# INSTRUCTIONS ON HOW TO APPLY FOR A JOURNEYPERSON OR MASTER EXAM WITH AN EXISTING EXAM FOLDER

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 PREVIOUSLY SUBMITTED AN APPLICATION FOR A PMSB LICENSE OR EXAM. If you DO NOT 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.

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

- **Apprentices**: you will need your apprentice ID number, sponsor ID number, whether you were awarded advanced credit hours and the number of months of credit (ex: tested out of year 1 and were given 12 months' credit). Contact your apprentice sponsor or Dept. of Labor if you do not know this info.
- 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.
- 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.
- 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 ACCOUNT

When you have created your A&A account and set up your profile, sign in to submit an application.

- 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 2: OPEN YOUR EXISTING EXAM FOLDER

Click on **Details** next to the Exam you would like to add to.

## STEP 3: SELECT PROGRAM

- You will be taken to the **Program Details** page. Click **Exam Candidate** to expand.
- Click **Add** and fill out the available fields.
- Click **Save** when you have finished adding.

| Application Form | | | | Expand All |
|---|---|---|---|---|
| ▸ Affirmation | | | | |

| Application Form Details | | | | Expand All |
|---|---|---|---|---|
| ▸ License Select | | | | |
| ▸ Continuing Education | | | | |
| ▾ Exam Candidate | | | | |

| Exam Candidate | Trade/Specialty | Set License State | Status | Basis for Exam |
|---|---|---|---|---|
| JourneyPerson ▾ | Plumbing ▾ | New Exam Candidate ▾ | Approved | Apprenticeship ▾ |
| JourneyPerson ▾ | HVAC/R ▾ | New Exam Candidate ▾ | Open | Apprenticeship ▾ |

- 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 Iowa licensed Journeyperson.

- **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 4 – SUPPLEMENTAL DETAILS

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

| License Processes | | | | Collapse All | |
|---|---|---|---|---|---|
| **Description** | **Status** | **Requested Date** | **Expiry Date** | **Action** | |
| ▸ **Application Review** | | | | | |
| PMSB Exam Candidate Application Review | Complete | 05/15/2017 | 05/15/2017 | | |
| ▸ **License/Permit** | | | | | |
| Journeyperson-Exam Candidate | Approved | 05/15/2017 | 05/15/2017 | | |
| Journeyperson-Exam Candidate | Open | | | Edit | |

**NOTE:** Depending on the number and type of examination you are requesting, there may be multiple screens to complete.

6/30/2017

- Click **Expand All** to see all the fields and fill out the relevant information for your application.
- After completing all relevant fields in the Supplemental Application, click **Continue.**

See below for examples of the types of information required for all the different applications.

**Journeyperson** – Apprenticeship

| Process Description - Journeyperson-Exam Candidate | Expand All |
|---|---|
| ▸ Apprenticeship Details | |
| **Process Free Form Description - Journeyperson-Exam Candidate** | **Expand All** |
| ▸ Employer Details | |
| ▸ Military Service Details | |
| ▸ License Information | |

**Journeyperson** – 4 Years' Experience Prior to 2010 (Employer Information is Required)

| Process Description - Journeyperson-Exam Candidate | Expand All |
|---|---|
| ▸ Experience Prior to 2010 | |
| **Process Free Form Description - Journeyperson-Exam Candidate** | **Expand All** |
| ▸ Employer Details | |
| ▸ Military Service Details | |
| ▸ License Information | |

- 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

4

**Journeyperson** – Reinstatement (<u>License Information is required</u>.)

| Process Description - Journeyperson-Exam Candidate | Expand All |
|---|---|
| ▶ Reinstatement | |

| Process Free Form Description - Journeyperson-Exam Candidate | Expand All |
|---|---|
| ▶ Employer Details | |
| ▶ Military Service Details | |
| ▶ License Information | |

**Journeyperson** – Military Experience (<u>Military Details sections are required</u>.)

| Process Description - Journeyperson-Exam Candidate | Expand All |
|---|---|
| ▶ Military Service Details | |

| Process Free Form Description - Journeyperson-Exam Candidate | Expand All |
|---|---|
| ▶ Employer Details | |
| ▶ Military Service Details | |
| ▶ License Information | |

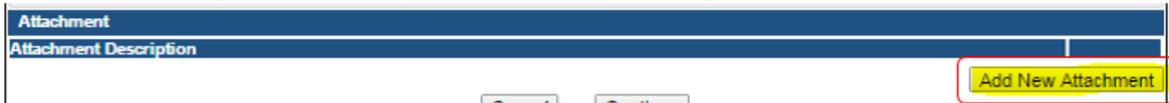**Master** – Previous Iowa Licensed Journeyperson (<u>License Information is required</u>.)

| Process Description - Master-Exam Candidate | Expand All |
|---|---|
| ▶ Previous Journey License | |

| Process Free Form Description - Master-Exam Candidate | Expand All |
|---|---|
| ▶ License Information | |
| ▶ Employer Details | |
| ▶ Military Service Details | |

**Master** – Previous Master License (<u>License Information is required</u>.)

| Process Description - Master-Exam Candidate | Expand All |
|---|---|
| ▶ Previous Master License | |

| Process Free Form Description - Master-Exam Candidate | Expand All |
|---|---|
| ▶ License Information | |
| ▶ Employer Details | |
| ▶ Military Service Details | |

# 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. Skip if you have no attachments to add.
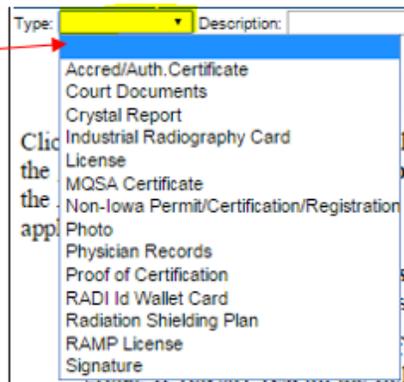


- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click Choose File .
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to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

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



- Continue the process above 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.

## 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.

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

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

- After clicking **Continue** a pop-up message will appear.
- Click **OK** to proceed to the next page.
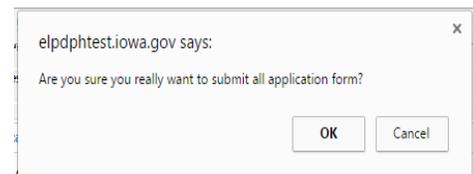
# STEP 6 – MAKE A PAYMENT

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 on page 10.

| Fee Details | | | | | | |
|---|---|---|---|---|---|---|
| Reference (Row ID) # | Program | Program Detail | Status | Fee Description | Fee Amount | Paid in Full |
| 539622 | Plumbing and Mechanical Systems | Exam Candidate | Active | PLMB Examination Fee | $35.00 | Yes |
| 539622 | Plumbing and Mechanical Systems | Exam Candidate | Active | PLMB Examination Fee | $35.00 | No |

| Total | |
|---|---|
| Fee Amount: | $70.00 |
| Paid Amount: | $35.00 |
| Cancelled Amount: | $0.00 |
| Fee Due: | $35.00 |

Pay Later    Pay Now
Payment Later Options

**TO 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 |
|---|
| Home |
| Public Search |
| My Profile |
| New Company Registration |
| Apply for a Program |
| Sign Off |
| Help |

| Programs | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| License # | Applicant | Program | Status | Issue Date | Expiry Date | City | Details | Online Services | Renew |
| | | Tattoo Artist | New | | | Des Moines | Details | Online Services | |
| | | Medical Physicist | New | | | Des Moines | Details | Online Services | |
| | | Medical Physicist | New | | | Des Moines | Edit | Online Services | |
| | | Medical Physicist | New | | | Des Moines | Edit | Online Services | |
| 30064 | | Plumbing and Mechanical Systems | Active | 05/15/2017 | 06/30/2020 | Des Moines | Details | Online Services | |
| EXAM171033 | | Plumbing and Mechanical Systems | Active | 05/15/2017 | | Des Moines | Details | Online Services | |

**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.

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**

**Sign Off**

**Help**

### Plumbing and Mechanical Systems - Exam Candidate

| License # | Application Date | Issue Date | Expiry Date | Status | Description |
|---|---|---|---|---|---|
| EXAM171033 | 05/15/2017 | 05/15/2017 | | Active | Initial Folder |

### People Details

| Role | Name |
|---|---|
| Applicant | Dorothy Knight |

### 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 | Action |
|---|---|---|---|---|
| ▸ Application Review | | | | |
| PMSB Exam Candidate Application Review | Complete | 05/15/2017 | 05/15/2017 | |
| ▸ License/Permit | | | | |
| Journeyperson-Exam Candidate | Approved | 05/15/2017 | 05/15/2017 | |
| Journeyperson-Exam Candidate | Open | 05/15/2017 | | |

### Fees

**Fee List**

| Bill Number | Description | Fee Amount |
|---|---|---|
| 6746 | PLMB Examination Fee | $35.00 |
| 6748 | PLMB Examination Fee | $35.00 |
| | Total | $70.00 |

**Payment**

| Payment Number | Payment Type | Payment Date | Payment Amount |
|---|---|---|---|
| 2586 | Check | 05/15/2017 | $35.00 |
| | | Total | $35.00 |

Total Due: $35.00    Make Payment

### Attachments

Attachment Description

Add New Attachment    Upload Attachments

Online Services      Back

**TO 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.

| Fee Details | | | | | | |
|---|---|---|---|---|---|---|
| Reference (Row ID) # | Program | Program Detail | Status | Fee Description | Fee Amount | Paid in Full |
| 539622 | Plumbing and Mechanical Systems | Exam Candidate | Active | PLMB Examination Fee | $35.00 | Yes |
| 539622 | Plumbing and Mechanical Systems | Exam Candidate | Active | PLMB Examination Fee | $35.00 | No |
| **Total** | | | | | | |
| | | | | Fee Amount: | $70.00 | |
| | | | | Paid Amount: | $35.00 | |
| | | | | Cancelled Amount: | $0.00 | |
| | | | | Fee Due: | $35.00 | |

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

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

## STEP 7 – CHECK STATUS

- ✓ Once you have submitted your application (including required payment), allow up to **4 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 <u>Exam Candidate approval letter will be emailed</u> 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.

- ✓ Contact the PMSB office <u>only</u> if you have verified that you have submitted payment and all required documentation, and it has been more than 2 weeks since your application was submitted.