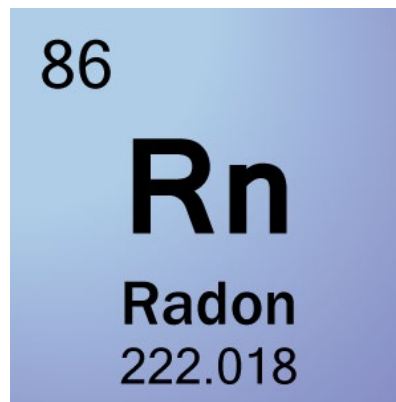


**Bureau of Radiological Health  
Radon Program**



**Application Guide for Iowa Radon  
Measurement Specialist Certification**

September 2021

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# 1. Introduction

## 1.1 Overview

This guide explains the requirements and process for applying for certification 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 certification requirements. You will be prompted to upload/submit, all of the 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's online AMANDA licensing portal so you will need a computer with internet access, mobile devices do not work well for this program. You should have all documents ready in electronic format when you are ready 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](http://www.aarst-nrpp.com) or [nrpp.info](http://nrpp.info)

*"ANSI"* means American National Standards Institute; [www.ansi.org](http://www.ansi.org)

*"EPA"* means the United States Environmental Protection Agency; [www.epa.gov/radon](http://www.epa.gov/radon)

*"IAC"* means the Iowa Administrative Code

*"IDPH"* means the Iowa Department of Public Health; [www.idph.iowa.gov](http://www.idph.iowa.gov)

*"NRSB"* means National Radon Safety Board; [www.nrsb.org](http://www.nrsb.org)

### 1.3 Training and Examination Requirements

The department does not provide training classes or exam. 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 which is an initial training class and proficiency exam approved and accepted for certification by either of the two national certification organizations; the American Association of Radon Scientists & Technologists/National Radon Proficiency Program (AASRT/NRPP or NRPP) or the National Radon Safety Board (NRSB). Other training classes will be approved on a case-by-case basis.

**NOTE:** Both the NRPP and NRSB also offer a measurement “technician” certification with associated training and exam. This training, typically 12 hours, and exam will not qualify you to be an Iowa Radon Measurement Specialist so make sure you enroll and complete a measurement professional/specialist initial training class and take the professional/specialist exam.

#### 1.3.1 Initial Training Course

An initial radon measurement training course should be a minimum of 16 hours of instruction and can be online, home study or in person. Lists of approved classes can be found at the links under section 1.3.3 below. If you wish to take in person classroom based training it is facilitated in Iowa by the Kansas State University (KSU) Engineering Extension. Iowa in person classes are normally held 2 times a year, spring and fall, and it is typically a 2 day, 8am to 5pm, class with an opportunity to take the exam after class completion. Other classroom options may also be available in surrounding states.

#### 1.3.2 Examination

If you complete a class that does not provide an approved exam then you will need to make arrangements through either NRPP, NRSB or KSU to take an exam (the course completion exam at the end of an online course is not sufficient). 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 Exam Providers/Facilitators

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

- 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
- Kansas State University Regional Radon Training Center: Iowa in person classes, online classes and exam sign up: [radoncourses.com](http://radoncourses.com)  
Phone: 833-723-6222.

**NOTE:** By taking the NRPP or NRSB training and certification exam you will be eligible to apply for their respective national measurement certification, however, you do not have to become certified through either of the above two organizations to get your Iowa measurement specialist certification.

#### **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” can be found at the department’s radon website: [www.idph.iowa.gov/radon](http://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](http://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](http://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 2 years of relevant professional work experience and/or 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. 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
  
- **Relevant Post-secondary education** includes universities and colleges, as well as accredited trade and vocational schools or other accredited training programs. Relevant postsecondary education includes a curriculum in architecture, engineering, building construction or the physical or natural sciences which include, chemistry, geology, physics, atmospheric sciences and biology, or other curriculum as approved by the department.

One year of post-secondary 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.

**NOTE:** The 16 hour radon measurement course taken to satisfy the requirements for this certification do not count towards qualifying post-secondary education.

#### a. To use work experience only:

To meet the two-year work experience requirement the applicant must provide proof in the form of a detailed resume the following information for each employer:

- Company/employer name, address and contact information.
- dates of employment (month and year),
- the approximate amount of hours worked per week,
- A detailed description of job functions, work performed, and responsibilities.

#### b. To use postsecondary education only:

Provide a transcript showing 2 years of relevant postsecondary education in the areas outlined in section 2.2.

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

If the applicant wishes to use a combination of work experience and postsecondary education 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.
- 2) The 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 must 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 NRPP 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/>




**NOTE:** Passive devices used with active devices for performing duplicate QA\QC tests only, do not need a separate QA\QC or SOP plan 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 most plans 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.

A QA/QC Plan template for CRMs and one for passive devices can be downloaded from the IDPH Radon website, Get Certified, Resources for applicants and certified/credentialed individuals section titled • [Measurement QA/QC Plan Templates \(CRM & Passive\)](#)  at: <https://www.idph.iowa.gov/radon/get-certified>. This is a ZIP file containing both templates in MS Word format.

### **Radon In Water Testing**

IDPH does not currently regulate/certify persons providing radon in water testing or laboratory analysis for the public, does not require a QA\QC plan to be submitted if this service is offered and do not require reporting of these results. In 2020 ANSI/AARST published the standard, “*Protocol for the Collection, Transfer and Measurement of Radon in Water*”, MW-RN-2020. This standard can be found at the same website mentioned above for the ANSI/AARST standards and is recommended that it be followed if performing radon in water testing.

### **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](http://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 at IDPH 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 monthly testing activity logging and data reporting and to renew your certification.

Instructions for using the online portal can be found here: <http://www.idph.iowa.gov/regulatory-programs/radon>. There will be link to the licensing portal here also. Or you can access the portal here; <https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

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 the email provided in your account, 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.

If you do not find it in your email check your SPAM folder for an email from [idph.adpereg\\_noreply@iowa.gov](mailto:idph.adpereg_noreply@iowa.gov), since this is a no reply email some programs will flag it as SPAM. If found in your SPAM folder, add this email address to your safe list.

Shortly after approval you will also receive an email from program staff that includes the monthly measurement reporting instructions, reporting template and spreadsheet completion instructions. See Section 3.1.1 below for more information.

### 3. After Certification Approval

#### 3.1 Record Keeping & Reporting (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).**

All certified individuals must participate in a continuing education (CE) program every other year that consists of a minimum of eight hours of department-approved courses or seminars on either radon measurement or mitigation or both. 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.

The department-approved courses are those that have been approved and accepted by the NRPP or the NRSB. Lists of approved continuing education can be found at the below websites:

- 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 for a total of 16 hours. You cannot use the same class to renew both licenses unless it is 16 hours or is combined with other approved CE hours that equals or exceeds 16 hours.