INSTRUCTIONS TO APPLY FOR A RADON MITIGATION 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.

If you need assistance navigating the portal after reviewing these instructions, contact the Online Licensing Support Team: 1-855-824-4357 or adperehreg@idph.iowa.gov

REQUIRED DOCUMENTS:
To view the full list of application requirements, please visit https://idph.iowa.gov/radon/get-certified to view the “Mitigation Specialist Application Guide.”

STEP 1: SIGN IN

If you are not already signed 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: APPLY FOR A PROGRAM

Next, you will be directed to the My Programs page.
1) Click on **Apply for a Program**.

![Image of Apply for a Program page]

2) On the next screen: Select **Program** as Radon Individual. Select **Program Detail** as Measurement Specialist. Click **Continue**.

![Image of program selection]

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

![Image of pop-up message]

STEP 4: APPLICATION FORM

The renewal application will appear on the next screen.
1) Click **Expand All** on the right side of the Application Form.
2) Questions with a red asterisk * or highlighted are mandatory.

![Image of application form]

STEP 5: RADON TRAINING & TESTING

The following questions require “Yes” answers in order for your application to be approved. (To review the requirements visit this website: https://idph.iowa.gov/radon/get-certified)

STEP 6: RADON WORK & EDUCATION

1) You must select to attach at least one of the following.
2) Step 11 will show you how to add your attachments.

STEP 7: RADON AFFIRMATION STATEMENTS

The following questions require “Yes” answers in order for your application to be approved. (NOTE: You will not have QA/QC or Worker Plan numbers at this time. Step 11 shows how to add attachments. To review the requirements visit this website: https://idph.iowa.gov/radon/get-certified)
STEP 8: AFFIRMATION

1) Answer the following questions.
2) If you answer Yes you must provide additional information in the text box proceeding the question. (NOTE: You may be asked to provide additional documentation.)

STEP 9: EDUCATION & EXPERIENCE

Add your Education and/or Experience here based on the answer you gave in STEP 7.
1) Click Add to enter your Education and/or Experience.
2) Click Save after entering your details. (Use the scroll bar to see additional fields.)
3) When you have finished, click Continue.
STEP 10: ADD ATTACHMENTS & CONTINUE

To add any required documentation, 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 11: RDNI CONTACT LIST
1) Click Add and enter the contact details, then click Save.
2) When you have finished, 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.

STEP 14: PAYMENT
1) Click Pay Now when you see the option.
2) You will be directed to the payment system.
3) Select Payment Method, and fill in your payment details.
4) Click Continue to review your payment information and click Confirm.

The following page is your confirmation page.

5) Keep a record of your Confirmation Number or print this page for your records.
6) Click Continue to be taken to your Receipt and return to your profile.