INSTRUCTIONS TO RENEW A 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: You must use either Google Chrome or Safari when applying online.

For assistance with finding a username or resetting a password, contact the OICO Service Desk: 1-800-532-1174.
If you need assistance navigating the licensing portal after reviewing these instructions, contact the Help Desk: 1-855-824-4357.

STEP 1: SIGN IN
Click 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: RENEW

Next, you will be directed to the Programs page for your facility. Click Renew next to your active license as shown below.

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

If you have already started a renewal application, you will need to click “Edit” under the Details column to get back into the application – then proceed to Step 4.

STEP 4: APPLICATION FORM

The renewal application will appear on the next screen. 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.

- Answer “Yes” or “No” to the Affirmation questions provided.
  *If you answer Yes to any of these questions, provide a brief description of all relevant activities into the text box provided below. Additional details can be provided in an attachment if necessary. (See Step 5 for instruction on how to add attachments.)
- Additional Information & Info’s: Some answers will be pre-filled; only provide answers to question that have not been pre-filled.
- Reciprocal Info’s & Reciprocity: For applicants who are basing their renewal on holding a Lead Certification in another state or jurisdiction.
STEP 5: APPLICATION FORM DETAILS

Click on **Certified Firms** to open the tab. Edit these fields as needed.
To add a firm, 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**. When you have finished adding your contact information, click **Continue**.

**Reciprocity Certification** is required **ONLY** if you are applying based on having a certification in another State or Jurisdiction.

STEP 6: EDUCATION AND WORK EXPERIENCE

To view or add information for Education, Third Party Testing, Experience, or Reciprocal Certification Exam, click **Expand All**.

If you took an **Iowa Course** from and Iowa approved Training Provider you do not need to report your Continuing Education here; click **Continue**.

To add information, such as Continuing Education from another State/Jurisdiction, click the **Add** button under the appropriate section and complete the required information fields. (Use the scroll bar to see additional fields.)
Click **Save** after each line before adding another.
Click **Continue** when you have finished adding all the required information.
STEP 7: ADD ATTACHMENTS

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
- 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 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 6: TERMS AND 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 7: 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.
Select **Payment Method**, and fill in your payment details. Click **Continue**.

The following page is your confirmation page.

Please keep a record of your **Confirmation Number** or print this page for your records. Click **Continue** to return to your A&A profile.