INSTRUCTIONS TO RENEW A RADIOLOGICAL HEALTH PERMIT TO PRACTICE

Use the following link to access the Online Licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account and set up your profile, go back to the IDPH Regulatory Programs - Permit to Practice 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 licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

For more information on Licensing and Continuing Education requirements, please visit:
https://idph.iowa.gov/Permits-To-Operate

STEP 1: SIGN IN WITH AN EXISTING ACCOUNT

1) Sign in to the Public Portal with your existing Account ID and password.

2) You will see your **Profile** page. Click **Continue** to view your licenses.

STEP 2: RENEW

Next you will be directed to the **My Programs** page.
1) Click **Renew** next to your license.
   If you do not see your license listed, please call 855-824-4357.

NOTE: If you do not see the option to click "Renew" you may have the option to click "**Edit**" under the **Details** column instead.

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

STEP 3: APPLICATION FORM & APPLICATION FORM DETAILS

You will now be directed to the Permit to Practice Application page.

- On this Application Form, you will need to complete and/or update all required information for each of the fields.
- **Fields with Asterisks or highlighted in a pink color must be completed before you can move to the next screen in the Application Process.**
- Please enter the information in the non-required fields to assist us in reviewing your application.

Click the Orange arrows or click **Expand All** to view all information fields in a section.

STEP 4: AFFIRMATION

All questions in this section are required.

If you answer **Yes** to any of the Affirmation 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 7** for instruction on how to add attachments.)

STEP 5: CLASSIFICATIONS

1) Under **Action Requested** make sure "Renew" has been selected.
2) Click **Save** once you have renewed all your Classifications.

STEP 6: CONTINUING EDUCATION DETAILS (CEUs)

If you are due this year for CEUs, open the Continuing Education tab.
1) Click **Add**.
2) Enter the CEU information for 1 course.
3) Click **Save**.
4) Repeat these steps for each course taken

Use the scroll bar to view additional fields.

IMPORTANT NOTES FOR ENTERING CONTINUING EDUCATION:
- Course Start & End Date: Enter the dates the course was taken, NOT course approval dates.
- Do not add more than one CEU at a time, click "Save" after adding each time.
- If you have difficulty adding CEUs, contact the Help Desk at 855-824-4357.

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STEP 7: ADDING ATTACHMENTS

To add any required documentation, you will need to click the **Add New Attachment** button at the very end of the application form.

- 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 **Choose File**

Accred/Auth.Certificate
Court Documents
Crystal Report
Industrial Radiography Card
License
MQSA Certificate
Non-Iowa Permit/Certification/Registratio
Photo
Physician Records
Proof of Certification
RADI Id Wallet Card
Radiation Shielding Plan
RAMP License
Signature

Repeat this process for each document needing to be attached.

NOTE: If you attach a document in error, <u>it cannot be removed by you</u>. You will need to contact the IDPH Program staff to have it removed.

WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK <u>CONTINUE</u>.

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 have finished attaching all the required documents, click **Continue.**

A pop-up message will appear. Click **OK** to proceed to the next page.

STEP 8: APPLICATION FORM SUPPLEMENTAL – PART 1

You will now be directed to the Supplemental page. Open the information tabs and edit the information as needed. (Your existing employer information and Out of State Licenses will appear.)
1) To add a new employer or out of state licenses, click the **Add** button.
2) Enter in the required details.
3) Click **Save** when finished.

4) When you have edited/entered your information, click **Continue**.
5) A pop-up message will appear. Click **OK**.

STEP 9: APPLICATION FORM SUPPLEMENTAL – PART 2

To enter Classification Information:
1) Click **Expand All**
2) Under **Classification Details,** enter your updated information in the spaces provided.
3) Check an answer to "Public Portal Affirmation."
4) Click **Continue** when finished

STEP 10: NUCLEAR MED TECHNOLOGIST SUPPLEMENTAL

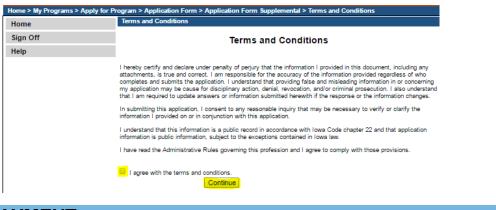**If you are renewing a Nuclear Medicine Technologist Permit** you will have additional questions to complete on the supplemental page.
1) Enter your NMTCB number in the space provided.
2) To add a CT endorsement, select "Yes" to the question "Do you wish to have a CT endorsement added?"

STEP 11: TERMS AND CONDITIONS

1) Read the **Terms and Conditions** page.
2) If you agree, check the Box next to <u>I agree with the terms and conditions</u>.
3) Click **Continue**.

STEP 12: PAYMENT

Next you will be taken to the **Make Payment** page.

If you need to attach additional documentation click the **Pay Later** button.
- If you click the Pay Later button a pop-up will say your application is not considered submitted until payment is made. Click OK to be returned to your **My Programs** page.
- When you are ready to make a payment, go to your **My Programs** page and click on **Make Payment**.

To Pay Online:

1) Select **Pay Now** you will be directed to the online payment system.
2) Select **Pay Now** again on the next screen and then click "Ok" on the pop-up.

License Details						
Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
542903	Permit To Practice	Permit to Practice	New	RADI Technologist or Therapist Single Initial Fee	$60.00	No
Total						
	Fee Amount: $60.00			Paid Amount: $0.00		Fee Due: $60.00

Pay Later | Pay Now
Payment Later Options

3) Choose the **Payment Method**, and fill in the payment details.
4) Click **Continue**.
5) On the review screen click **Confirm.**

Payment Information

Frequency One Time
Payment Amount $50.00
Payment Date Pay now

Contact Information

First Name Adper
Last Name Amandaone
Company (Optional)
Address 1 09 N Oliver Drive
Address 2 (Optional)
City/Town Des Moines
State/Province/Region IA
Zip/Postal Code 56789
Country US
Phone Number 8990900900
Email Address adperamandaone@gmail.com

Payment Method

Payment Method Select

Continue Cancel

The following page is your confirmation page.

Confirmation

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number IOWDPH004000710

Payment Details

Description Department of Public Health
IDPH Licensing and Regulatory Programs
https://idph.iowa.gov/
Payment Amount
Payment Date 11/22/2016
Status PROCESSED

Payment Method

Payer Name Adper Amandaone
Card Number *1111
Card Type Visa
Confirmation Email adperamandaone@gmail.com

Billing Address

Address 1 09 N Oliver Drive
City/Town Des Moines
State/Province/Region IA
Zip/Postal Code 56789
Country United States

Continue

6) Keep a record of your **Confirmation Number** or **print this page** for your records.
7) Click **Continue** at the bottom of the Confirmation page to be taken to your Receipt.