INSTRUCTIONS TO APPLY FOR A NEW TRADE IN AN EXISTING LICENSE

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

For assistance with navigating the licensing portal once you have an A&A account, please contact the **AMANDA Support Team** 1-855-824-4357

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

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 Page and follow the instructions to create an account.

THESE INSTRUCTIONS ASSUME THAT YOU HAVE ALREAY SUBMITTED AN APPLICATION FOR A PMSB LICENSE. If you have never applied for a license or exam before, 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.

IF THIS IS AN APPLICATION FOR AN ADDITIONAL TRADE FOR AN EXISTING LICENSE.

You must be on a computer using **Google Chrome** or **Safari** when applying online.

STEP 1: SIGN IN WITH EXISTING 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.
- Click on **My Profile.**

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.

You will now be taken to the **My Programs** page.

STEP 3: ADD TRADE

If you have existing licenses they will show under the Programs for [Your Name] section.
If you hold a license with the Board and do not see it listed, please stop and contact the board office at 1-866-280-1521

- Click on the **Details** link next to the license you would like to add a trade.

- The next page will display your License Details. Click **License Select** to expand.

- **Click Add** and provide details for each License you are applying for.
- Select **License Type**.
- Select **Trade/Specialty**.
- Select **Basis for Licensure** (your qualification for the license).
- Under **Action Requested** select **Apply for New Trade.**
- Click **Save** after completing each row.
- After saving, a pop-up will appear. Click **Ok.**

STEP 4: APPLICATION FORM SUPPLEMENTAL

- Under **License/Permit** field, click **Edit** next to the License(s) you wish to add.

You will then be taken to the **Application Form Supplemental** screen.

NOTE: Depending on the selection of the License Type you selected on the previous screen, you may have one or multiple screens to complete. **(See Examples below.)**

Active Journeyperson / Inactive Master: Expand <u>Affirmation</u>, select Yes/No, click **Continue**.

Apprentice: Expand <u>Apprenticeship Details</u>, fill out the available fields, & click **Continue**.

Hearth Systems: Expand Hearth Systems Details, fill out the available fields, & click **Continue**.

Process Description - Hearth Systems	Collapse All

▼ Hearth Systems Details

Name of certification agency	▼
If other, please specify organization	
Certification Number	
Certification Expiration Date	

Attachment
Attachment Description

Add New Attachment

Cancel   Continue

Disconnect / Reconnect Plumbing Tech: Click **Expand All** to view all the sections and fill out the available fields. Click **Add** under Employer Details and enter your employer information, then click **Save**. **(Use the scroll bar to view more fields - See the blue arrow below.)** When you have completed all the relevant fields, click **Continue**.

Process Description - Disconnect / Reconnect Plumbing Technician	Expand All

▸ Basis for Licensure

▸ On the Job Training

▸ Plumbing Technician Associates Degree

Process Free Form Description - Disconnect / Reconnect Plumbing Technician	Collapse All

▼ Employer Details

Name of Employer	Name of supervisor	Supervisor Telephone Number	Supervisor Telephone Number	Your Job Title	Employment Start Da

- 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

Medical Gas System Installer: Expand <u>Medical Gas Systems Installer Details</u>, fill out the available fields, & click **Continue**.

Journeyperson: Expand all the sections and fill out the available fields. Under the Free Form Description section, you will need to click **Add** button to add information to these fields – you may need to use the scroll bar see more fields after adding. **Be sure to click Save after adding**. When you have completed all relevant fields, click **Continue**

Master: Expand all the sections and fill out the available fields. Under Military Service Details, Reciprocity Details, and Employer Details you will need to click **Add** button to add information to these fields – you may need to use the scroll bar see more fields after adding. **Be sure to click Save after adding.** When you have completed all relevant fields, click **Continue**

Process Description - Master	Expand All
▸ Exam Details	
▸ Military Service Details	
▸ Reciprocity	
▸ Organization Demographics	
▸ Other Jurisdiction License Details	
Process Free Form Description - Master	**Expand All**
▸ Military Details	
▸ Reciprocity Details	
▸ Employer Details	
Attachment	
Attachment Description	

Add New Attachment

Cancel   Continue

Private School or College Routine Maintenance: Click **Expand All** & fill out the available fields. Under Employer Details click **Add** to enter your employer information, then click **Save**. **(Use the scroll bar to view more fields - See the blue arrow below.)** Click **Continue** when finished.

Process Description - Private School Routine Maintenance				Expand All
▸ Licensure Details				
Process Free Form Description - Private School Routine Maintenance				Collapse All
▾ 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

Attachment
Attachment Description

Add New Attachment

Cancel   Continue

Service Technician HVAC: Click **Expand All** to view all the sections and fill out the available fields. Click **Continue** when finished.

Process Description - Service Technician HVAC	Collapse All

▾ Basis for Licensure

Basis for Licensure	▼

▾ Service Technician Associates Degree

Name of Institution	
Name of Degree or Program Please attach transcripts or degree	
Date of Completion	
Institution Address	
Contact Person Name	
Contact Person Telephone	

▾ Training Provider Details

Training Provider please upload/attach copy of your certification	▼
If HVAC Excellence Certification, specify type	
If other Certification, please specify	
Certification Number	
Certification Expiration Date	

Attachment

Attachment Description

Add New Attachment

Cancel   Continue

When you have entered all the necessary information in the available fields, click **Continue/Edit** to continue editing or click **Continue/Payment** to pay the fee. To upload attachments related to your application, see **STEP 5: ATTACHMENTS**

Attachment

Attachment Description

Add New Attachment

Continue/Edit   Continue/Payment

STEP 5 – ADD ATTACHMENTS

To add any required documentation, you will need to click the **Add New Attachment** button at the very end of the application form. <mark>Skip if you have no attachments to add.</mark>
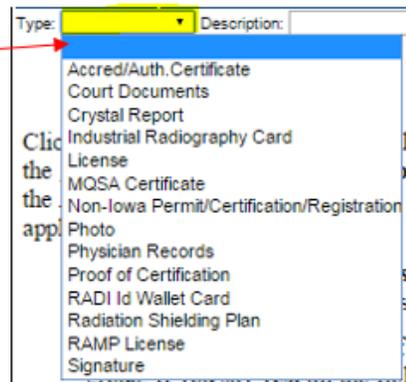

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click Choose File
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to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

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, <u>it cannot be removed by you</u>. You will need to contact the IDPH Program staff to have it removed.

<mark>**WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK <u>CONTINUE</u>.**</mark>

If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

<mark>**DO NOT CLICK CANCEL – this will void your entire application.**</mark>

You must attach all supporting information before paying the registration fee or your application could be delayed or denied.

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

Click **OK** to proceed to the next page.
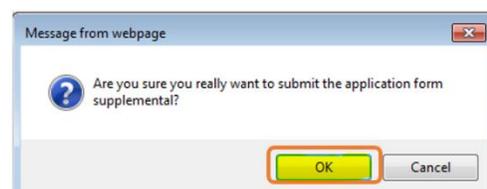
Next you will be taken to the **Make Payment** page.

PLEASE READ THE FOLLOWING DIRECTIONS BEFORE PROCEEDING.

If you need to attach additional documentation click the **Pay Later** button. Otherwise, skip to the **Pay Now** instructions.

Fee Details						
Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
539229	Plumbing and Mechanical Systems	Individual License	Active	PLMB Journey Initial Fee	$30.06	Yes
539229	Plumbing and Mechanical Systems	Individual License	Active	PLMB Journey Initial Fee	$30.06	No
539229	Plumbing and Mechanical Systems	Individual License	Active	PLMB Master Initial Fee	$40.08	No
539229	Plumbing and Mechanical Systems	Individual License	Active	PLMB Multiple License Fees Discount %	($39.08)	No
Total						
				Fee Amount:	$61.12	
				Paid Amount:	$30.06	
				Cancelled Amount:	$0.00	
				Fee Due:	$31.06	

[Pay Later] [Pay Now]

Payment Later Options

PAY LATER:

- If you click the **Pay Later** button, you will get a reminder pop-up that your application is not considered submitted until payment is made.
- You will be returned to your **My Programs** page where you will see your registration listed and its status.
- When you are ready to complete the application process, go to the appropriate section and double click on the **Details** link.

Home > My Programs								Maddie Van Horn	
Home									
Public Search									
My Profile									
New Company Registration									
Apply for a Program									
Sign Off									
Help									
Programs for Maddie Van Horn									
License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
	Maddie Van Horn	Plumbing and Mechanical Systems	New			Des Moines	Details	Online Services	

Make Payment

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. – this is not explained very well, aren't there various error messages? Need to see sample to know how to fix/clean up

From here you can view the Details of your application, **Add New Attachment**, or **Upload Attachments**.

When you are ready, click **Make a Payment.**

Home		Plumbing and Mechanical Systems - Individual License					
Home		License #	Application Date	Issue Date	Expiry Date	Status	Description
Sign Off		30045	04/23/2017			Renewal	Renewal Folder
Help							

People Details

Role	Name
Applicant	carrie tester

Application Form   Expand All

▸ Affirmation

Application Form Details   Expand All

▸ License Select

▸ Continuing Education

▸ Exam Candidate

License Processes   Collapse All

Description	Status	Requested Date	Expiry Date	
▸ Application Review				
PMSB Individual Application Review	Calculate Fees	04/23/2017		
▸ License/Permit				
Apprentice	Approved	04/23/2017		

Fees

Fee List			**Payment**

Bill Number	Description	Fee Amount	
6337	PLMB Apprentice Renewal Fee	$50.00	No payment to be displayed.
	Total	$50.00	

Total Due: $50.00   Make Payment ◂

Attachments

Attachment Description

Add New Attachment   Upload Attachments

Online Services   Back

PAY NOW:

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
539229	Plumbing and Mechanical Systems	Individual License	Active	PLMB Journey Initial Fee	$30.06	Yes
539229	Plumbing and Mechanical Systems	Individual License	Active	PLMB Journey Initial Fee	$30.06	No
539229	Plumbing and Mechanical Systems	Individual License	Active	PLMB Master Initial Fee	$40.08	No
539229	Plumbing and Mechanical Systems	Individual License	Active	PLMB Multiple License Fees Discount %	($39.08)	No

Total

Fee Amount:	$61.12	
Paid Amount:	$30.06	
Cancelled Amount:	$0.00	
Fee Due:	$31.06	

Pay Later | Pay Now

Payment Later Options

A pop-up message will appear. Click **OK**.

Message from webpage

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

OK   Cancel

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

Please keep a record of your **Confirmation Number** or **print this page** for your records. Click **Continue** to return to your A&A profile.