INSTRUCTIONS TO RENEW A RADON MEASUREMENT SPECIALIST CERTIFICATION

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

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

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

For assistance with finding a username or resetting a password, contact the OCIO 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 System Support Team: 1-855-824-4357.

**STEP 1: SIGN IN**
Click Sign In on the portal home page.

**STEP 2: CONTINUE FROM THE PROFILE PAGE**
After signing in you will be taken to your Profile Page. Click Continue at the bottom.
STEP 3: RENEW A PROGRAM

Next, you will be directed to the My Programs page. This is where you will renew your Measurement Specialist license. Click on the word Renew.

A pop-up message will appear. Click OK to continue with the application.

STEP 4: APPLICATION FORM

The renewal application will appear on the next screen. Click Expand All on the right side of the Application Form. Questions with a red asterisk * or highlighted are mandatory.
**STEP 5: RADON TRAINING & TESTING**

You existing testing method will appear here. You may adjust your testing method at this time and upload a new QA/QC plan. (See step 11 to on how to add attachments.)

The questions for Training & Testing will be pre-filled as **Yes**. Proceed to the next section.

```
<table>
<thead>
<tr>
<th>.Radon Testing Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing Methods Used*</td>
</tr>
<tr>
<td>AT-Alpha-Track Detection</td>
</tr>
<tr>
<td>CC-Activated Charcoal Adsorption</td>
</tr>
<tr>
<td>CR-Continuous Radon Monitor</td>
</tr>
<tr>
<td>EL Electret Perm(Long term)</td>
</tr>
<tr>
<td>LS-Charcoal Liquid Scintillation</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Other Description</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Radon Training and Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am attaching documentation based on completion of training approved by NRPP or NRSP:</td>
</tr>
<tr>
<td>I have passed a measurement exam approved by NRPP or NRSP with 70% minimum score and attaching documentation:</td>
</tr>
</tbody>
</table>
```

**STEP 6: RADON WORK & EDUCATION**

This section should be pre-filled. You may proceed to the next field.

```
<table>
<thead>
<tr>
<th>Radon Work and Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am attaching copy of transcript / resume based on the 3 years of education/work experience requirement:</td>
</tr>
</tbody>
</table>
```

**STEP 7: RADON AFFIRMATION STATEMENTS**

Answer the questions below by selecting **Yes** or **No**. Note: you do not need to upload a new QA/QC plan unless you are making changes to your testing method, employer, etc.

```
<table>
<thead>
<tr>
<th>Radon Affirmation Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will keep all records for a minimum of 5 years after the radon test is completed:</td>
</tr>
<tr>
<td>I will submit any changes in procedures within 14 days to IDPH, and will acquire at least 8 hours of continuing education credits every two years before your certification is renewed (note: all certifications are renewed annually):</td>
</tr>
<tr>
<td>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 in Iowa, and all EPA radon measurement guidelines and protocols will be followed:</td>
</tr>
<tr>
<td>I am uploading a QA/QC plan and standard operating procedures for each measurement method I am applying:</td>
</tr>
<tr>
<td>I will upload Measurement details every month on Radon Data Tab:</td>
</tr>
</tbody>
</table>
```
STEP 8: RADON RENEWAL QUESTIONS

If you are due for your Continuing Education, answer “Yes” to the first question, enter your hours, & see Step 11 to add CE attachments. Your biennium date is your continuing education due date.

NOTE: If you make any adjustments, such as changing Employer, select “Yes” to the final question.

STEP 9: AFFIRMATION

Answer Yes or No to the following questions. If you answer Yes you must provide additional information in the text box proceeding the question. You may be asked to provide additional documentation in the form of an attachment.
STEP 10: EDUCATION & EXPERIENCE

This section will be pre-filled. Click **Continue** at the bottom of the page.
(If you need to add attachments first, see Step 11.)
STEP 11: ADD ATTACHMENTS & CONTINUE

To add any required documentation that has been requested, you will need to click **Add New Attachment**. Skip this step if you do not have any attachments to add.

- 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 the **Choose File** button.

Continue this process for each document needing to be attached.

**NOTE:** 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.

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

You must attach all supporting information before completing the application, or your application could be delayed or denied.

**WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.**
**STEP 12: RDNI CONTACT LIST**

This section will be pre-filled. Please review the information to ensure we have your current employer on file. If the information that appears does not match, click “Removed thru Web” and then add a new employer. (Note: You will need to attach a QA/QC plan if you update this field.)

To add new employer information, click **Add** and enter the contact details, then click **Save**.

When you have finished reviewing/editing, click **Continue** at the bottom of the screen.

**STEP 13: TERMS AND CONDITIONS**

Check the box as show to agree to Terms and Conditions and click **Continue**.

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I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning my application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that I am required to update answers or information submitted herewith if the response or the information changes.

In submitting this application, I consent to any reasonable inquiry that may be necessary to verify or clarify the information I provided on or in conjunction with this application.

I understand that this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law.

I have read the Administrative Rules governing this profession and I agree to comply with those provisions.
STEP 14: PAYMENT

To make a payment, click **Pay Now** when you see the option. You will be directed to the payment system where you will enter your payment information.

Click **OK** to proceed to the online payment system.