

INSTRUCTIONS TO APPLY FOR A RECIPROCAL 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 site works best in **Google Chrome** when applying online.

For assistance with username or password issues, call: 1-800-532-1174.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the Regulatory Programs Help Desk: 1-855-824-4357.

STEP 1: SIGN IN

Sign In on the portal home page.

The screenshot shows the IDPH Regulatory Programs home page. At the top, there is a navigation bar with the text "IDPH REGULATORY PROGRAMS" and "Radiological Health ■ Emergency Medical Services ■ Environmental Health". Below this is a "Home >" breadcrumb. A menu on the left contains "Public Search", "Sign In" (highlighted with a red box), "New User Registration", and "Help". The main content area contains 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. At the top, there is a "Home > My Profile" breadcrumb. The page is divided into two main sections: "Basic Profile Details" and "Physical Address Details". The "Basic Profile Details" section includes fields for Name (Archana Marepally), Date of Birth (12/09/1990), Email Address (archana.marepally@idph.io), and Preferred Address. The "Physical Address Details" section includes fields for Address is, ATTN, Street Number (1123), City (Iowa City), Street Prefix, County (Polk), Street Name (Dorset), State (Iowa), Street Type (Drive), Country (US), Street Direction, Zip Code (50131), Unit Type, Phone 1 (7800099090), and Unit Number. 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 with options: 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 need to 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.

You must complete the **RECIPROCITY** and **RECIPROCAL** questions if you are applying based on having a license in 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 Add New Attachment

Cancel Continue

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**.

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 Add New Attachment

Cancel Continue

Under **Reciprocity Certification** click **Add** and fill out the fields for your reciprocal information.

When you have finished completing all the Application fields, click **Continue**.

Click **OK** on the pop.

STEP 6: APPLICATION FORM DESCRIPTION

On the next page, click on **Expand All** to open all the information tabs.

Enter the information for any Education, Third Party Testing, and Experience you may have, as well as your **Reciprocal Certification Exam**.

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.

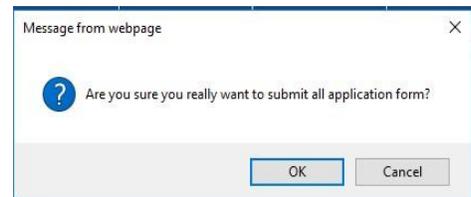
The screenshot displays a web application form with several sections:

- Education:** A table with columns: Level of education, College Name, City, State, ZipCode. Below the table are instructions and 'Add' and 'Save' buttons.
- Third Party Testing:** A table with columns: Select Third Party Testing Center, Test Date, Score, Result, I am attaching a copy of Third party test results. Below the table are instructions and 'Add' and 'Save' buttons.
- Experience:** A table with columns: Employment Type, Company Name, Street Address, City, State, Zip Code. Below the table is a scroll bar with a red arrow pointing left.
- Reciprocal Certification Exam:** A table with columns: Name of Proposed Proctor, Proctor's Employer, Proctor's Occupation, Proctor's Work Address, City, State. Below the table is a scroll bar with a red arrow pointing left.
- Attachment:** A section with an 'Attachment Description' table and an 'Add New Attachment' button.

At the bottom of the form, there are 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

If you need to add any attachments, proceed to **Step 7**.

If you don't need to add any attachments, click **Continue**. Click **OK** on the pop.



STEP 7: ADD ATTACHMENTS

To add any required documentation for this application, you will need to click the **Add New Attachment** button at the very end of the application form. (See the Lead Professional Certification webpage for details on required documentation.)

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. At the bottom right, the 'Add New Attachment' button is highlighted with a yellow box.



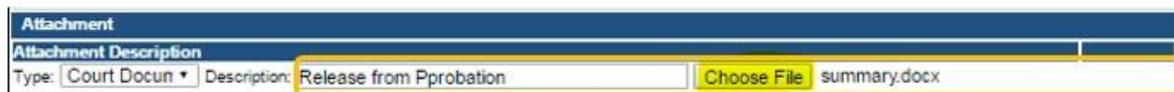
The screenshot shows the 'Attachment' form with the 'Type' dropdown menu open. The 'Choose File' button is highlighted with a yellow box. The text 'No file chosen' is visible next to the button. The 'Add New Attachment' button is also visible.

- 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 set to 'Court Docun' and the 'Choose File' button with 'summary.docx' next to it. The 'Add New Attachment' button is also visible.

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.

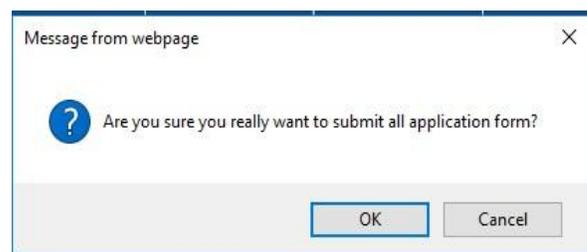
If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

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 | Terms and Conditions

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 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
542621	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

Pay Later | Pay Now

Payment Later Options