instructions assume you have already created a Personal A&A account & set up your Profile Page. If you have not created an account, go to the IDPH Regulatory Programs webpage and follow the instructions <https://idph.iowa.gov/regulatory-programs/pmsb>

NOTE: The online system works best in either **Google Chrome** or **Safari** when applying online.

For assistance navigating the licensing system after reviewing these instructions, contact the Help Desk at 1-855-824-4357. For username and password assistance option #2

Please allow 4-6 weeks for processing. License documents will be emailed to you.

BEFORE YOU BEGIN: DOCUMENTATION NEEDED

All applicants except apprentices: Have your continuing education certificates on hand. If you do not have that information, contact your training provider.

Apprentices: Contact your apprenticeship sponsor or the U.S. Dept. of Labor at 515-284-4690 if you do not have this information:

- Apprentice DOL Identification Number
- Apprenticeship start date
- Anticipated Completion date
- Number of advanced credit hours
- Sponsor DOL number
- Sponsor contact information

Medical Gas Systems Installer will need the following information:

- Name of certifying agency
- Certification number
- Certification expiration date
- Brazer certification expiration date (if certified)

STEP 1: SIGN IN WITH EXISTING A&A ACCOUNT

Sign In on the portal home page.



STEP 2: UPDATE YOUR PROFILE INFORMATION

- 1) Verify all personal information. Make appropriate updates.
- 2) To add additional addresses or contact information, click on the Addresses button (optional)
- 3) Click **Continue** when finished

STEP 3: RENEW LICENSE

Click on **Renew** next to the license you would like to renew

The screenshot shows the IDPH Regulatory Programs website interface. At the top, there is a navigation bar with 'Radiological Health', 'Emergency Medical Services', and 'Environmental Health'. Below this is a sidebar menu with options like 'Home', 'Public Search', 'My Profile', 'New Company Registration', 'Apply for a Program', 'Sign Off', and 'Help'. The main content area displays a table of licenses for 'Your Name'. The table has columns for License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew. One license is listed with License # 30043, Applicant 'Your Name', Program 'Plumbing and Mechanical Systems', Status 'Active', Issue Date '04/23/2017', Expiry Date '06/30/2017', and City 'Des Moines'. The 'Renew' button for this license is highlighted with a red box. Below the table is a 'Make Payment' button.

A message will pop up to confirm you want to renew this license. Click **OK**

If you have already clicked renew at an earlier time, the renew option will no longer be there. You will need to click on **EDIT**.

STEP 4: APPLICATION FORM

You will now be taken to the Application Form page for an individual license renewal:

- 1) Click **Expand All** to view all information fields in this section
- 2) **Affirmation**: Answer all questions in this section. If you answer YES, provide a summary in the box.
- 3) **Continue Education**: Answer only if you qualify for a CE exemption. Note: apprentices will automatically qualify and should answer NO to this.

The screenshot shows the 'Application Form' page. At the top right, there is a blue arrow pointing down and the text 'Expand All'. Below this, there are two expandable sections: 'Affirmation' and 'Continue Education', each with a yellow arrow icon on the left.

STEP 5: APPLICATION FORM DETAILS

You are now at the Application Form Details section of your renewal application

Click **Expand All** to view all information fields in this section

- 1) License Select:
 - a. Scroll to the right
 - b. **Action requested**: select the option you wish to do
 - c. Click **Save**

Basis for Licensure	Action Requested	ProcessRSN
Renewal	Do not Renew	2031554
Renewal	Renew Active status	2031555
Renewal	Renew Inactive status	2031556

only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
if you do not need a specific row or new added row.

Add Save

NOTE: See Supplement 1 if you wish to combine to a single mechanical license

2) Continuing Education:

- a. Click **Add**
- b. Enter complete course number including CEUC or CEUL
- c. Enter the course name
- d. Enter the date your took the course
- e. Enter course hours in the proper area (may need to scroll right for all disciplines)
- f. Click **Save**
- g. Repeat for each course

Application Form Details Expand All

▶ License Select

▼ Continuing Education

Course No#	Course Name	Course date	Safety Hours	Plumbing Code Hours	Mecha
ceuc181084	null	04/29/2020	4.0	2.0	2.0
ceuc181084	null				

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Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

<
>

- Please click Save after entering each row.
- Just clean all fields if you do not need a specific row or new added row.

Add Save

▶ Exam Candidate

3) Click Continue

STEP 6: Process Description

If you are an apprentice:

- 1) Click **Expand All**
- 2) Complete the apprenticeship details
- 3) Click **Continue**

Process Description - Apprentice Collapse All

Apprenticeship Details

Have you completed a high school or GED program? Yes No

Apprentice Identification Number	IA17N024535
Apprenticeship Start Date	02/03/2017
Apprenticeship Completion Date	09/01/2018
Number of advanced Apprenticeship hours issued if any	4
Sponsor Department of Labor Program Number	IA001450002
Sponsor Contact Person Name	
Sponsor Phone Number or website	
Sponsor Contact Person Address	

Attachment

Attachment Description	View
test	

Cancel

Continue

Add New Attachment

If you are a Medical Gas Installer

- 1) Click **Expand All**
- 2) Complete the required information
- 3) Click **Continue**

Process Description - Medical Gas System Installer Collapse All

▼ **Medical Gas System Installer Details**

Are you currently certified in medical gas piping by the National Inspection Testing Certification Corporation (NITC) or an equivalent agency? Yes No

Name of certification agency: Airgas Medical Gas Services, Inc (AMS) ▼

Certification Number: 1234567

Certification Expiration Date: 05/31/2017

Do you have a current brazer certification? Yes No

Brazer Expiration Date: 05/31/2017

Attachment

Attachment Description

STEP 7: OPTIONAL ADD ATTACHMENTS

To add any optional documents; such as CE certificates or proof of license in another state, scroll down and click the **Add New Attachment** button.

* Skip the attachment steps if you do not have any attachments to add.

Attachment

Attachment Description

- 1) Use the **drop-down** to choose the **Type** of document you wish to attach.
- 2) Provide a **Description** of the document.
- 3) Click **Choose File** and select the file you wish to upload.
* Repeat this process for adding additional files.
- 4) Once you have uploaded all the files, click **Continue**.

Out of state license view

Type: Proof of Cert ▼	Description: CE Certificate of Completion	C:\Users\twebb\Desktop	<input type="button" value="Browse..."/>
Type: Non-Iowa Pe ▼	Description: Other state license proof	C:\Users\twebb\Desktop	<input type="button" value="Browse..."/>

STEP 8: TERMS AND CONDITIONS

Please read the terms and conditions.

- 1) Click the box next to "I agree with the terms and conditions."
- 2) Click **Continue**.

Plumbing and Mechanical Systems

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

Home

Sign Off

Help

Terms and Conditions

I am authorized to complete this application on behalf of the organization.

As representative of the organization, I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. As said representative of the organization, 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 this application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that a representative of the organization is responsible to update information submitted herewith if the response or the information changes.

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

I understand 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 license, permit, registration, or certification and will make employees aware as required and will comply with those provisions.

I agree with the terms and conditions.

STEP 9: MAKE A PAYMENT

Once the application is complete, fees will appear and the system will allow you to make a payment.
Note: Review the fees for accuracy before clicking the Pay Now

PAY NOW:

- 1) Click **Pay Now**.

Home

Sign Off

Help

License Details						
Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
547796	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB 3 Year Contractor Registration Fee per year	\$50.00	No
547796	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB Contractor Renewal Fee	\$250.00	No
Total					Fee Amount: \$300.00	
				Paid Amount: \$0.00		
					Fee Due: \$300.00	

Payment Later Options

Check ▼

elpdphtest.iowa.gov says

Are you sure you really want to pay your program(s) online ?

- 2) Click **OK** on the pop up.
- 3) Select your **Payment Method** and fill in your payment details.
- 4) Click **Continue**.
- 5) Review your payment details and click **Confirm**.
- 6) Your **Confirmation Number** will appear - keep a record of this number.
- 7) Click **Continue** to be taken to your Receipt.

PAY LATER:

- 1) Select a "Payment Later" option from the drop-down.
- 2) Click **Pay Later**

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full	
547788	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB 3 Year Contractor Registration Fee per year	\$50.00	No	
547788	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB Contractor Renewal Fee	\$250.00	No	
Total					Fee Amount: \$300.00	Paid Amount: \$0.00	Fee Due: \$300.00

Are you sure you really want to pay later?
Your Application will not be processed as complete until payment is received.
Choose one of the Pay Later Options

OK Cancel

Payment Later Options

- Check
- Iowa Transfer
- Online Payment

- 3) Click **OK** on the pop-up.
- 4) You can come back any time and click **Make Payment**.
- 5) To print a **Bill**, click **Details** on the Renewal Application.

Home
Public Search
My Profile
Company Profile
Member Management
Apply for a Program
Sign Off
Help

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
51189-CL		Plumbing and Mechanical Systems	Active	11/30/2018	10/30/2019	Des Moines	Details	Online Services	
51189-CL	Dorothy Knight	Plumbing and Mechanical Systems	Renewal			Des Moines	Details	Online Services	

Make Payment

- 6) Scroll down the details page and click **Print Bill**.
- 7) If you are mailing a check / money order, **print** the bill and include with payment.

SUPPLEMENTAL 1: COMBINE TO MECHANICAL LICENSE

If you currently hold separate licenses in HVAC/R and hydronics at the same level (Journeyman or Master) and wish to combine these licenses into a single mechanical license, you must follow these steps.

- Under Action Requested, select **do not Renew** for the HVAC/R license.
- Under Action Requested, select **do not Renew** for the hydronics license.
- Click Add to add a new row.
- For license type, select either **journeyman** or **master** (must be same level that is currently on file).
- For trade/specialty, select **Mechanical**.
- Under basis for licensure, select **Combine to Mechanical**.
- Under Action Requested, select **Renew active status** or **Renew Inactive Status** if you want an inactive license.
- Click **Save** when done.

Go back to step 5, number 2 on page 3 to continue your application