

## INSTRUCTIONS TO APPLY FOR A JOURNEYPERSON OR MASTER EXAM

For assistance with creating an A&A account or finding or resetting your username and password, you will need to call the **OCIO Help Desk**: 515-281-5703 or 1-800-532-1174.

For assistance with navigating the licensing portal, please contact the **AMANDA Support Team** 1-855-824-4357.

For specific questions regarding the **Iowa Plumbing and Mechanical Systems** program or exam requirements, please visit the website <http://idph.iowa.gov/pmsb> or call 1-866-280-1521.

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### BEFORE YOU BEGIN:

**THESE INSTRUCTIONS ASSUME YOU HAVE ALREADY FOLLOWED THE STEPS TO CREATE AN A&A ACCOUNT AND SET UP YOUR AMANDA PROFILE PAGE.** If you have not done these steps, go back to the IDPH Regulatory Programs Plumbing & Mechanical Systems Board Page <https://idph.iowa.gov/regulatory-programs/pmsb> and follow the instructions to create an account.

**THESE INSTRUCTIONS ASSUME THAT YOU HAVE NEVER SUBMITTED AN APPLICATION FOR A PMSB LICENSE OR EXAM.** If you already have an existing license or previous exam application, the steps are different. Please go back to the instruction page (on IDPH Regulatory Programs) and find the instructions for people who already hold at least one license or exam approval.

If you hold a license with the Board and do not see it listed, please **STOP** and contact the AMANDA Support Team at 1-855-824-4357.

The AMANDA application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly: 1) pop up blocker must be turned off; 2) iowa.gov must be added to compatibility view; and 3) iowa.gov must be added to trusted sites. Contact the AMANDA Support Team if you need help with adjusting these settings for Internet Explorer.

### DOCUMENTATION NEEDED:

**Apprentices:** Apprentice ID number, sponsor ID number, and information on any advanced credit hours awarded and the number of months of advanced standing credit. Contact your apprentice sponsor or Dept. of Labor if you don't know this information.

**Journeyman Candidates:** If basis for exam is 4 years of experience prior to 2010: you must have names, dates, and location of previous employment. You will be required to attach the notarized Affidavit of Employment or mail the affidavit separately. Your application will NOT be processed without this document. It must be notarized. The form is available for download at <https://idph.iowa.gov/pmsb/examination> - at the bottom of the page click on "Notarized Affidavit of Employment."

**Master Exam Candidates:** If basis for exam is previous master license, you must be able to provide details about the license including license number, state or jurisdiction, license trade/type, and where the license can be verified (phone number or website). If basis for exam is Journey License with 2 years of experience, you must be able to provide details about the experience including names, dates, and location of previous employment or experience. You must also be able to provide details about the license including license number, state/ jurisdiction, license trade/type, and where the license can be verified unless it is a state of Iowa license.

**Military Experience:** If basis for exam is Military – the training must be PRIOR approved. Contact the board office before submitting an application.

## STEP 1: SIGN IN WITH EXISTING A&A ACCOUNT

- Begin by opening your web browser and navigating to the Iowa Department of Public Health Regulatory Program webpage at the following location:  
<https://dphregprograms.iowa.gov/PublicPortal/iowa/IDPH/common/index.jsp>
- **Sign in** with your username and password.

## STEP 2: UPDATE PROFILE INFORMATION

- Verify all information is correct.
- Make any necessary corrections.
- To add additional addresses or contact information, click on the **Addresses** button.
- Click **Continue** when finished.

## Optional: Add Other Addresses

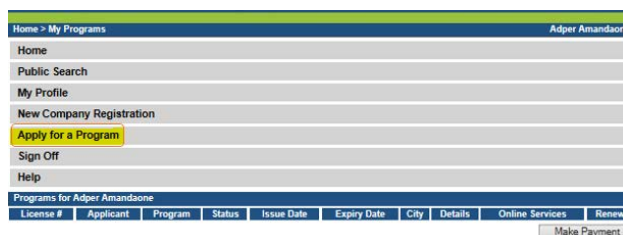
If you have additional addresses you would like to add or edit, click the Addresses button.

- Click the arrow button next to the address type (billing, business, home, mailing, old, or public address) and then click “Add Address.” Enter the required fields.
- Be advised that the system currently also requires you to enter a billing, business, home, and mailing address. PMSB will not use these addresses for mailing or billing information. In these fields you should just click the button “Copy Physical Address.”
- Click “Submit All Changes” when done. Confirm the submission again by clicking OK.
- Click “Continue” on the page where your physical address details display to be taken to My Programs page.

You will now be on the **My Programs** page.

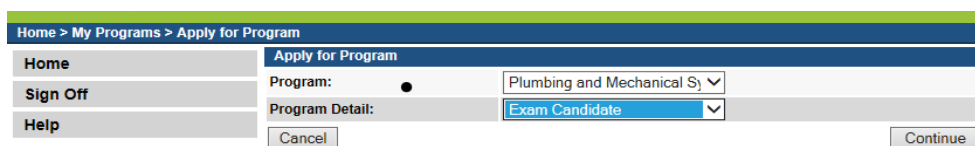
## STEP 3: APPLY FOR EXAM

Click on **Apply for a Program**.



## STEP 4: SELECT PROGRAM TYPE

- Next to **Program**, select **Plumbing and Mechanical Systems**.
- Next to **Program Detail**, select **Exam Candidate**.
- Click **Continue**.

A screenshot of a web application form titled 'Home > My Programs > Apply for Program'. The form has a sidebar with 'Home', 'Sign Off', and 'Help' buttons. The main form area has a 'Program:' dropdown menu with a radio button next to it, currently set to 'Plumbing and Mechanical Systems'. Below that is a 'Program Detail:' dropdown menu set to 'Exam Candidate'. There are 'Cancel' and 'Continue' buttons at the bottom of the form.

A pop-up message will appear. Click **OK** to confirm you wish to submit an exam candidate application.

You will now be taken to the **Application Form** page for an exam candidate. **NOTES** for completing the Application Form:

- Click **Expand All** to view all information fields in a section or click on the small triangle button next to section.
- SKIP THESE TABS: License Select and Continuing Education.

The screenshot shows the 'Application Form' interface. At the top, there are tabs for 'Affirmation', 'Application Form Details', 'Exam Candidate', and 'Attachment'. The 'License Select' and 'Continuing Education' tabs under 'Application Form Details' are crossed out with a red X. A blue arrow points to the 'Expand All' button in the top right corner. A text box states: 'The tabs for License Select and Continuing Education are NOT used when submitting and Exam Candidate Application.' At the bottom, there are 'Cancel' and 'Continue' buttons, and an 'Add New Attachment' button.

## STEP 5 – AFFIRMATION

- All six affirmation questions must be answered.
- If you answer **Yes** to any of the questions, provide details in the box below the question.
- You may attach documentation as needed by following the directions in the **Attachments** section.

## STEP 6 – EXAM CANDIDATE (Specify the exam you are applying for)

Expand the Exam Candidate tab. Next, click **Add** and provide details related to the exam(s) you are applying for. You may need to scroll over to the other columns – see the blue arrow below. See also the Tips for completing the exam candidate section on the next page.

- Under Exam Candidate select **Journeyperson** or **Master** exam.
- Select the Trade/Specialty type you wish to apply for.
- Select your Basis for Exam (your qualification for the exam).
- Click **Save**.
- Repeat the steps above if you are applying for more than one exam type.

The screenshot shows the 'Exam Candidate' table. The table has columns: Exam Candidate, Trade/Specialty, Set License State, Status, and Approved date. Two rows are visible: JourneyPerson/HVACiR and Master/Plumbing. A dropdown menu is open for 'Set License State' showing options: 4 Years Experience Prior to 2010, Apprenticeship, Military, Previous Iowa licensed Journeyperson, Previous Master License, and Reinstatement. A blue arrow points to the right side of the table.

Exam Candidate	Trade/Specialty	Set License State	Status	Approved date
JourneyPerson	HVACiR	New Exam Candidate	Open	
Master	Plumbing	New Exam Candidate	Open	

4 Years Experience Prior to 2010  
Apprenticeship  
Military  
Previous Iowa licensed Journeyperson  
Previous Master License  
Reinstatement

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

## TIPS FOR COMPLETING THE EXAM CANDIDATE SECTION

- **MASTER** - Sheet Metal is not a valid exam type. There is no master sheet metal exam.
- **MASTER** - Exam candidates must choose a basis for exam of **Previous Master License** or **Previous Licensed Journeyperson with 2 years experience**.
- **MILITARY** - Select as a basis for exam ONLY if you have already been prior-approved by the board to sit for an examination under the Home Base Iowa Act.
- **REINSTATEMENT** - Select as a basis for exam ONLY if you already have an Iowa license that has been lapsed for more than one year and you would like to test in lieu of retaking continuing education hours.

## STEP 7 – APPLICATION FORM SUPPLEMENTAL

Next, you will then be taken to the **Application Form Supplemental** screen.

**NOTE:** Depending on the number of exams you have applied for and the Basis of Exam you selected on the previous screen, you may have one or multiple additional information sections to complete. If you are applying for multiple exams, you will have to complete additional information for each exam type and trade you are applying for.

### Journeyperson - Apprentice

Expand Apprenticeship Details, fill out the available fields, & click **Continue**.

Process Description - Apprentice Collapse All

Apprenticeship Details

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

Apprentice Identification Number

Apprenticeship Start Date

Apprenticeship Completion Date

Number of advanced Apprenticeship hours issued if any

Sponsor Department of Labor Program Number

Sponsor Contact Person Name

Sponsor Phone Number or website

Sponsor Contact Person Address

Attachment

Attachment Description

Add New Attachment

Cancel Continue

### Journeyperson – 4 Years Experience Prior to 2010

Expand the section Experience Prior to 2010 and fill out the available fields, & click **Continue**.

Process Description - Journeyperson-Exam Candidate Expand All

Experience Prior to 2010

- Click **Add** to enter your employer information.
- Click **Save** after completing all the fields

Use the **scroll bar** to view more fields (See the blue arrow below.)

Employer Details

Name of Employer	Name of supervisor	Supervisor Telephone Number	Supervisor Telephone Number	Your Job Title

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

## Journeyman or Master – Reinstatement

Expand the section Reinstatement and answer the question. Next you will need to click “License Information.” In the section for **License Information**, enter your license information by clicking **Add**, providing license details and then click **Save** when done.

The screenshot shows a web interface for a Journeyman-Exam Candidate. It features two main sections: "Process Description - Journeyman-Exam Candidate" and "Process Free Form Description - Journeyman-Exam Candidate". The first section has a sub-section "Reinstatement" with a blue arrow pointing to it. The second section has sub-sections "Employer Details", "Military Service Details", and "License Information", with a blue arrow pointing to "License Information".

## Journeyman or Master – Military Experience

Expand the section Military Service Details and answer the questions displayed. Next you will need to click “Military Service Details.” In the section for **Military Service Details**, click **Add**, and fill in the required information. Click **Save** when done.

The screenshot shows a web interface for a Journeyman-Exam Candidate. It features two main sections: "Process Description - Journeyman-Exam Candidate" and "Process Free Form Description - Journeyman-Exam Candidate". The first section has a sub-section "Military Service Details" with a blue arrow pointing to it. The second section has sub-sections "Employer Details", "Military Service Details", and "License Information", with a blue arrow pointing to "Military Service Details".

## Master – Previous Licensed Journeyman with 2 years experience

Expand the section Previous Journey License and answer the questions displayed.

- Next you will need to provide details of your previous license by clicking in the **License Information** section. Click **Add**, and fill in the required information. Click **Save** when done.
- Next you will need to click in **Employer Details** section. Click **Add**, and fill in the required information. Click **Save** when done.

The screenshot shows a web interface for a Master-Exam Candidate. It features two main sections: "Process Description - Master-Exam Candidate" and "Process Free Form Description - Master-Exam Candidate". The first section has a sub-section "Previous Journey License" with a blue arrow pointing to it. The second section has sub-sections "License Information", "Employer Details", and "Military Service Details", with blue arrows pointing to "License Information" and "Employer Details".

## Master – Previous Master License

Expand the section Previous Master License and answer the questions displayed.

- Next you will need to provide details of your previous license by clicking in the **License Information** section. Click **Add**, and fill in the required information. Click **Save** when done.

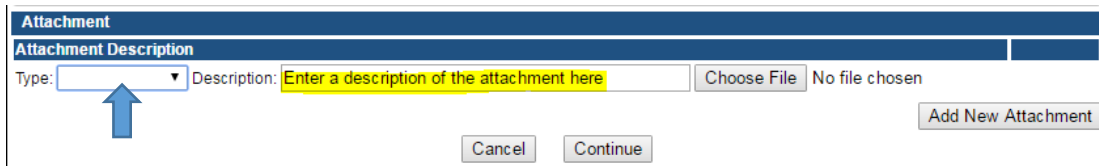
The screenshot shows a web interface for a Master-Exam Candidate. It features two main sections: "Process Description - Master-Exam Candidate" and "Process Free Form Description - Master-Exam Candidate". The first section has a sub-section "Previous Master License" with a blue arrow pointing to it. The second section has sub-sections "License Information", "Employer Details", and "Military Service Details", with a blue arrow pointing to "License Information".

## STEP 8 – ADD ATTACHMENTS

To add any required documentation such as criminal history documents, license documents or Affidavit of Employment, you will need to click the **Add New Attachment** button. Skip this step if you do not have any attachments to add.



When clicked the Attachment Description area will expand.



- To select a Type of attachment, click the drop down arrow and select the attachment type. Ex: Court Documents, Certification, Diploma, etc.
- Enter a description of the file.
- Click Choose File button.
- This will open your file explorer, navigate to the directory where the file is you want to attach and double click it. The name of the document should be showing next to the Choose File button.
- Continue this process for each document you would like to attach.

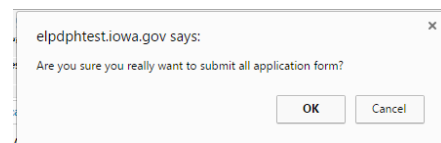
**NOTE:** If you attach a document in error, it cannot be removed by you. You will need to contact the AMANDA Support Team to have it removed.

## STEP 9 – CONTINUE TO SUBMIT APPLICATION

When all sections of the form are complete, click **continue**. If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

When you click **Continue**, a pop-up message will appear.

Click **OK** to proceed to the next page.



You may have to click **Continue** multiple times AND click **OK** multiple times (if you are applying for more than one exam).

**DO NOT CLICK CANCEL – this will void your entire application.**

## STEP 10 – TERMS AND CONDITIONS

Please read the terms and conditions. If you agree, click the box next to I agree with the terms and conditions. Click **Continue**.

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

Home  
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 11 – MAKE A PAYMENT

Next you will be taken to the **Make Payment** page. If you need to attach additional documentation, click the **Pay Later** button. Otherwise, skip to the **Pay Now** instructions.

If you select **Pay Now** you will be directed to the online payment system. Select **Pay Now** when asked, and complete your online payment information.

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
539219	Plumbing and Mechanical Systems	Individual License	New	PLMB Journey Initial Fee	\$30.06	No
<b>Total</b>						
Fee Amount:					\$30.06	
Paid Amount:					\$0.00	
Cancelled Amount:					\$0.00	
Fee Due:					\$30.06	

**Pay Later** **Pay Now**

Payment Later Options

Select **Payment Method**, and fill in your payment details. Click **Continue**.

My Payment

IDPH Licensing and Regulatory Programs  
Amount Due: \$50.00

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: \$50.00  
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**

Once you have submitted payment, you should keep a record of your **Confirmation Number** or print the receipt page that appears for your records. Click **My Profile** to return to your profile page or **My Programs** to return to your list of licenses.



## PAY LATER:

If you selected Pay Later, you will get a pop-up box that your application is not considered submitted until payment is made. Click OK.

- You will be returned to your **My Programs** page where you will see your license listed and the status.
- When you are ready to complete the application process, navigate to your **My Programs** page and click on the row for the individual license and then click on the **Details** link.
- Click **Make a Payment**.

Programs									
License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
		Permit To Practice	New			Des Moines	<a href="#">Edit</a>	<a href="#">Online Services</a>	
		EMS Provider	New			Des Moines	<a href="#">Edit</a>	<a href="#">Online Services</a>	
30044		Plumbing and Mechanical Systems	Active	04/23/2017	06/30/2017	Des Moines	<a href="#">Details</a>	<a href="#">Online Services</a>	
30044		Plumbing and Mechanical Systems	Renewal			Des Moines	<a href="#">Details</a>	<a href="#">Online Services</a>	

**NOTE:** If under the **Details** column it shows a link for **Edit** instead of **Details**, this means there is missing information within the application. Click the **Edit** link to review all sections of the form and complete any missing information before attempting to pay.

Fees			
Fee List	Description	Fee Amount	Payment
6334	PLMB Journey Renewal Fee	\$180.00	No payment to be displayed.
6334	PLMB Master Renewal Fee	\$240.00	
6335	PLMB Multiple License Fees Discount %	(\$126.00)	
	<b>Total</b>	<b>\$294.00</b>	

Total Due: \$294.00

Attachments	
Attachment	Description
<input type="button" value="Add New Attachment"/>	<input type="button" value="Upload Attachments"/>

Follow the payment steps provided on the previous page.

## CHECK STATUS

- Your application will **NOT** be reviewed until you have submitted a payment.
- Once you have submitted your application (including required payment), allow up to **2 weeks** for initial review and processing. If your application requires additional screening or is incomplete, additional time will be required. All applications are processed in the order received.
- If you have provided a valid email address, your Exam Candidate approval letter will be emailed directly to you with your candidate ID number and information on scheduling the exam. If you have not provided a valid email address, the letter will be mailed to your primary contact address.
- If your application has not been processed within 2 weeks, please verify that you have submitted payment and all required documentation.
- If you were applying on the basis of experience prior to 2010, your application will **NOT** be processed until you have submitted the **Notarized Affidavit of Employment**. You may attach documentation to your online application or mail it separately to the board office. The form is available for download at <https://idph.iowa.gov/pmsb/examination> - at the bottom of the page click on "Notarized Affidavit of Employment." If you mail the affidavit, your application will be delayed and it will NOT be reviewed until the affidavit has been received. If you are unable to scan documents and complete the steps for adding attachments through the public portal, mail required attachments to:

Plumbing & Mechanical Systems Board  
Iowa Dept. of Public Health  
321 E 12<sup>th</sup> St  
Des Moines, IA 50319-0075