INSTRUCTIONS TO RENEW A REGISTRATION AS A BACKFLOW PREVENTION ASSEMBLY TESTER

Use the following link to access the online licensing system:

https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

If you need assistance navigating the licensing site after reviewing these instructions, contact the AMANDA Help Desk: 1-855-824-4357.

For specific questions regarding the backflow prevention assembly tester registration program, please contact: Chelsea Stevens: (515) 281-5894 or Chelsea.Stevens@idph.iowa.gov

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: This site works best in Google Chrome.

Your training provider must link your account to the class session in AMANDA before your renewal can be completed. If you have not completed a class stop here. If you have completed class, you may want to verify with your training provider that they have linked your account to the class session before proceeding. You can continue and complete the application, but your registration will not be issued until your training provider has made the link.

If needed, give your training provider the PIN shown on your profile page.

Click Sign Off to log out of your account if you wish to stop here, otherwise continue following the steps below.

STEP 1: SIGN IN

Sign In with your existing account (@IOWAID) and password.

REMINDER: These instructions are for renewing individual licenses.
DO NOT set up a New Company Registration to renew your license.
STEP 2: REVIEW THE PROFILE & CONTINUE
Update your contact information as needed, then click Continue.

STEP 3: RENEW
Your existing licenses, they will appear under “Programs for [Your Name.]”
Click Renew on the line next to your active license

A pop-up will appear. Click OK to continue.

STEP 4: EXPAND THE APPLICATION FORM
All 3 sections of the Application Form must be completed. Click Expand All.
STEP 5: AFFIRMATION

All 6 questions must be answered.

If you answer Yes to any of these questions, provide a brief description in the text box provided (See Step 6 for attachment instructions.)

The department may require the applicant to submit supplementary statements or documents 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.

<table>
<thead>
<tr>
<th>Affirmation</th>
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<tbody>
<tr>
<td><strong>Do you have a medical condition, which in any way currently impairs or limits your ability to perform the duties of this profession?</strong> Medical Condition: means any physiological, mental, or psychological condition, impairment, or disorder, including drug addiction and alcoholism.</td>
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<tr>
<td>Yes</td>
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<tr>
<td>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.</td>
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<td><strong>Have you, within the past 5 years, engaged in the illegal or improper use of drugs or other chemical substances?</strong></td>
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<tr>
<td>Yes</td>
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<td>If yes, provide a statement and a copy of relevant documentation including records from a physician or treatment program.</td>
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<td><strong>Have you ever been convicted of, or entered a plea of no contest to a misdemeanor or felony crime? (Other than minor traffic violations with fines under $250). You must answer YES, if the court expunged the matter or the court deferred judgment.)</strong></td>
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<tr>
<td>Yes</td>
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<tr>
<td>If yes, include the date, location, charging orders, court disposition, and current status (i.e. probation) for each charge.</td>
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<td><strong>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?</strong></td>
</tr>
<tr>
<td>Yes</td>
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<tr>
<td>If yes, include the date, location, reason, and resolution.</td>
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<td><strong>Have there ever been judgments or settlements paid on your behalf as a result of a professional liability case?</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>If yes, include the date, location, reason, and resolution.</td>
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<tr>
<td><strong>Have you ever had a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body?</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>If yes, provide a description of the circumstances.</td>
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STEP 6: THIRD PARTY & OUT OF STATE CREDENTIALS
You must answer ALL 3 questions circled in RED below.

- If you took an Iowa approved Training course, answer No to all three.
- If you did not take an approved training course, you must provide information on either Third Party Certification or Out of State Credentials. (See Step 7 to add attachments.)

STEP 7: ADD ATTACHMENTS & CONTINUE
To add any required documentation, you will need to click the Add New Attachment button at the very end of the application form.
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 the attachment 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 paying the registration fee or your application could be delayed or denied.

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

When you click Continue, a pop-up message will appear.

Click OK to proceed to the next page.

STEP 8: TERMS & CONDITIONS
Read the terms and conditions, and if you agree, click the box next to “I agree with the terms and conditions” statement to check it. Then click Continue.

STEP 9: MAKE A PAYMENT
Once your application is complete, you will automatically be taken to a payment screen.
Your application is not considered submitted until a payment is made.

**PAY LATER:**
Use this option if you wish to return later to pay online.

- 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** link.

**NOTE:** If under the **Details** column it shows a link for **Edit** instead of **Details**, this means there is missing information within the application. Click the **Edit** link to review all sections of the form and complete any missing information before attempting to pay.

From here you can view the Details of your application, **Add New Attachment**, or **Upload Attachments**.
When you are ready, click **Make a Payment**.

**PAY NOW:**
If you select **Pay Now** you will be directed to the online payment system. Select **Pay Now** when asked, and complete your online payment information.

Select **Payment Method**, and fill in your payment details and click **Continue**, then click **Confirm**
on the review page. When you reach the **Confirmation** page, record your confirmation number and click **Continue** to view your Receipt.

The following page is your confirmation page.

### Notes about Application Processing:
- If there is no required review by program staff and if needed, your training provider has linked your account to a class session you will be emailed your registration card with in typically 1-2 business days.
- If you did not provide an email address, it will be mailed to you.
- If further program staff review is needed you will be contacted if additional information is needed or your card will be issued when review is complete.
- You can verify your status by returning to the above page and clicking on Public Search and search on your name.