INSTRUCTIONS TO APPLY FOR A LEAD CERTIFICATION

Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account, go back to the IDPH Regulatory Programs - LEAD Page and follow the "How to create an account" instructions.
NOTE: This application works with in **Google Chrome**.

For assistance with finding a username or resetting a password, call: 1-800-532-1174.
For assistance navigating the online licensing site call the Help Desk: 1-855-824-4357.

STEP 1: SIGN IN

Sign In on the portal home page.

STEP 2: CONTINUE FROM PROFILE PAGE

After signing in you will be taken to your **Profile Page**. Click **Continue** at the bottom.

STEP 3: APPLY FOR A PROGRAM

You will be taken to the **My Programs** page for your new company. This is where you will apply as Lead Individual. Click on **Apply for a Program**.

NOTE: If you see an **Edit** option here, that means you've already started an application. Click **Edit** to go back into your application.

On the next screen: Select **Program** as Lead Professionals. Select **Program Detail** as appropriate. Click **Continue**.

A pop-up message will appear. Click **OK** to continue with the application.

STEP 4: APPLICATION FORM

The application will appear on the next screen. (Tabs will vary depending on the type of certification you have selected.)

Click **Expand All** on the right side of the **Application Form** section. This section is required for all license and License submissions, and all questions must be answered.

If you have taken an Iowa Course: answer **NO to the **RECIPROCITY** and **RECIPROCAL** questions. (You should only answer "Yes" if you are applying based on having credentials from another State or Jurisdiction.)

STEP 5: APPLICATION FORM DETAILS

Click on **Certified Firms** to open the tab.

Click **Add** and enter the required information, using the scroll bar to see additional fields, Contact name, Phone number & email will be your employer if you are employed then click **Save**. When you have finished adding your contact information, click **Continue**.

****Reciprocity Certification** is required **ONLY** if you are applying based on having credentials from another state or jurisdiction.

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STEP 6: APPLICATION FORM DESCRIPTION

Click on **Expand All** to open all the information tabs.

Enter the information for your Education, Third Party Testing, and Experience, **or** Reciprocal Certification Exam if you are qualifying by Reciprocity.

Click the **Add** button and complete the required information fields. (Use the scroll bar to see additional fields.) Click **Save** after each line before adding another.
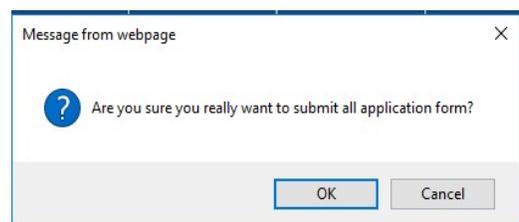

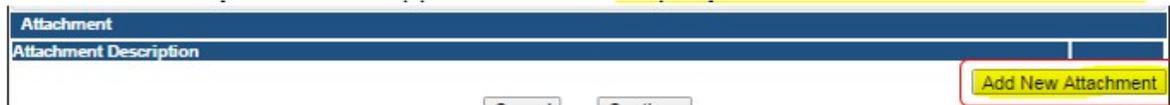To add any required attachments, proceed to Step 7.

If you have no attachments to add, click **Continue**.
Click **OK** on the pop-up to continue.

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STEP 7: 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. (For information on any required attachments, visit the Lead Professional Certification webpage.)
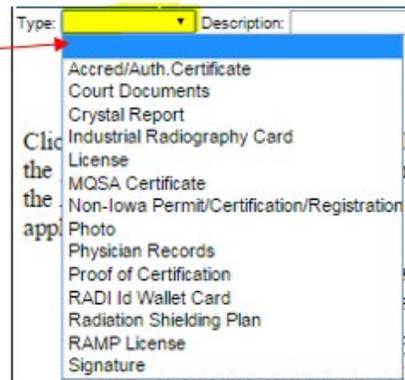Skip this step if you do not have any attachments to add.

- 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.
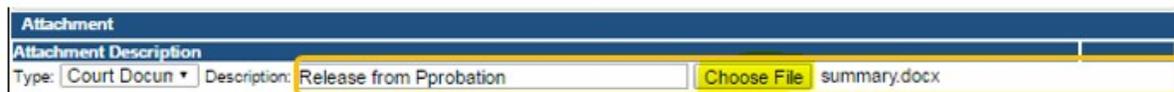
Continue this process for each document needing to be attached.

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.

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.

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

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

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

appear. Click **OK** to proceed to the next page.
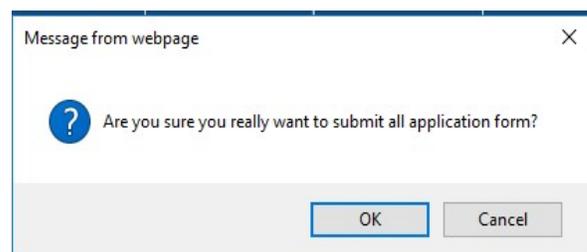
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STEP 8: TERMS & CONDITIONS

Please read the terms and conditions. If you agree, click the box next to the "I agree with the terms and conditions" statement to check it. Then click **Continue**.

STEP 9: MAKE A PAYMENT

To make a payment, click **Pay Now,** and then click **Pay Now** again on the next screen. You will be prompted to enter your payment information.
If you would like to return to your application later to pay, click **Pay Later**.

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