INSTRUCTIONS TO APPLY FOR A RECIPROCAL LEAD 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 - LEAD Page and follow the “How to create an account” instructions.

NOTE: This site works best in Google Chrome when applying online.

For assistance with username or password issues, call: 1-800-532-1174.
If you need assistance navigating the licensing portal after reviewing these instructions, contact the Regulatory Programs Help Desk: 1-855-824-4357.

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

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

You will be taken to the My Programs page for your new company. This is where you will apply as Lead Individual. Click on Apply for a Program.

NOTE: If you see an Edit option here, that means you’ve already started an application. Click Edit to go back into your application.

On the next screen: Select Program as Lead Professionals. Select Program Detail as appropriate. Click Continue.

A pop-up message will appear. Click OK to continue with the application.
STEP 4: APPLICATION FORM

The application will appear on the next screen. (Tabs will vary depending on the type of certification you have selected.)
Click **Expand All** on the right side of the **Application Form** section. This section is required for all license and License submissions, and **all questions must be answered**.
You must complete the **RECIPROCITY** and **RECIPROCAL** questions if you are applying based on having a license in another State or Jurisdiction.

STEP 5: APPLICATION FORM DETAILS

Click on **Certified Firms** to open the tab.
Click **Add** and enter the required information, using the scroll bar to see additional fields, Contact name, Phone number & email will be your employer if you are employed then click **Save**.

Under **Reciprocity Certification** click **Add** and fill out the fields for your reciprocal information.
When you have finished completing all the Application fields, click **Continue**.
Click **OK** on the pop.
**STEP 6: APPLICATION FORM DESCRIPTION**

On the next page, click on **Expand All** to open all the information tabs. Enter the information for any Education, Third Party Testing, and Experience you may have, as well as your **Reciprocal Certification Exam**. Click the **Add** button and complete the required information fields. (Use the scroll bar to see additional fields.) Click **Save** after each line before adding another.

If you need to add any attachments, proceed to **Step 7**.

If you don’t need to add any attachments, click **Continue**. Click **OK** on the pop.
STEP 7: ADD ATTACHMENTS

To add any required documentation for this application, you will need to click the **Add New Attachment** button at the very end of the application form. (See the Lead Professional Certification webpage for details on required documentation.) 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**
- **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 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

Please read the terms and conditions. If you agree, click the box next to the “I agree with the terms and conditions” statement to check it. Then click Continue.

STEP 9: MAKE A PAYMENT

To make a payment, click Pay Now, and then click Pay Now again on the next screen. You will be prompted to enter your payment information.
If you would like to return to your application later to pay, click Pay Later.