INSTRUCTIONS TO APPLY FOR RADIOLOGICAL HEALTH LIMITED EXAM

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.

STEP 1: SIGN IN WITH EXISTING ACCOUNT

When you have signed in to the Public Portal, you should see your **Profile** page. Click **Continue.**
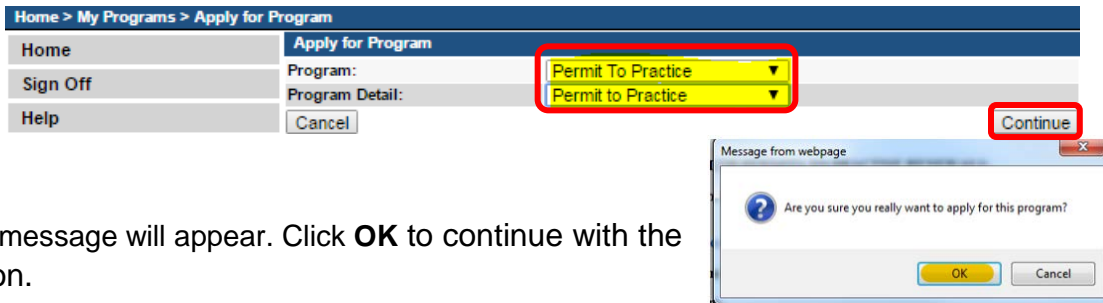

STEP 2: APPLY FOR A PERMIT

You will be taken the **My Programs** page. Click **Apply for a Program.**

When you arrive at the following page: Select **Permit to Practice** as the **Program** and then select **Permit to Practice** for the **Program Detail**. Then click **Continue.**


A pop-up message will appear. Click **OK** to continue with the application.

STEP 3: APPLICATION FORM

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

- On this Application Form, you will need to complete 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 to expand an individual field, or click **Expand All** to view all information fields in a section.
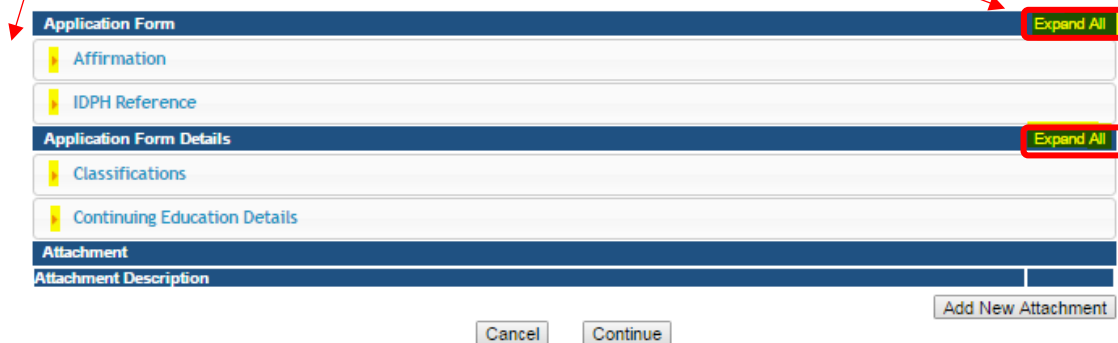
STEP 4: AFFIRMATION

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 8 for instruction on how to add attachments.)

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STEP 5: IDPH REFERENCE

<u>IF YOU ARE APPLYING FOR THE FIRST TIME</u>: Click **No**.

<u>IF YOU HAVE PREVIOUSLY HELD A PERMIT</u>: Click **Yes** and then provide your previous permit number in the text box to the right. (If you do not know your number, enter '0' instead.)

STEP 6: CLASSIFICATIONS

Click **Add** to add each exam type you wish to apply for. Under **Type of Permit** select the **Limited Exam Candidate** from the list. Under Type of Limited, make a selection.
Under **Action Requested** select "Add Classification."
Click **Save** once you have added all your Classifications.

STEP 7: CONTINUING EDUCATION DETAILS (CEUs)

CEU information is not required for Exam Candidates.

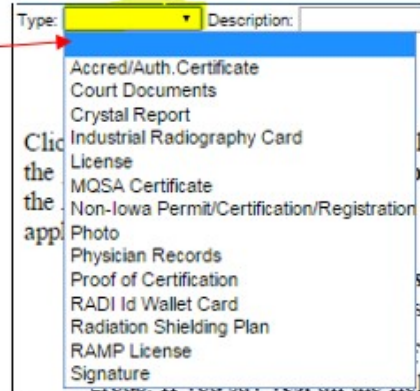## STEP 8: ADDING ATTACHMENTS

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

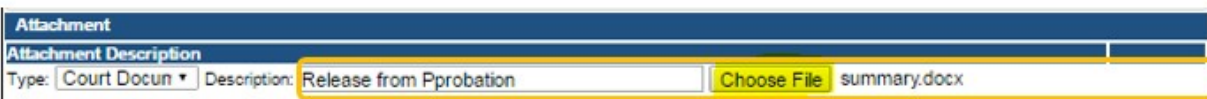**Skip this step if you do not have any attachments to add.**

First, click "Add New Attachment."
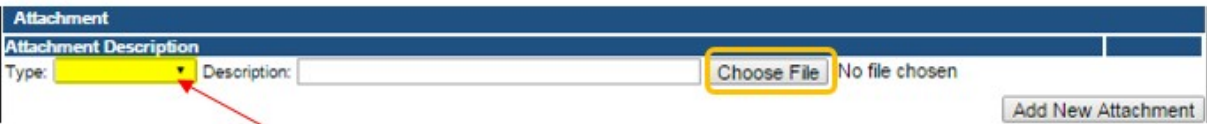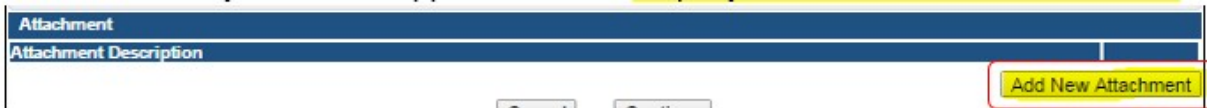
- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click [Choose File].
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.

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

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.
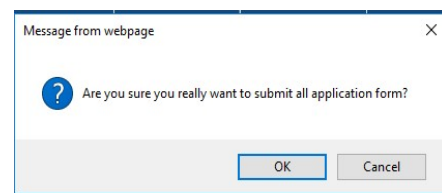
DO NOT CLICK CANCEL – this will void your entire application.
You must attach all supporting information before paying the registration fee or your application could be delayed or denied.

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

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

Click **OK** to proceed to the next page.

STEP 9: APPLICATION FORM SUPPLEMENTAL – PART 1

You will now be taken to the **Application Form Supplemental** page. Click the Orange arrows to expand an individual field, or click **Expand All** to view all information fields in a section.

Click the **Add** button to add the required Employer information and click **Save**. Add any Out of State Licensing information if applicable. After completing all the required fields, click **Save**.

When all sections are complete, click the **Continue** button.

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

STEP 10: APPLICATION FORM SUPPLEMENTAL – PART 2

Click **Expand All** and provide any training information you may have – this section is not required. Click **Continue** when finished.

STEP 11: TERMS AND CONDITIONS

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

STEP 12: PAYMENT

Payment for the Limited Radiography Exam will be made directly to the ARRT, the provider of the Limited Radiography Exam. Once the application has been approved by the IDPH the applicants information will be registered with the ARRT and a letter explaining the process to pay for the exam will be sent to the applicant.