

INSTRUCTIONS TO ADD A CT ENDORSEMENT TO AN EXISTING PERMIT

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.

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

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 page and follow the "How to create an account" instructions.

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

STEP 1: SIGN IN WITH EXISTING ACCOUNT

When you have signed in to the Public Portal, you will see your **Profile** page. Click **Continue**.

The screenshot shows a web interface for a user profile. On the left is a navigation menu with 'Home', 'Sign Off', and 'Help'. The main area is titled 'Basic Profile Details' and contains fields for Name, Date of Birth, Email Address, and Preferred Address. Below this is a section for 'Physical Address Details' with fields for Apt#, Street Number, Street Prefix, Street Name, Street Type, Street Direction, Unit Type, Unit Number, City, County, State, Country, Zip Code, Phone 1, Phone 2, and Phone 3. A 'Continue' button is highlighted in yellow at the bottom.

STEP 2: ONLINE SERVICES

You will be taken the **My Programs** page. Click **Online Services** next to your Active Permit. **If you do not see your license listed, please call 855-824-4357.**

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs Dorothy Knight

- Home
- Public Search
- My Profile
- New Company Registration
- Apply for a Program
- Sign Off
- Help

| Programs for Dorothy Knight | | | | | | | | | |
|-----------------------------|-----------|--------------------|--------|------------|-------------|------------|---------|---|-------|
| License # | Applicant | Program | Status | Issue Date | Expiry Date | City | Details | Online Services | Renew |
| | | Permit To Practice | Active | | | Des Moines | | Online Services | |

Make Payment

STEP 3: ADD CT ENDORSEMENT

From the drop-down menu, select **Nuclear Medicine CT endorsement** and click **Confirm**.

The screenshot shows the 'Online Service Select' page. On the left is a navigation menu with 'Home', 'Sign Off', and 'Help'. The main content area has a dropdown menu with 'Limited Radiographic Exam Request' and 'Nuclear Medicine CT endorsement' (highlighted in orange). To the right are 'Confirm' and 'Reset' buttons. A pop-up window from 'elpdphtest.iowa.gov' asks 'Are you sure you really want to apply for this online service?' with 'OK' and 'Cancel' buttons. A red arrow points from the text 'A pop-up will appear. Click OK to continue.' to the 'OK' button in the pop-up.

STEP 4: CLASSIFICATION DETAILS

Click on **Classification Details** or **Expand All** and answer **Yes** to the question provided. Then click **Continue**.

The screenshot shows the 'Online Service Description - Nuclear Medicine CT endorsement' page. At the top right is an 'Expand All' button (highlighted in orange). Below is a 'Classification Details' section with the question: 'Do you wish to have a CT endorsement added to your Nuclear Medicine Technologist license? If yes please upload proof of passing CT examination from AART or NMTCB.' The 'Yes' radio button is selected and highlighted in orange. Below this is an 'Attachment' section with an 'Add New Attachment' button. A pop-up window from 'elpdphtest.iowa.gov' asks 'Are you sure you really want to apply for this online service?' with 'OK' and 'Cancel' buttons. A red arrow points from the text 'A pop-up will appear. Click OK to continue.' to the 'OK' button in the pop-up. A 'Continue' button is highlighted in orange in the bottom right of the main page.

You will be returned to the **My Programs** screen.

The screenshot shows the 'My Programs' screen for Dorothy Knight. The header includes 'Radiological Health', 'Emergency Medical Services', and 'Environmental Health'. Below the header is a navigation menu with 'Home', 'Public Search', 'My Profile', 'New Company Registration', 'Apply for a Program', 'Sign Off', and 'Help'. The main content area is titled 'Programs for Dorothy Knight' and contains a table with the following data:

| License # | Applicant | Program | Status | Issue Date | Expiry Date | City | Details | Online Services | Renew |
|-----------|-----------|--------------------|--------|------------|-------------|------------|---------|---------------------------------|-------|
| | | Permit To Practice | Active | | | Des Moines | | Online Services | |