

INSTRUCTIONS TO RENEW AN INDIVIDUAL APPRENTICE, SPECIALTY, JOURNEY, OR MASTER LICENSE

THESE INSTRUCTIONS ASSUME YOU ALREADY HAVE AN A&A ACCOUNT.

For assistance with creating an A&A account or finding or resetting your username and password, contact the **OCIO Help Desk**: 1-800-532-1174.

For questions regarding the **Iowa Plumbing and Mechanical Systems (PMSB)** program or licensing, visit the website <http://hhs.iowa.gov/pmsb> or contact pmsb@idph.iowa.gov or 866-280-1521

For assistance with using the online portal, contact the **AMANDA Help Desk** at adpereg@idph.iowa.gov or 855-824-4357

The AMANDA application works best in Chrome and Edge.

DOCUMENTATION NEEDED:

Continuing education certificates: The PMSB does not track your continuing education.

You will need to provide the course number, course name, date you took the course, and the credits you earned in each category.

If you can, be prepared to upload copies of your certificates as attachments.

Med Gas Installer must provide current certification information and attach certificates.

For information regarding continuing education requirements and exemptions visit <https://hhs.iowa.gov/pmsb/continuing-education>

STEP 1: SIGN IN WITH EXISTING A&A ACCOUNT

- Begin by opening your web browser and navigating to the Iowa Department of Health and Human Services Regulatory Program webpage:

<https://amanda-portal.idph.state.ia.us/adpereg/portal/#/dashboards/index>

- **Sign in** with your username and password.

STEP 2: UPDATE PROFILE INFORMATION

- Verify all information is correct.
- Make any necessary updates.
- Click on **My Programs** when finished

STEP 3: RENEW LICENSE

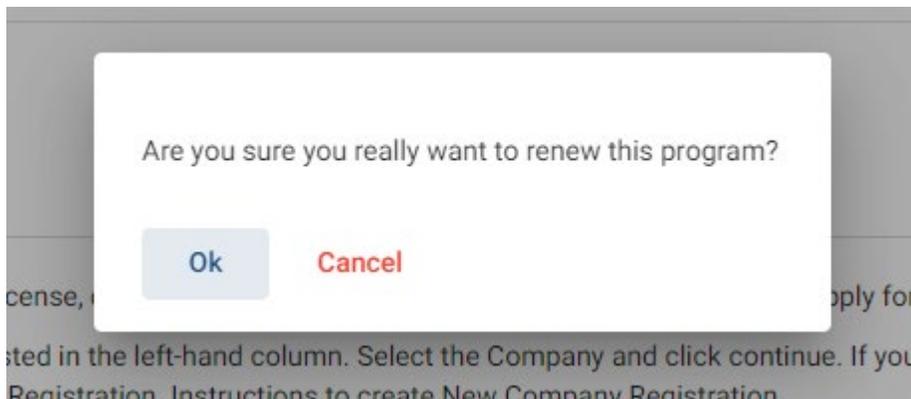
The screenshot shows the IDPH Regulatory Programs website. The header includes 'IDPH REGULATORY PROGRAMS' and sub-sections: 'Radiological Health', 'Emergency Medical Services', and 'Environmental Health'. A left sidebar contains navigation options like 'Home', 'Public Search', 'My Profile', 'New Company Registration', 'My Programs', 'Apply for a Program', 'Sign Off', and 'Help'. The main content area is titled 'My Programs' and displays a table of licenses. The table has columns for License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew. One license is listed with a status of 'Lapsed' and an expiry date of '06/30/2020'. The 'Renew' link for this license is highlighted with a red box. 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
		Plumbing and Mechanical Systems	Lapsed	06/05/2017	06/30/2020		Details	Online Services	Renew

If you have existing licenses they will show under the Programs for [Your Name] section.

Click on the Renew link next to the license you would like to renew.

- After you click “Renew,” a pop-up message will appear.
- Click **OK** to confirm you wish you renew the license.



You will now be taken to the renewal application for an individual license renewal.

The screenshot shows the Iowa.gov website interface for a license renewal application. The main content area is titled "Plumbing and Mechanical Systems - Individual License". It is divided into three main sections: "Application Form Step 4", "Application Form Details Step 5", and "Attachments Step 6".

- Application Form Step 4:** Contains "Affirmation" and "Exemptions" sections. Yellow arrows point to the "Affirmation" and "Exemptions" labels. A small orange triangle is visible on the right side of this section.
- Application Form Details Step 5:** Contains "License Select", "Continuing Education", and "Exam Candidate" sections. Yellow arrows point to the "License Select" and "Continuing Education" labels. A small orange triangle is visible on the right side of this section.
- Attachments Step 6:** Contains instructions for adding attachments and a table for "Attachment Description". The table has a header "Attachment Description" and a row with a placeholder "Application Form". Below the table are "Add New Attachment" and "Upload Attachments" buttons.

At the bottom of the page, there are "Cancel" and "Continue" buttons.

STEP 4 – Application Form

- In the Affirmation section, all six questions must be answered.
- Give appropriate explanation for YES answers
- In the Exemption section, you must answer if you qualify for a CEU exemption. (Note: apprentices will automatically be CEU exempt and should answer NO to this question.)

STEP 5 –Application Form Details

Expand the **License Select** section by clicking on the small orange triangle next to this section.

- Under **Action Requested**, you must make a selection for each row. Select either **Renew**, **Renew Inactive status**, or **Do Not Renew**.
- Click Save

NOTE: If your apprentice information on record shows that you have completed your program, you will not be allowed to complete your renewal. You must either provide updated apprenticeship details or submit to take your appropriate exam.

Expand the **Continuing Education** Section.

Skip this step if you qualify for a CEU exemption (you must have selected "Yes" and the appropriate exemption in step 4).

- Click **Add** to add a course.
- You must enter the course number (in format CEUC or CEUL), course name, course date, and number of hours awarded for the course in the appropriate column(s)
- Click **Save** after completing each row.
- Repeat these steps for each additional course that you took.

Continuing Education

Course No# *	Course Name *	Course date *	Safety Hours	Plumbing Code Hours	Mechanical Code Hours	Mechanical Trade Hou
CEUCx11111	just for test purposes	01/01/2022	2			

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

Application Form

Exam Candidate

Use the scroll bar on the bottom of this section to see additional columns.

The next tab you see is called Exam Candidate – **Do NOT enter anything in this section.**

STEP 6: ADD ATTACHMENTS

To add any required documentation such as: Master of Record Certification or updated insurance/bond documents, you will need to click the Add New Attachment button.

Attachments

- To add an attachment, click "Add New Attachment."
- Fill in details of your attachment and choose a file to upload.
- Click "Upload Attachments" to upload your file.

Attachment Description

Items per page: 5 0 of 0

Type	Description	File
Type* Word Merge	Description* master of record form	Choose File Blank for test.docx

Add New Attachment Upload Attachments

Cancel Continue

- Click the dropdown arrow and select the attachment type. *if you do not know what to select – choose Word Merge*
- Enter a description of the file.
- Click Choose File button.
- Select your document
- Click Upload Attachments
- Repeat this process for each document you would like to attach.
- **Click Continue to proceed with the application.**
- A pop-up message will appear. Click **OK**.

Are you sure you really want to submit all application form?

Ok Cancel

Journey, Master and Specialty– Submit your application

Application Form Supplemental

Do NOT make any changes to Process Description or

Do NOT make any changes to Process Free Form Description

Scroll down and click Continue

You will get a pop-up, click OK

Do NOT make any changes to Process Description PMSB Individual Application Review

Scroll down and click Continue

You will get a pop-up, click OK
Agree to Terms and Conditions then click Continue

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Services Agencies Social

IDPH REGULATORY PROGRAMS
Environmental Health
Plumbing and Mechanical Systems

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 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

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APPRENTICE – Submit your application

iowa.gov
Services Agencies Social

Plumbing and Mechanical Systems

Application Form Supplemental

Plumbing and Mechanical Systems - Individual License

Applicant: Michael Doll

Process Description - Apprentice - Apprentice

Apprenticeship Details **←**

Fee Waiver Request

Attachments

- To add an attachment, click **Add New Attachment**.
- Fill in details of your attachment and choose a file to upload.
- Click **Upload Attachments** to upload your file.

Attachment Description

Items per page: 5 0 of 0 < >

Add New Attachment Upload Attachments

Cancel **Continue**

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Next you will be taken to the Application Form Supplemental.

- Click to expand the Apprenticeship Details section
- Make any appropriate updates
- Do NOT make any changes to Fee Waiver Request
- Click **Continue** when done.
- You will get a pop-up, click OK
- Agree to Terms and Conditions then click Continue

MEDICAL GAS INSTALLER – Submit your application

The screenshot shows the 'Application Form Supplemental' page for a Plumbing and Mechanical Systems - Individual License. The page is divided into several sections:

- Plumbing and Mechanical Systems - Individual License**: Applicant: Herbert Shadewald
- Process Description - Medical Gas System Installer - Medical Gas Pipe**:
 - Medical Gas System Installer Details (indicated by a yellow arrow)
 - Fee Waiver Request (marked with a red X)
- Attachments**:
 - Instructions: 1. To add an attachment, click 'Add New Attachment'. 2. Fill in details of your attachment and choose a file to upload. 3. Click 'Upload Attachments' to upload your file.
 - Attachment Description: Application Form Supplemental
 - Buttons: Add New Attachment, Upload Attachments

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Next you will be taken to the Application Form Supplemental.

- Click to expand the Medical Gas System Installer Details
- Make any appropriate updates
- Do NOT make any changes to Fee Waiver Request

- Click **Continue** when done.
- You will get a pop-up, click OK
- Agree to Terms and Conditions then click Continue

STEP 7 – MAKE A PAYMENT

Next you will be taken to the **Make Payment** page.

***NOTE:** *Applications will not be reviewed until paid in full*

The screenshot shows the 'Make Payment' page for IDPH Regulatory Programs. The page header includes 'iowa.gov' and 'IDPH REGULATORY PROGRAMS' with sub-sections for Radiological Health, Emergency Medical Services, and Environmental Health. The main content area is titled 'Make Payment' and contains a table of license details. The table has columns for Reference (Row ID) #, Program, Program Detail, Status, Fee Description, Fee Amount, and Paid in Full. Two rows are visible, both for 'Plumbing and Mechanical Systems' Contractor License Renewal. The total fee amount is \$000.00. A red watermark 'SAMPLE: YOURS MAY LOOK DIFFERENT' is overlaid on the page. The 'Pay Now' button is highlighted with a red '2'. There are also 'Pay Later' and 'Payment Later Options' buttons.

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
399589	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB 3 Year Contractor Registration Fee per year	000.00	No
399589	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB Contractor Renewal Fee	000.00	No

Fee Amount: \$000.00 Paid Amount: \$000.00 Fee Due: \$000.00

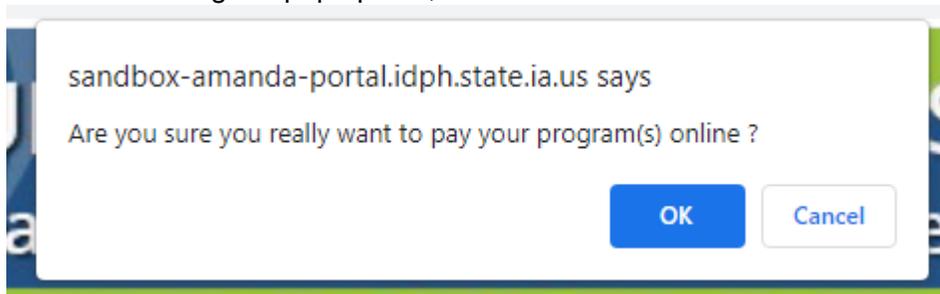
SAMPLE: YOURS MAY LOOK DIFFERENT

Buttons: Pay Later, Pay Now

Option 1: Pay Now

Select **Pay Now** when asked,

You will get a pop up box, click ok



You will now be directed to the online banking system

- You can update the payor information here
- Scroll down and select and enter your payment method
- Click Continue
- Click Confirm

You will receive an email confirmation of your payment. This is the only receipt you will receive

Option 2: Pay Later

You must select a reason (Pay by check, Iowa Transfer, online another time)

- You will be taken back to your Programs page
- Click on Details
- Scroll down to Print Bill (include this with your check or money order)

Bill (Copy)

Please click **PRINT** here for your bill copy if necessary.

Bill(Copy)

Billed To

Folder Name: [Redacted]
 LPCRO No: [Redacted]
 Reference No: [Redacted]

SAMPLE: YOURS MAY LOOK DIFFERENT

Receipt Details

Bill No	Fee Description	Bill Generated Date	Amount
399589 - 290064	PLMB Contractor Renewal Fee	04/25/2023	[Redacted]
399589 - 290065	PLMB 3 Year Contractor Registration Fee per year	04/25/2023	[Redacted]
Total: \$			[Redacted]

[Back](#)

CHECK STATUS

Once you have submitted payment, your renewal application may be reviewed by PMSB staff..

If the application is complete and ready to be issued, the status online will show “Ready to Issue.” When the license has been issued, you will be automatically emailed a copy of your new license certificate and wallet card in two separate emails.

To check your renewal status, go to the Public Search page at:
<https://amanda-portal.idph.state.ia.us/adpereh/portal/#/dashboards/index>