INSTRUCTIONS TO APPLY FOR A MEDICAL PHYSICIST

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

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account and set up your profile, go back to the IDPH Regulatory Programs - Permit to Practice Page and follow the “How to create an account” instructions.

NOTE: You must use either Google Chrome or Safari when applying online.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

IN ORDER TO AVOID DELAYS IN THE APPLICATION PROCESS - If you are applying for a mammography and/or stereotactic biopsy registration, you must upload proof of continuing education and experience annually at the time of application.

STEP 1: SIGN IN WITH YOUR EXISTING ACCOUNT

Click Sign In on the Public Portal home page and login using your account details.

When you are logged in, click Continue at the bottom of your profile.
STEP 2: APPLY FOR A PROGRAM

You will be taken the My Programs page. Click Apply for a Program.

You will be redirected to select a program. Click on a program from the dropdowns:

- **Program**: Select Medical Physicist
- **Program Detail**: Select only one at a time. You will need to do three separate applications if you want all three approvals. Click **Continue**.
A pop-up message will appear. Click OK.

**STEP 3: APPLICATION FORM & APPLICATION FORM DETAILS**

You will now be directed to the Application page.

- On this Application Form, you will need to complete all required information for each of the fields.

- **Fields with Asterisks or highlighted in a pink color must be completed before you can move to the next screen in the Application Process.**

- Please enter the information in the non-required fields to assist us in reviewing your application.

- In the “Rad Therapy Degree Info” section, enter the degrees that qualify you as a Medical Physicist for Radiation Therapy only. Do not enter anything into this tab for mammography or stereotactic breast biopsy.

Click the Orange arrows or click **Expand All** to view all the information fields.
When you have completed all the sections in the Application Form and Application Form Details sections, click **Continue**.

A pop-up will appear. Click **OK** to proceed.

**STEP 3: RADIATION THERAPY CONTACT LIST**

You will now be taken to the Application Form Supplemental page. Click the Orange arrow or click **Expand All** to view all information fields in the Radiation Therapy Contact section.

Click the **Add** button to enter the required Employer information, then click **Save**. Use the scroll bar to view additional fields.

If you need to add Attachments, proceed to STEP 4.
STEP 4: ADDING ATTACHMENTS

If you are applying for a mammography and/or stereotactic biopsy registration, you must upload proof of continuing education and experience at the time of application. This includes proof of the following:

- 15 mammography CME’s completed within the most recent 36 month time period,
- Updated list of mammography continuing experience (surveys completed) within the most recent 24 month time period,
- 3 stereotactic biopsy CME’s completed within the most recent 36 month time period,
- Updated list of stereotactic biopsy continuing experience (surveys completed) within the most recent 24 month time period.

Go to https://idph.iowa.gov/mammography/physicists for additional information on mammography and stereotactic continuing requirements.

If you do not need to add attachments, click Continue to proceed to the next page.
A pop-up will appear. Click OK to proceed.
To add any required documentation, you will need to click the **Add New Attachment** button at the very end of the application form.

*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 [Choose File].

Continue this process for each document needing to be attached.

Continue this process for each document needing to be attached.

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

**DO NOT CLICK CANCEL** – this will void your entire application.

**WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.**

A pop-up message will appear. Click **OK** to proceed to the next page.

**STEP 10: TERMS AND CONDITIONS**

Read the **Terms and Conditions** page. If you agree, check the Box next to **I agree with the terms and conditions**. Click **Continue**.
STEP 11: PAYMENT

If you need to attach additional documentation click the Pay Later button.

- If you click the Pay Later button, you will get a reminder pop-up that your application is not considered submitted until payment is made.
- You will be returned to your My Programs page where you will see your registration listed and its status.
- When you are ready to complete the application process, go to the appropriate section and double click on the details.

If you are ready to pay, select Pay Now, and then Pay Now again on the following screen, and you will be directed to the online payment system.

Select Payment Method, and fill in your payment details. Click Continue.
Please keep a record of your Confirmation Number or print this page for your records. Click Continue to return to your A&A profile.