INSTRUCTIONS TO PUBLIC SEARCH

Open the IDPH REGULATORY PROGRAMS online services website https://elpdphtest.iowa.gov. Click on Public Search Button.

Welcome to the Online Services site for regulatory Programs within

Bureau of Emergency and Trauma Services

Bureau of Environmental Health Tools

Bureau of Radiological Health

Individual Applicants: If you have a @IOWAID account and password, select the Sign In button, or if you have never used the online services site you will need to create an account by selecting the New User Registration button. Please view the following tutorial to assist you with creating your account.

Business Applicants: An individual to represent your account will need to Sign In or create a new account as described above. Once this Individual is Logged In, they will be able to create a New Business Profile to apply for the appropriate license on behalf of your business. Additional instructions will be provided on how to complete the Business Application once the Individual is Logged In.

Public Search: Public search allows for viewing of Public Licensure data and is available to access without Sign In.

❖ Select Public Search: Public License Search this page will allow you to search for Individuals and Businesses by various search categories. For Example, you can search to find a certified Mammography Facility.

❖ File Complaint: This online function is still under construction. To file a complaint, Please contact the Appropriate Program Personnel.

❖ List of Individuals or Businesses:
  C• Select the Public Search
  C• Identify Parameters of the search
  C• Click Export to create the list in a .csv file.
Enter the search criteria and make selections from the dropdown boxes, then select Search

- **License Number** - If you know the license number for the individual or business you are trying to find, enter here. This will return only the records specific to this license number.
- **Facility** - If you want to search by the name of a Business, enter here. Please note many facilities have similar names and some facilities will have multiple records to accommodate various license types. For example:
  - **First Name** - First name of an Individual. If you want to search for a Business use the Facility Field.
  - **Last Name** - Last name of an Individual. If you want to search for a Business use the Facility Field.
  - **Program** - List of programs within a bureau that regulates specific license types.
- **Program Detail** - This provides a list of specific License types within a program. In order to use this field you must first select a Program in the Program field. There are some programs that require the use of the Classification field. If you do not see the License type you are searching for, go to the Classification field.
- **Status** - These fields allows you to see all Licenses at a certain status. (e.g. active, expired)
- **Classification** - This field is used to further select a specific license type within a Program.
- **City** - This field allows you to search by a city name.
- **Category** - This is field to select types of Limited Radiologic Technologists.
This page allows you to access regulatory information for Individuals and Businesses Licensed, Registered, Permitted, Certified or otherwise approved to perform activities regulated by any of the following bureaus.

♦ Bureau of Radiological Health

♦ Bureau of Environmental Health Services

♦ Bureau of Emergency and Trauma Services

This system is under construction. All programs may not be available until early 2017. To see a list of programs that are available to search, click the drop down arrow next to Programs.

You can select as many or few of the available search criteria as needed to refine your search.

♦ License Number- If you know the license number for the individual or business you are trying to find, Enter here. This will return only the records specific to this license number.

♦ Facility- If you want to search by the name of a Business, enter here. Please note many facilities have similar names and some facilities will have multiple records to accommodate various license types. For example:

First Name- First name of an Individual. If you want to search for a Business use the Facility Field.

Last Name- Last name of an Individual. If you want to search for a Business use the Facility Field.
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If you want to use the information to create a mailing list, Click on Export and the information will be downloaded into an Excel spreadsheet.