

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.

The screenshot shows the IDPH Regulatory Programs portal home page. At the top, there is a navigation bar with the text "IDPH REGULATORY PROGRAMS" and sub-sections: "Radiological Health", "Emergency Medical Services", and "Environmental Health". Below this is a "Home >" breadcrumb. A menu on the left contains buttons for "Public Search", "Sign In" (highlighted with a red box), "New User Registration", and "Help". The main content area features a welcome message: "WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN: BUREAU OF EMERGENCY AND TRAUMA SERVICES, BUREAU OF ENVIRONMENTAL HEALTH SERVICES, BUREAU OF RADIOLOGICAL HEALTH".

STEP 2: CONTINUE FROM PROFILE PAGE

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

The screenshot shows the user's Profile Page. It is divided into two main sections: "Basic Profile Details" and "Physical Address Details".

Basic Profile Details		PIN: 349353
Name:	Archana Marepally	
Date of Birth:	12/09/1990	
Email Address*:	archana.marepally@idph.io	
Preferred Address:		

Registered User's Memberships		Physical Address Details	
		Address is:	ATTN:
		Street Number*:	City*:
		Street Prefix:	County:
		Street Name*:	State*:
		Street Type*:	Country:
		Street Direction:	Zip Code*:
		Unit Type:	Phone 1*:
		Unit Number:	Phone 2:

At the bottom of the page, there are three buttons: "Continue" (highlighted with a red box), "Reset", and "Addresses".

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**.

Home > My Programs Archana Marepally

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

Programs for Archana Marepally

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew

Make Payment

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

Apply for a Program

- Sign Off
- Help

Programs for Dorothy Knight

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
	Dorothy Knight	Lead Professionals	New			Monticello	Edit	Online Services	

Make Payment

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

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs > Apply for Program

- Home
- Sign Off
- Help

Apply for Program

Program: Lead Professionals

Program Detail: [Dropdown menu open]

- EBL Lead Inspector/Risk Assessor
- Lead Abatement Contractor
- Lead Abatement Worker
- Lead Inspector/Risk Assessor
- Lead Safe Renovator
- Project Designer
- Sampling Technician

Continue

NOTE:

RADIOLOGICAL HEALTH PERMITS TO PRACTICE

Who are applying for renewals before August 2017 you must select the correct program in order to get the correct fee.

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

Message from webpage

Are you sure you really want to apply for this program?

OK Cancel

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.)**

Application Form Expand All

- Affirmation
- Additional Information
- Lead Safe Renovator Info's
- Reciprocal Lead Safe Renovator Info's
- Reciprocity

Application Form Details Expand All

- Certified Firms
- Reciprocity Certification

Attachment

Attachment Description

Cancel Continue Add New Attachment

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**.

Application Form Details Expand All

▼ Certified Firms

Type of Contact	Firm/Responsible Contractor Name	Street Address	City	State
Responsible Contractor ▼				

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

Reciprocity Certification

Attachment

Attachment Description

Cancel Continue Add New Attachment

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

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.

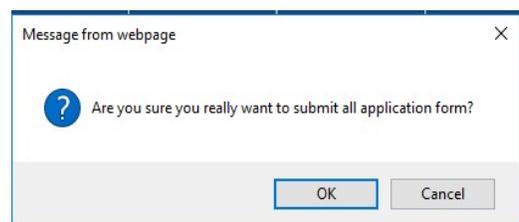
The screenshot displays a web application form with four main sections, each containing a table of input fields and a scroll bar. The sections are:

- Education:** Table with columns: Level of education, College Name, City, State, ZipCode. Includes 'Add' and 'Save' buttons.
- Third Party Testing:** Table with columns: Select Third Party Testing Center, Test Date, Score, Result, I am attaching a copy of Third party test results. Includes 'Add' and 'Save' buttons.
- Experience:** Table with columns: Employment Type, Company Name, Street Address, City, State, Zip Code. Includes a scroll bar and 'Add' and 'Save' buttons. A red arrow points to the scroll bar.
- Reciprocal Certification Exam:** Table with columns: Name of Proposed Proctor, Proctor's Employer, Proctor's Occupation, Proctor's Work Address, City, State. Includes a scroll bar and 'Add' and 'Save' buttons. A red arrow points to the scroll bar.

At the bottom of the form, there is an **Attachment** section with an **Attachment Description** table and an **Add New Attachment** button. Below this are **Cancel** and **Continue** buttons, with **Continue** highlighted in a red box.

To add any required attachments, proceed to Step 7.

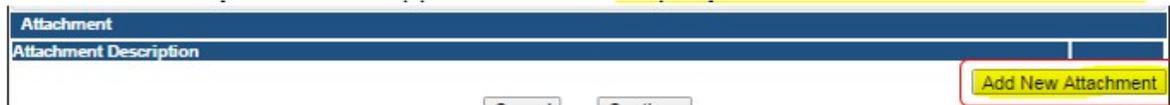
If you have no attachments to add, click **Continue**. Click **OK** on the pop-up to continue.



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.

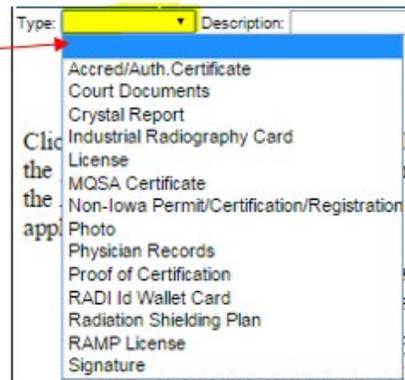


The screenshot shows the top portion of the 'Attachment' form. The 'Attachment Description' field is empty. The 'Add New Attachment' button is highlighted with a yellow box.



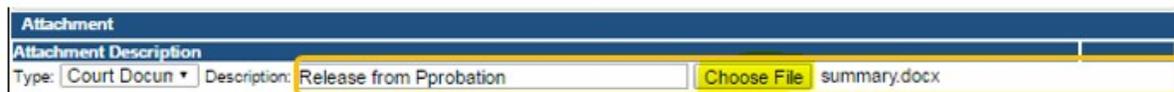
The screenshot shows the 'Attachment' form with the 'Type' dropdown menu open. The 'Choose File' button is highlighted in yellow. The text 'No file chosen' is visible next to the button.

- 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
- 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 screenshot shows the 'Type' dropdown menu with the following options: Accred/Auth. Certificate, Court Documents, Crystal Report, Industrial Radiography Card, License, MQSA Certificate, Non-Iowa Permit/Certification/Registration, Photo, Physician Records, Proof of Certification, RADI Id Wallet Card, Radiation Shielding Plan, RAMP License, and Signature.

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



The screenshot shows the 'Attachment' form with the 'Type' dropdown menu set to 'Court Docun' and the 'Choose File' button with 'summary.docx' next to it.

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.

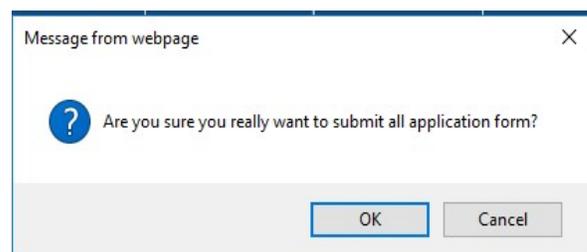
If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

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 CONTINUE.

When you click **Continue**, a pop-up message will appear. Click **OK** to proceed to the next page.



The screenshot shows a pop-up message box titled 'Message from webpage' with a question mark icon and the text 'Are you sure you really want to submit all application form?'. There are 'OK' and 'Cancel' buttons at the bottom.

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**.

IDPH REGULATORY PROGRAMS

Environmental Health

Lead Poisoning Prevention

[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.

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**.

Lead Poisoning Prevention

[Home](#) > [My Programs](#) > [Apply for Program](#) > [Application Form](#) > [Application Form Supplemental](#) > [Terms and Conditions](#) > [Make Payment](#)

[Home](#)

[Sign Off](#)

[Help](#)

License Details

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
542821	Lead Professionals	Lead Safe Renovator	Renewal	LEDI Application Fee	\$180.00	No
Total		Fee Amount: \$180.00	Paid Amount: \$0.00	Fee Due: \$180.00		

Payment Later Options