INSTRUCTIONS TO APPLY FOR A NEW TRADE IN AN EXISTING LICENSE

For assistance with creating an IDPH account or finding or resetting an IDPH username and password, you will need to call the **OICO Help Desk**: 515-281-5703 or 1-800-532-1174.

For assistance with navigating the licensing portal once you have an A&A account, please contact the **AMANDA Support Team** 1-855-824-4357.

For specific questions regarding the **Iowa Plumbing and Mechanical Systems** program or license requirements, please visit the website [http://idph.iowa.gov/pmsb](http://idph.iowa.gov/pmsb) or call 1-866-280-1521.

**BEFORE YOU BEGIN:**

**THESE INSTRUCTIONS ASSUME YOU HAVE ALREADY FOLLOWED THE STEPS TO CREATE AN A&A ACCOUNT AND SET UP YOUR AMANDA PROFILE PAGE.** If you have not done these steps, go back to the IDPH Regulatory Programs Page and follow the instructions to create an account.

**THESE INSTRUCTIONS ASSUME THAT YOU HAVE ALREADY SUBMITTED AN APPLICATION FOR A PMSB LICENSE.** If you have never applied for a license or exam before, the steps are different. Please go back to the instruction page (on IDPH Regulatory Programs) and find the instructions for people who already hold at least one license or exam approval.

If you hold a license with the Board and do not see it listed, please **STOP** and contact the AMANDA Support Team at 1-855-824-4357.

**IF THIS IS AN APPLICATION FOR AN ADDITIONAL TRADE FOR AN EXISTING LICENSE.**

You must be on a computer using **Google Chrome** or **Safari** when applying online.
STEP 1: SIGN IN WITH EXISTING ACCOUNT

- Begin by opening your web browser and navigating to the Iowa Department of Public Health Regulatory Program webpage at the following location: https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp
- Sign in with your username and password.
- Click on My Profile.

STEP 2: UPDATE PROFILE INFORMATION

- Verify all information is correct.
- Make any necessary corrections.
- To add additional addresses or contact information, click on the Addresses button.
- Click Continue when finished.

You will now be taken to the My Programs page.
STEP 3: ADD TRADE
If you have existing licenses they will show under the Programs for [Your Name] section. If you hold a license with the Board and do not see it listed, please stop and contact the board office at 1-866-280-1521

- Click on the Details link next to the license you would like to add a trade.

- The next page will display your License Details. Click License Select to expand.

- Click Add and provide details for each License you are applying for.
- Select License Type.
- Select Trade/Specialty.
- Select Basis for Licensure (your qualification for the license).
- Under Action Requested select Apply for New Trade.
- Click Save after completing each row.
- After saving, a pop-up will appear. Click Ok.
**STEP 4: APPLICATION FORM SUPPLEMENTAL**

- Under **License/Permit** field, click **Edit** next to the License(s) you wish to add.

You will then be taken to the **Application Form Supplemental** screen.

**NOTE:** Depending on the selection of the License Type you selected on the previous screen, you may have one or multiple screens to complete. *(See Examples below.)*

**Active Journeyperson / Inactive Master:** Expand **Affirmation**, select Yes/No, click **Continue**.

**Apprentice:** Expand **Apprenticeship Details**, fill out the available fields, & click **Continue**.
**Hearth Systems**: Expand Hearth Systems Details, fill out the available fields, & click **Continue**.

**Disconnect / Reconnect Plumbing Tech**: Click **Expand All** to view all the sections and fill out the available fields. Click **Add** under **Employer Details** and enter your employer information, then click **Save**. (Use the scroll bar to view more fields - See the blue arrow below.) When you have completed all the relevant fields, click **Continue**.
**Medical Gas System Installer:** Expand Medical Gas Systems Installer Details, fill out the available fields, & click **Continue**.

<table>
<thead>
<tr>
<th>Process Description - Medical Gas System Installer</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image](72x483 to 552x687)</td>
</tr>
</tbody>
</table>

**Journeyperson:** Expand all the sections and fill out the available fields. Under the Free Form Description section, you will need to click **Add** button to add information to these fields – you may need to use the scroll bar see more fields after adding. **Be sure to click Save after adding.** When you have completed all relevant fields, click **Continue**

<table>
<thead>
<tr>
<th>Process Description - Journeyperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image](72x151 to 551x424)</td>
</tr>
</tbody>
</table>
Master: Expand all the sections and fill out the available fields. Under Military Service Details, Reciprocity Details, and Employer Details you will need to click Add button to add information to these fields – you may need to use the scroll bar see more fields after adding. **Be sure to click Save after adding.** When you have completed all relevant fields, click Continue.

Private School or College Routine Maintenance: Click Expand All & fill out the available fields. Under Employer Details click Add to enter your employer information, then click Save. (Use the scroll bar to view more fields - See the blue arrow below.) Click Continue when finished.
**Service Technician HVAC:** Click **Expand All** to view all the sections and fill out the available fields. Click **Continue** when finished.

<table>
<thead>
<tr>
<th>Process Description</th>
<th>Service Technician HVAC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basis for Licensure</strong></td>
<td></td>
</tr>
<tr>
<td>Basis for Licensure</td>
<td></td>
</tr>
<tr>
<td><strong>Service Technician Associates Degree</strong></td>
<td></td>
</tr>
<tr>
<td>Name of Institution</td>
<td></td>
</tr>
<tr>
<td>Name of Degree or Program Please attach transcripts or degree</td>
<td></td>
</tr>
<tr>
<td>Date of Completion</td>
<td></td>
</tr>
<tr>
<td>Institution Address</td>
<td></td>
</tr>
<tr>
<td>Contact Person Name</td>
<td></td>
</tr>
<tr>
<td>Contact Person Telephone</td>
<td></td>
</tr>
<tr>
<td><strong>Training Provider Details</strong></td>
<td></td>
</tr>
<tr>
<td>Training Provider please upload/attach copy of your certification</td>
<td></td>
</tr>
<tr>
<td>If HVAC Excellence Certification, specify type</td>
<td></td>
</tr>
<tr>
<td>If other Certification, please specify</td>
<td></td>
</tr>
<tr>
<td>Certification Number</td>
<td></td>
</tr>
<tr>
<td>Certification Expiration Date</td>
<td></td>
</tr>
<tr>
<td>Attachment Description</td>
<td></td>
</tr>
</tbody>
</table>

When you have entered all the necessary information in the available fields, click **Continue/Edit** to continue editing or click **Continue/Payment** to pay the fee. To upload attachments related to your application, see **STEP 5: ATTACHMENTS**
STEP 5 – 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 if you have no 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.

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

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

Click **OK** to proceed to the next page.
STEP 6 – MAKE A PAYMENT

Next you will be taken to the Make Payment page.

PLEASE READ THE FOLLOWING DIRECTIONS BEFORE PROCEEDING.

If you need to attach additional documentation click the Pay Later button. Otherwise, skip to the Pay Now instructions.

PAY LATER:

- 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. – this is not explained very well, aren’t there various error messages? Need to see sample to know how to fix/clean up

From here you can view the Details of your application, Add New Attachment, or Upload Attachments.

When you are ready, click Make a Payment.
<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Requested Date</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM58 Individual Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td>04/23/2017</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Number</th>
<th>Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6337</td>
<td>PLMB Apprentice Renewal Fee</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Total Due:** $50.00

[Add New Attachment] [Upload Attachments] [Make 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.

A pop-up message will appear. Click **OK**.

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.