



Protecting and Improving
the Health of Iowans

**Bureau of Radiological Health
Radon Program**

**Application Guide for Certification as a
Radon Measurement Specialist**

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1. Introduction

1.1 Overview

This guide explains the requirements and process for applying for the first time as a Radon Measurement Specialist under Iowa Administrative Code (IAC) Chapter 43, MINIMUM REQUIREMENTS FOR RADON TESTING AND ANALYSIS. Authorization for this rule comes from Iowa Code 136B RADON TESTING.

In order to become certified in Iowa as a radon measurement specialist there are certain qualifications that must be met along with specific training and examination. This guide explains the qualifications you need to apply for certification like work experience and/or education. Read Section 2.2 carefully to make sure you have the necessary related work experience and/or education to qualify for certification before taking any classes or the exam.

Under 641-43.3(136B) General Provisions - A complete application must be filed on a form or other electronic document as prescribed by the department and shall contain complete and accurate information. A person must individually qualify under a certain set of conditions in order for the application to be acceptable. An application must show positive proof the applicant meets all of the credentialing requirements. You will be prompted to upload/submit, all of the following information and supporting documents outlined in Section 2 with your completed application.

Under 641-43.4(2) in addition to the information outlined in this guide the department may require the applicant to submit supplementary statements containing additional information to enable the department to determine whether an application should be approved or denied, or whether a previously issued certification should be amended, suspended, or revoked.

This guide will also help you to prepare all the information and documentation you will need to have available when you are ready to apply for certification. The IDPH Radon Program uses the division online AMANDA licensing portal so you will need access to a computer with internet access. You should have all documents ready in electronic format when you are ready to begin your application process. If you cannot convert your documents to an electronic format or if you do not have access to a computer or the internet, please contact the Radon Program at (515) 281-4928. Additional information on this process can be found in Section 2.11.

1.2 Definitions

“AARST/NRPP or NRPP” means American Association of Radon Scientists and Technologists, National Radon Proficiency Program; www.aarst-nrpp.com

“ANSI” means American National Standards Institute; www.ansi.org

“EPA” means the United States Environmental Protection Agency; www.epa.gov/radon

“NRSB” means National Radon Safety Board; www.nrsb.org

1.3 Training and Examination Requirements

To become certified as an Iowa Radon Measurement Specialist you must complete a department approved initial radon measurement class and pass a department approved radon measurement proficiency exam.

A department approved training class and exam is an initial training class and exam approved and accepted by either the American Association of Radon Scientists & Technologist/National Radon Proficiency Program (AASRT/NRPP) or the National Radon Safety Board (NRSB) for certification.

1.3.1 Training

An initial measurement training class is typically at least 16 hours. Classroom training in Iowa is facilitated by MURC. This is typically a 2 day, 16 hour, class with an opportunity to take the exam after class completion.

1.3.2 Examination

The department does not provide an exam. If you complete a class that does not provide an approved exam then you will need to make arrangements through either AARST/ NRPP, NRSB or MURC to take an exam. Contact information for these organizations can be found below.

You must pass the measurement exam with a score of at least 70%.

1.3.3 Training and Examination Providers

Listings of approved training classes and information on taking an exam can be found at the following websites or by calling the number provided:

- AARST/NRPP: Approved training: <https://nrpp.info/education-training/initial-training-courses/>
Exam information: <https://nrpp.info/nrpp-exams/>
Phone: (828) 348-0185
- NRSB: Approved training: <http://www.nrsb.org/courses.asp>
Exam: <https://www.nrsb.org/exams/exam-information/>
Phone: (866) 329-3474
- Iowa In person & online classes: Midwest Universities Radon Consortium (MURC) at the Kansas State University Engineering Extension; <https://radoncourses.com/online> or by calling 833-723-6222.

You do not have to obtain certification through AARST/NRPP or NRSB to become a certified measurement specialist in Iowa.

1.4 Regulations and Standards (IAC 641—43.4(1) a. 6)

A copy of Iowa Administrative Code 641 Chapter 43 “MINIMUM REQUIREMENTS FOR RADON TESTING AND ANALYSIS” and information on current EPA standards of practice can be found at the department’s radon website: www.idph.iowa.gov/radon. The website also has other useful resources.

IAC 641—43.4(1) a. 6 requires that an individual acknowledge that they will follow all EPA radon measurement guidelines and protocols. The current list of EPA standards of practice are those published by ANSI/AARST and can be found on the EPA Radon website at www.epa.gov/radon/radon-standards-practice. The list currently includes the following:

- ANSI/AARST *Radon Measurement Systems Quality Assurance* (MS-QA)
- ANSI/AARST *Protocols for Measuring Radon and Radon Decay Products in Homes* (MAH)
- ANSI/AARST *Protocols for Measuring Radon and Radon Decay Products in Schools and Large Buildings* (MALB)
- ANSI/AARST *Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings* (MAMF)

These documents can be viewed for free from the above EPA website or by visiting <https://standards.aarst.org/>.

Hard copies and printable .pdf versions can be purchased from the above AARST website or from www.ansi.org.

1.5 Initial Application & Certification Fees (IAC 641--43.4(6) a.)

The following fees must be paid at time of application. These fees are non-refundable. An application will not be processed until the appropriate fees are paid.

- a. Initial application fee is \$25 for Iowa residents and \$100 for nonresidents.
- b. Certification fee is \$250.

Therefore the total initial certification fee for an Iowa resident is \$275 and nonresident is \$350.

2. Required information and Documentation for Application

2.1 Age Requirement/Birthdate (IAC 641—43.2 a.)

The applicant must be at least 18 years of age to obtain credentialing. The applicant's birth date must be provided. Additional documentation proving the applicant's age may be requested.

2.2 Work Experience/Education (IAC 641—43.2 b. & 43.4(1) a. (3))

The applicant must possess two years of relevant professional work experience. Relevant postsecondary education may be substituted for professional work experience.

- Relevant professional work experience includes house testing/evaluation for the presence of radon, design and installation of heating, ventilation and air-conditioning systems, design or construction of buildings, or related activities approved by the department. See list under section a. below.
- Relevant postsecondary education includes a college curriculum in architecture, engineering, building construction or the physical sciences. See list and definition under section a. below.

a. To use work experience only:

To meet the two-year work experience requirement, a detailed resume must be provided that includes, for each employer:

1. dates of employment (month and year),
2. the approximate amount of hours worked per week,
3. detailed information concerning your job functions, work performed, and responsibilities.

The following work related areas can be used to show the appropriate type of work experience, but is not all inclusive:

- Home Inspection
- Heating & Cooling (HVAC)
- Plumbing
- Remodeling
- Electrical
- Radon mitigation

b. To use education only:

Provide a college transcript showing 2 years of relevant postsecondary education in:

- Architecture
- engineering
- building construction
- the physical sciences which include, chemistry, geology, physics, and atmospheric sciences
- or other curriculum as approved by the department.

One year of postsecondary education consists of a minimum of 24 semester hours, of which at least ten hours must be in the above subject areas, or 36 quarter hours, of which at least 15 hours must be in the above subject areas.

c. To use a combination of work experience and education:

If the applicant wishes to use a combination of postsecondary education and work experience to qualify the following must be provided:

1. A detailed resume as outlined in Item a. above for each year not covered by postsecondary education in Item 1 above.
2. A college transcript demonstrating postsecondary education as outlined item b. above for each year not covered by work experience in Item 2 below.

2.3 Training Course Completion and Test Verification (IAC 641—43.4(1) a. (1) & (2))

The applicant must submit/upload a copy of the following documents:

- 1) The completion certificate for an approved initial radon measurement course.

AND

- 2) The AARST/NRPP or NRSB measurement examination completion letter showing a passing score of at least 70 percent.

2.4 Radon Affirmation Statements (641—43.4(1) a. (6-8))

The applicant acknowledge that they agree to the following (these statements will be included in the online application process):

- 1) I will submit radon test results every 30 days to the radon program within IDPH. The radon test results will be submitted on a form provided and in a manner approved by the department.
- 2) I will keep all records for a minimum of 5 years after a radon test is completed.
- 3) I will submit any changes in procedures within 14 days to IDPH.
- 4) I will acquire at least 8 hours of continuing education credits every two years before certification is renewed and provided the required documentation of completion.
- 5) I will ensure that no one except the certified person named on the application will perform (place and pick-up) any radon tests using the approved method and equipment for which I am approved for in Iowa, and all EPA and Department radon measurement guidelines and protocols as listed in EPA's referenced Standards of Practice will be followed.

2.5 Affirmation Questions

The following questions are required to be answered as part of the application process and are included in online application. If a “Yes” answer is provided and additional documentation is required, please have the documentation ready for upload/submittal.

- 1) Do you have a medical condition, which in any way currently impairs or limits your ability to perform the duties of this profession? “Medical condition” means any physiological, mental, or psychological condition, impairment, or disorder, including drug addiction and alcoholism.
If yes, provide a description of your condition and submit a letter from a physician stating how your condition will affect your ability to perform the duties of this profession.
- 2) Have you, within the past 5 years, engaged in the illegal or improper use of drugs or other chemical substances?
If yes, provide a statement and a copy of relevant documentation including records from a physician or treatment program.
- 3) Have you ever been convicted of a misdemeanor or felony crime? (You do not need to answer yes if your sole conviction or convictions are for minor traffic violations with fines under \$250). In answering this question, note that a conviction means a finding, plea, or verdict of guilt made or returned in a criminal proceeding, even if the adjudication of guilt is deferred, withheld, or not entered. This means you must answer yes if a finding or verdict of guilt was returned against you in a criminal proceeding or if you plead guilty, entered a plea of nolo contendere, or entered an Alford plea in a criminal proceeding, even if the court expunged the matter or the court deferred judgment. You must submit the complaint and judgment of conviction for each offense.
If yes, include the date, location, charging orders, court disposition, and current status (i.e. probation) for each charge.
- 4) Has any state or other jurisdiction of the United States or any other nation ever limited, restricted, warned, censured, placed on probation, suspended, revoked, or otherwise disciplined a professional license, permit, registration, or certification issued to you?
If yes, include the date, location, reason, and resolution.
- 5) Have there ever been judgments or settlements paid on your behalf as a result of a professional liability case?
If yes, include the date, location, reason, and resolution.
- 6) Have you ever had a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body?
If yes, provide a description of the circumstances.

Per IAC 641--43.4(2), the department may require the applicant to submit supplementary statements containing additional information to enable the department to determine whether an application should be approved or denied, or whether a previously issued certification should be amended, suspended, or revoked.

2.6 Testing Methods (IAC 641—43.2 c.)

All measurement devices used must be NRPP or NRSB certified for radon and be listed on the associated website, <https://nrpp.info/devices/approved-devices/> or <https://www.nrsb.org/devices/device-listings/>. For passive lab analyzed devices a list of Iowa certified labs can be found here; <http://www.idph.iowa.gov/radon/test>.

You will need indicate each testing method you wish to be certified to use. Your choices are:

- Activated charcoal adsorption (CC)
- Alpha Track detector (AT)
- Continuous radon monitor (CR or CRM)
- Charcoal liquid scintillation (LS)
- Electret (EL), includes short and long term

2.7 Quality Assurance/Quality Control (QA/QC) plans (641—43.4(1) a. (4))

A separate QA/QC plan for each measurement method or equipment type to be used must be submitted. A QA\QC plan shall follow the requirements outlined in the ANSI/AARST standard, *Radon Measurement Systems Quality Assurance* (MS-QA). See section 1.1 above for links to view or purchase copies of the standards. Information on how to develop an acceptable QA/QC plan or a QA/QC template may also be available from your measurement device provider or from AARST for free or for a fee. See the Measurement and Devices Quality Assurance sections at the bottom of the ANSI/AARST Public Review Public Access website for sample forms, templates and/or other information on using the ANSI standards; <https://standards.aarst.org/public%20review/>

Passive devices used with active devices for performing duplicates only, do not need a separate QA/QC or SOP plan, however, and the results from these devices are not reported to IDPH.

Specific Iowa rule requirements for the QA\QC plan content in addition to that found in the standard includes the following:

- If passive laboratory analyzed devices such as activated charcoal detectors (CC), Alpha Track detectors (AT & UT), liquid scintillation (LS), etc. are used the names and addresses of the Iowa certified laboratories for those devices must be included in the QA\QC.
- If an active device such as a continuous radon monitor (CRM) is used the name of the manufacturer, device name and model number and a picture of the monitor must be included in the QA\QC.

IMPORTANT NOTE: At this time no plan provided by a manufacturer or other source will typically meet the requirements specified by the department or the ANSI/AARST MS-QA. It is very important and will limit delays in the processing of your application if you carefully and thoroughly review any QA\QC template provided to you, follow directions and suggestions for content and amend it to meet the Iowa QA-QC/SOP Plan requirements, ANSI/AARST MS-QA requirements and the practices of your business.

2.8 Standard Operating Procedures (SOPs) (641—43.4(1) a. (5))

If the below information is not included in the QA\QC then a separate Standard Operating Procedures (SOPs) document for each measurement method or equipment type must be submitted. Standard Operating Procedures must include information concerning:

- The placement and pickup of devices used,
- Who performs the tests,
- What measures will be used to ensure all tests were in conformance with EPA protocols and procedures.

2.9 Confidentiality Waiver (IAC 641--43.4(1) a. (9), 43.6(4) c. & Iowa Code section 136B.2 b.)

You must submit an example of the confidentiality waiver that will be used when you are requested to release test results to person(s) other than the owner of the building being tested as described:

A person shall not disclose to any other person, except to the department, the results of a test or the address or the name of the owner of a nonpublic building that the person tested for the presence of radon gas and radon progeny, unless the owner of the building waives, in writing, this right of confidentiality.

Any test results disclosed shall be results of a test performed within the five years prior to the date of the disclosure.

Exemption to above:

However, a person certified or credentialed pursuant to section 136B.1 may disclose the results of a test performed by the person for the presence of radon and radon progeny to a potential buyer of a nonpublic building when an offer to purchase has been presented by the buyer and if the potential buyer paid for the testing.

An example waiver can be found in a downloadable ZIP file titled Measurement Waivers under the “Resources for applicants and certified individuals” section at the bottom of the page on our website at www.idph.iowa.gov/radon/get-certified.

NOTE: An explanation of the use of this waiver should be referenced in your QA\QC or SOP plan and the waiver form included in the appendixes.

2.10 Applying for Certification

The Radon Program within the Bureau of Radiological Health uses an online licensing portal called AMANDA. This system will need to be used to submit your initial application for certification, submit changes to your application, complete required testing activity and data reporting and to renew your certification.

For instructions for using the new portal begin here: <http://www.idph.iowa.gov/regulatory-programs/radon> there will be link to the licensing portal where you can set up and view your account or renew your certification.

If you do not have access to a computer or internet please call (515) 281-4928.

If approved, you will receive a wallet card via email, typically overnight. The card will show your certification number, RNTST#####, Expiration Date (1 year after end of the month issued), CEU Due date (2 years after end of the month issued) and list of approved test methods.

3. After Certification Approval

3.1 Record Keeping (IAC 641—43.3(7)-(8) & 43.6(1)-(2)).

3.1.1 Radon Test Data

As a condition of certification you are required to report radon testing activity to the department every 30 days even if no testing is done, report test data within 30 days of completion of a test and maintain testing records for a minimum of 5 years.

The following information must be recorded. Further detail can be found in the instructions for completing the monthly reporting template:

- The address or location of the building being tested (street address, city, state & ZIP).
- The name and telephone number of the owner(s) of the building where the radon testing was conducted
- Extra information on Location of test within the floor /level being tested
- The results of any tests performed in picocuries/liter (pCi/l) or radon
- Lab # or Device Model # & Lab Test # or Device S/N
- The method used for radon testing (type of device used)
- Media tested (air, water, soil)
- The level or floor of building where the test was conducted.
- Conditions under which the testing was performed.
- The start and end date of the test.
- The purpose of the test.

Monthly logging of radon testing activity shall be performed via the AMNADA online licensing portal along with the upload of any testing data. The radon test results shall be submitted using the department provided Excel spreadsheet template. The spreadsheet along with instruction on completing the template and using the AMANDA system to report monthly testing activity will be emailed to you after approval of your certification. The template and instructions can also be downloaded at the following website under the “Resources for applicants and certified individuals” section; <https://www.idph.iowa.gov/radon/get-certified>

3.1.2 Records Associated with QA\QC Plan(s) Including (ANSI/AARST MS-QA):

- The QA-QC/SOP Plan for each measurement device to be used
- Personnel qualification and training records & logs
- QA\QC testing logs (calibrations, duplicates, blanks, spikes, etc.)
- Suggestions or complaints and corrective actions to procedures and complaints.
- Any forms used such as Chain-of- custody, tracking sheets, building investigation, non-interference agreements, closed building conditions, etc.

3.1.3 Waivers

A copy of signed confidentiality waivers should also be maintained on file.

3.2 Application Changes (IAC 641—43.3(10)).

Any changes to your application such as change of employer or addition/deletions of testing method types shall be made to the department within 14 days of occurrence.

NOTE: Additional testing method types can be added to your certification at any time with the submission of an appropriate QA\QC plan for that method. There is no charge for this.

3.3 Certification Renewal (IAC 641--43.4(4)-(6))

A certification is valid for 1 year and must be renewed by the last day of the month in which their certification was approved and issued and can be found on the wallet card issued to the applicant. The renewal fee is \$250. A fee of \$25 per month will be charged after the expiration date. Renewal will be completed via the AMANDA licensing portal.

Instructions for renewing your Iowa measurement specialist certification can be found here:

<http://www.idph.iowa.gov/regulatory-programs/radon>

3.4 Continuing Education Requirements (IAC 641—43.3(10) & 43.7).

You are required to complete 8 hours of department-approved continuing education (CE) on either radon measurement or mitigation or both every 2 years. You will report the number of hours completed and upload a copy of you CE completion certificate(s) with the renewal it is due with. The CEU due date can be found on the wallet card sent to the applicant.

Lists of approved continuing education:

- AARST/NRPP - <https://nrpp.info/education-training/category-1-courses/>
- NRSB - <https://www.nrsb.org/courses/continuing-education-courses/>

NOTE: If you have both an Iowa measurement specialist certification and mitigation specialist credential you will need to complete 8 separate hours of continuing education to renew each certification. You cannot use the same class to renew both licenses unless it is 16 hours or combined with other approved CE hours that equals or exceeds 16 hours.