

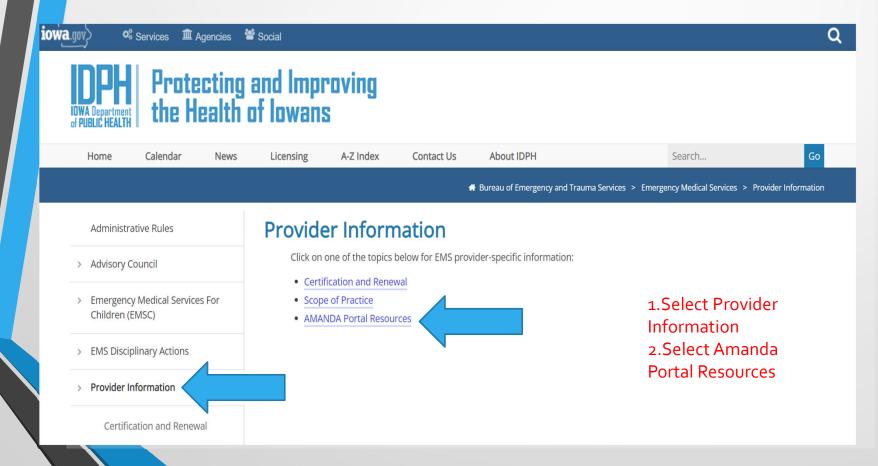
License Renewal and Amanda Guidance

Amanda Portal Access

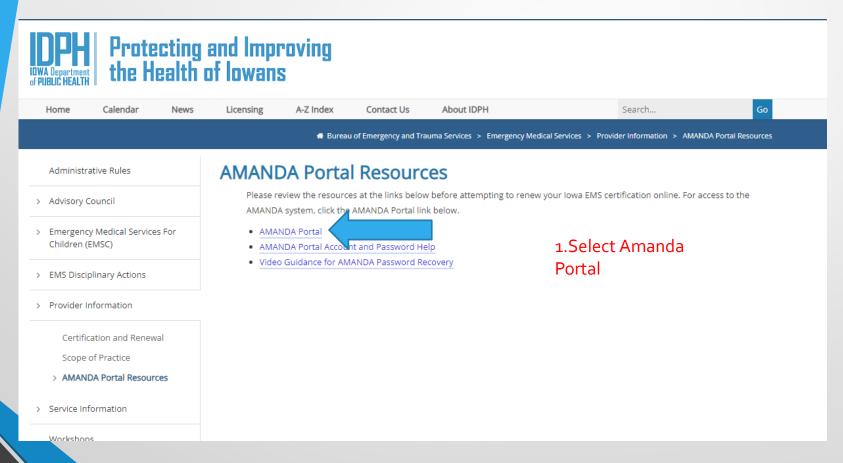
Bureau Web Page:



http://idph.iowa.gov/BETS



Amanda Portal Access





IDPH REGULATORY PROGRAMS

Radiological Health • Emergency Medical Services • Environmental Health



WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN:
BUREAU OF EMERGENCY AND TRAUMA SERVICES
BUREAU OF ENVIRONMENTAL HEALTH SERVICES
BUREAU OF RADIOLOGICAL HEALTH

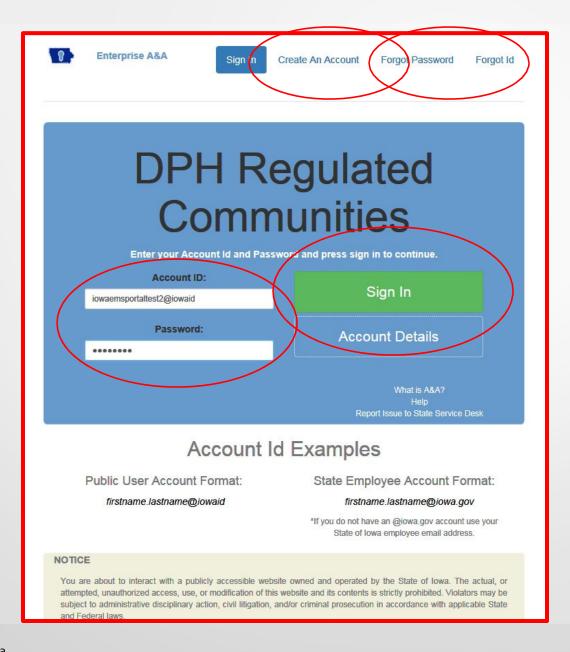
NOTE: This application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly. Pop up blocker must be turned off and iowa.gov added to compatibility view and to trusted sites.

INDIVIDUAL APPLICANTS: If you have an @IOWAID account and password, select the SignIn button. If you have never used the online services site, create an account by selecting the New User Registration button. Please view the following tutorial to assist you with creating your account.

INSTRUCTIONS TO CREATE ACCOUNT

BUSINESS APPLICANTS: An individual authorized to represent your account will need to SignIn or create a new account as described above. Once this Individual is Logged in, they will be able to create a New Business Profile to apply for the appropriate license on behalf of your business. Additional instructions will be provided on how to complete the Business Application once the Individual is Logged In.





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Creating A New A&A Account

- Same account system used by most State Agencies
 - Detailed instructions found on-line at top of log in page
 - Must have a valid email address before beginning 2-step process
 - Must create a user/ID name and password following their standards
 - After successful creation of username & password, a message will be sent to your listed email address for completion of requirements
 - Requirements must be completed in one sitting (10 minutes)
 - Once completed secure log in information for future use

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If you are locked out of Amanda

The Bureau of Emergency and Trauma Service is unable to assist in the retrieval or resetting of forgotten user ID or Password

- Must follow and try all provided instructions (log in screen) for retrieving forgotten user ID or Password
- If still unable to retrieve, contact the DAS OCIO:
 - 515-281-5703
 - o 800-532-1174
 - Must be at computer with internet and email access when calling for assistance
 - Or you can go to the BETS webpage for step by step instructions.

https://idph.iowa.gov/BETS/EMS/providers_AMANDA

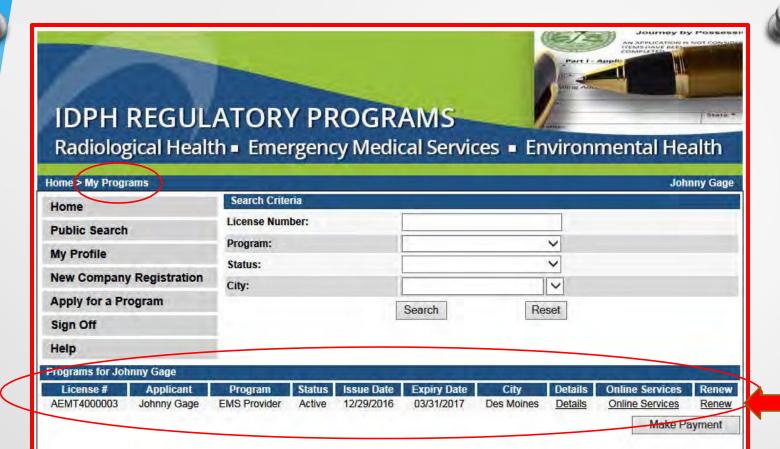


This screen may appear the first time you log in

Answer the questions regarding SSN and DOB then select continue

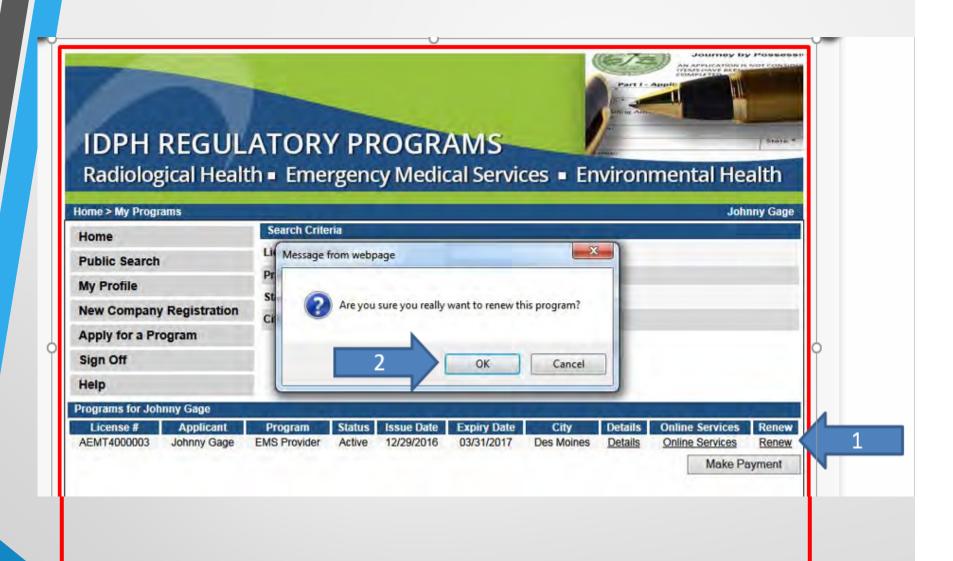


IDPH REGULATORY PROGRAMS Radiological Health • Emergency Medical Services • Environmental Health Home > My Profile **Basic Profile Details** PIN: 68499 Home Johnny Gage Name: Sign Off Date of Birth: 01/01/1970 Email Address*: Help iowaemsportaltest2@gr Preferred Address: V Registered User's Memberships **Physical Address Details** ATTN: V City*: Des Moines Street Number**: 321 County: Polk Y East lowa Street Prefix: State*: United States V Street Name**: 12th Country: Street Type**: Street V Zip Code*: 50319 Street Direction: V Phone 1*: 5152810640 Primary **Unit Type:** Phone 2: **Unit Numbers** Phone 3: Select a Membership for your Actions Reset Continue Addresses



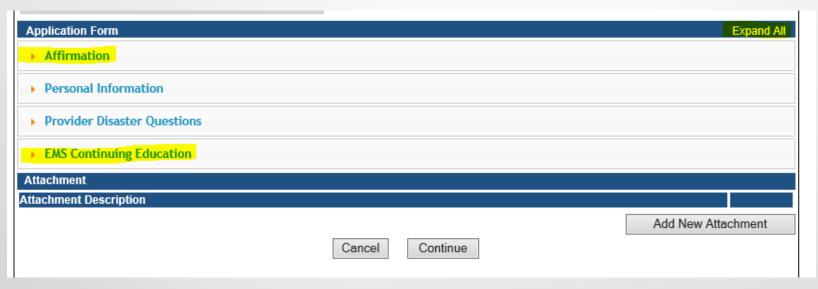
If you are an Individual and wants to apply for a New Individual License, click on Apply for a Program on the above.

If you have an existing company, the company name should be listed in the left-hand column. Select the Company and click continue. If you do not see the company name contact the Program office. If you want to apply as a **Brand New Company** or enter an **Existing Company** for the **first** click on **New Company Registration**. INSTRUCTIONS TO CREATE NEW COMPANY REGISTRATION



Application Form Tabs

Please select each tab prior to continuing



Select each of the tabs to answer questions and enter CEH information. The Affirmation questions must be answered. Personal information must be verified. The 2 disaster questions must be answered and the EMS continuing education questions must be answered and info entered cont.

| ttachment | | |
|--|-------|------|
| Total Core Continuing Education Hours (CEHs) | | |
| NREMT Expiration Date | | |
| NREMT Number | | |
| your current lowa EMS certification expiration date? (Attach copy of card) | ○Yes | O No |
| Are you renewing your lowa EMS certification with a current NREMT registration in lieu of lowa CEHs? * Does your current NREMT registration exceed | ○ Yes | No |
| EMS Continuing Education | | |
| Provider Disaster Questions | | |
| Personal Information | | |
| | | , |
| During the previous licensing period, did you have a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body? * If yes, provide a description of the circumstances. | ○Yes | No |
| If yes, include the date, location, reason, and resolution. | | |
| resolution. During the previous licensing period, were there judgments or settlements paid on your behalf as a result of a professional liability case? * | ○ Yes | ○ No |
| you? * If yes, include the date, location, reason, and | | |
| probation) for each charge. During the previous licensing period, did any state or other jurisdiction of the United States or any other nation limit, restrict, warn, censure, place on probation, suspend, revoke, or otherwise discipline a professional license, permit, registration, or certification issued to | ○ Yes | ○ No |
| During the provious licensing period, did any | | |
| If yes, include the date, location, charging orders, court disposition, and current status (i.e. probation) for each charge. | | |
| relevant documentation including records from a physician or treatment program. During the previous licensing period, were you convicted of a misdemeanor or felony crime? (You do not need to answer yes if your sole conviction or convictions are for minor traffic violations with fines under \$250.) In answering this question, note that a conviction means a finding, plea, or verdict of guilt made or returned in a criminal proceeding, even if the adjudication of guilt is deferred, withheld, or not entered. This means you must answer yes if a finding or verdict of guilt was returned against you in a criminal proceeding or if you plead guilty, entered a plea of nolo contendere, onetered an Alford plea in a criminal proceeding, even if the court expunged the matter or the court deferred judgment. You must submit the complaint and judgment of conviction for each | Over | ○ No |
| other chemical substances? * If yes, provide a statement and a copy of relevant documentation including records from a | | _ |
| During the previous licensing period, did you engage in the illegal or improper use of drugs or | ○ Yes | ○ No |
| If yes, provide a description of your condition and submit a letter from a physician stating how your condition will affect your ability to perform the duties of this profession. | | |
| impairs or limits your ability to perform the duties of this profession? Medical Condition means any physiological, mental, or psychological condition, impairment, or disorder, including drug addiction and alcoholism. * | ○ Yes | ○ No |
| | | |

Cancel Continue

Affirmation Questions:

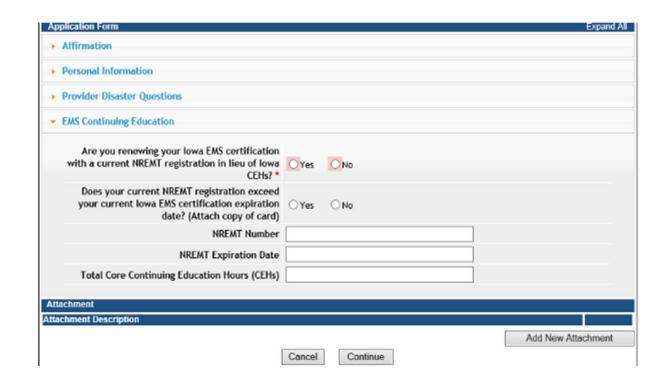
If you answer "Yes" to one or more of the Affirmation Questions you must provide a detailed explanation in the text box below your "Yes" response. If you need to attach documentation, follow the directions at the bottom of the page for attachments.

Add New Attachment

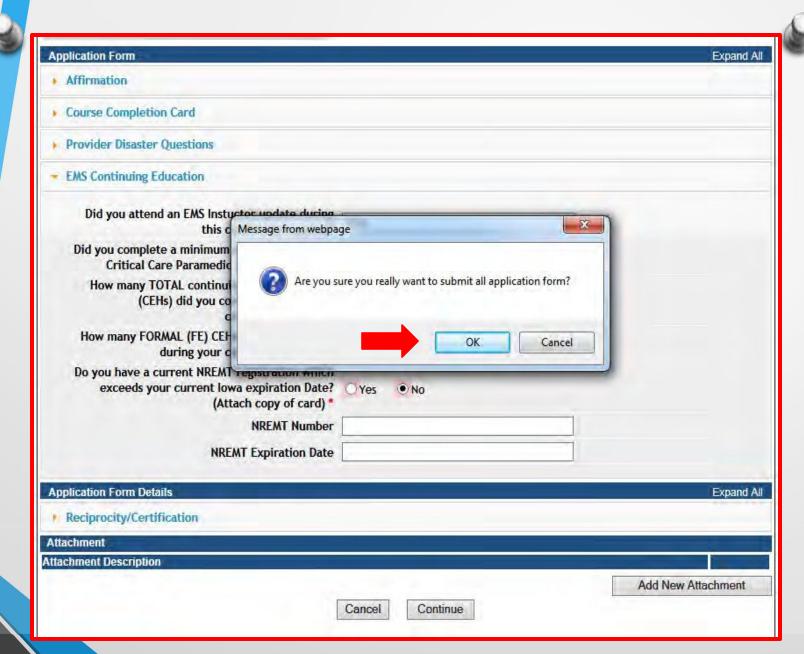
Disaster Response Questions







- 1.Renewal Option 1: If renewing with your NREMT registration answer yes. If not renewing with your NREMT, answer no, then skip to #5.
- 2. If the date on your NREMT card exceeds your lowa EMS certification answer yes.
- 3.Enter your NREMT number.
- 4.Enter your NREMT expiration.
- 5.Renewal Option 2: If you are not renewing your lowa EMS Cert. with your NREMT Renewing EMS Licenses In Amanda registration, enter the total Core CEH's completed during your certification period.





IDPH REGULATORY PROGRAMS Emergency Medical Services



Providers

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions

| Terms and Conditions |
|--|
| Terms and Conditions |
| |
| I hereby certify and declare under penalty of perjury that the information I provided in this document, including an attachments, is true and correct. I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning my application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that I am required to update answers or information submitted herewith if the response or the information changes. |
| In submitting this application, I consent to any reasonable inquiry that may be necessary to verify or clarify the information I provided on or in conjunction with this application. |
| I understand that this information is a public record in accordance with lowa Code chapter 22 and that application information is public information, subject to the exceptions contained in lowa law. |
| I have read the Administrative Rules governing this profession and I agree to comply with those provisions. |
| ✓ I agree with the terms and conditions. Continue |
| |



If no payment is required you will be returned to your program page.

Your submitted renewal application will need to be reviewed and processed by Bureau staff.

Once completed you will receive an email message confirming your renewal and a printable certification card



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IDPH REGULATORY PROGRAMS Emergency Medical Services



Providers

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Make Payment

Home Sign Off Help Thank you for completing your Application or Request. You may now select the **Pay Now** button to continue for Payment. If you have additional Licenses to Apply for, Renew, or Reactivate you can select the **Pay Later** button.

Note: An application is not considered submitted until payment is made. You may check the status of your License(s) by signing into the website at a Later Date and reviewing on the **My Programs** page. Application fees are non-refundable.

| Reference (Row ID) # | Program | Program Detail | Status | Fee Description | Fee Amount | Paid in Full |
|-------------------------|--------------|----------------|---------|-------------------|------------|--------------|
| 113902 | EMS Provider | AEMT | Renewal | AEMT Renewal Fee | \$10.00 | No |
| Total | | | | | | |
| | | | | Fee Amount: | \$10.00 | |
| | | | | Paid Amount: | \$0.00 | |
| | | | | Cancelled Amount: | \$0.00 | |
| | | | | Fee Due: | \$10.00 | |
| | | | | | Paymon | t Leer Opti |
| | | | | | | |
| | | | | | Pay Later | Pay Now |



Regardless of the payment option chosen, your recertification application will not be processed until payment has been received by the Bureau



If you work for a service that will be paying your rectification fee, select the "pay later" option and complete the renewal application.

Provide your service program with your name, PIN, & EMS certification number.

Your certification cannot be renewed until payment has been received by the Bureau and processed.



IDPH REGULATORY PROGRAMS Emergency Medical Services

Providers

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Make Payment

Home Sign Off Help Thank you for completing your Application or Request. You may now select the **Pay Now** button to continue for Payment. If you have additional Licenses to Apply for, Renew, or Reactivate you can select the **Pay Later** button.

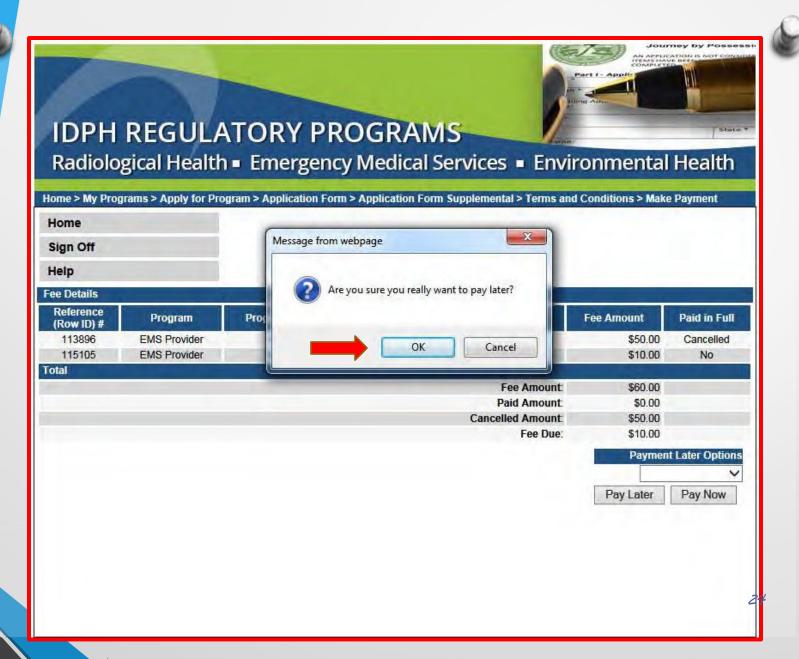
Note: An application is not considered submitted until payment is made. You may check the status of your License(s) by signing into the website at a Later Date and reviewing on the **My Programs** page. Application fees are non-refundable.

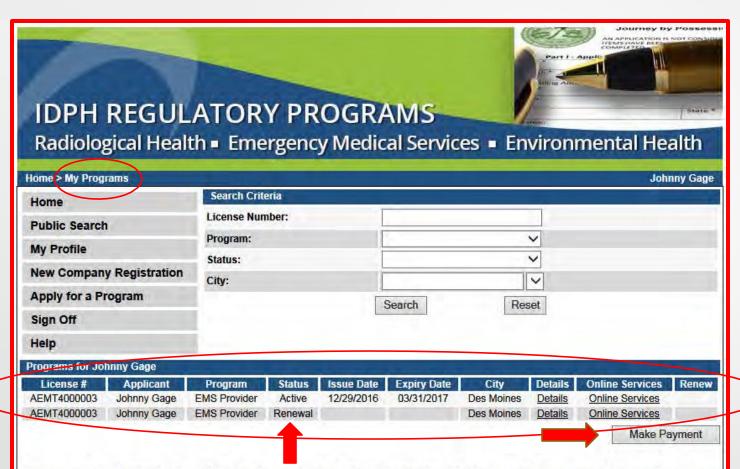
Fee Details Reference Program **Program Detail** Status **Fee Description Fee Amount** Paid in Full (Row ID) # 113902 **EMS Provider AEMT** Renewal **AEMT Renewal Fee** \$10.00 No Total \$10.00 Fee Amount: \$0.00 Paid Amount: Cancelled Amount: \$0.00 Fee Due: \$10.00

If you select the "pay later" option you can mail a check for the total amount to the Bureau – include your name, PIN, and certification number

Payment Later Options

Pay Later Pay Now





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IDPH REGULATORY PROGRAMS Emergency Medical Services

Providers

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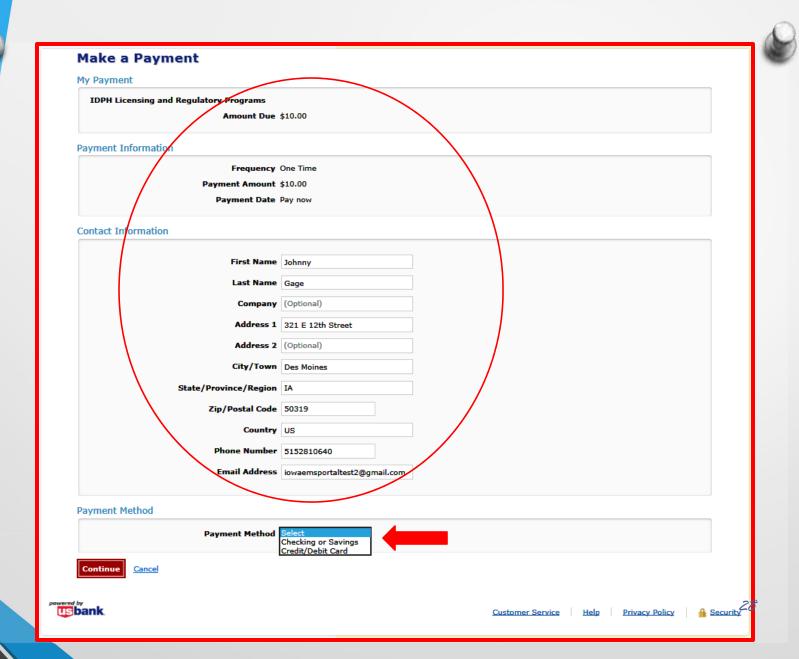
Fee Details Reference Program **Program Detail** Status **Fee Description Fee Amount** Paid in Full (Row ID) # 113902 **EMS Provider AEMT** Renewal **AEMT Renewal Fee** \$10.00 No Total \$10.00 Fee Amount: \$0.00 Paid Amount: Cancelled Amount: \$0.00 Fee Due: \$10.00

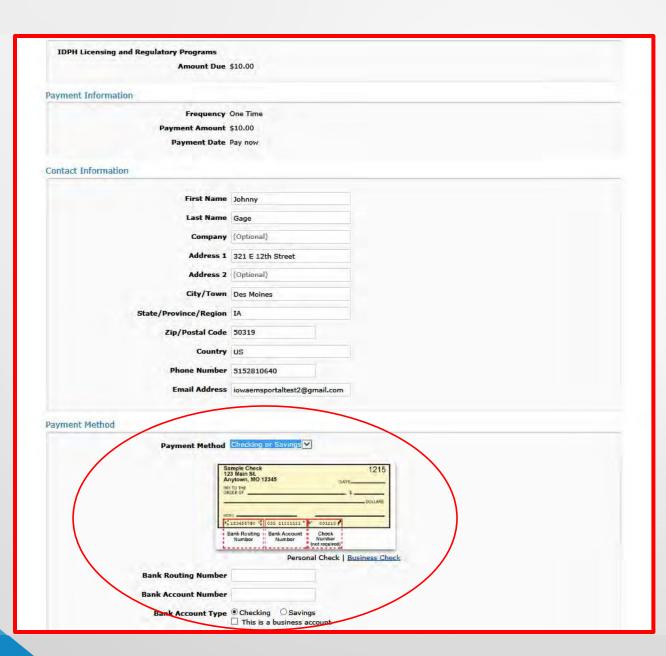
Same instructions if selecting "Pay Now" as your initial option





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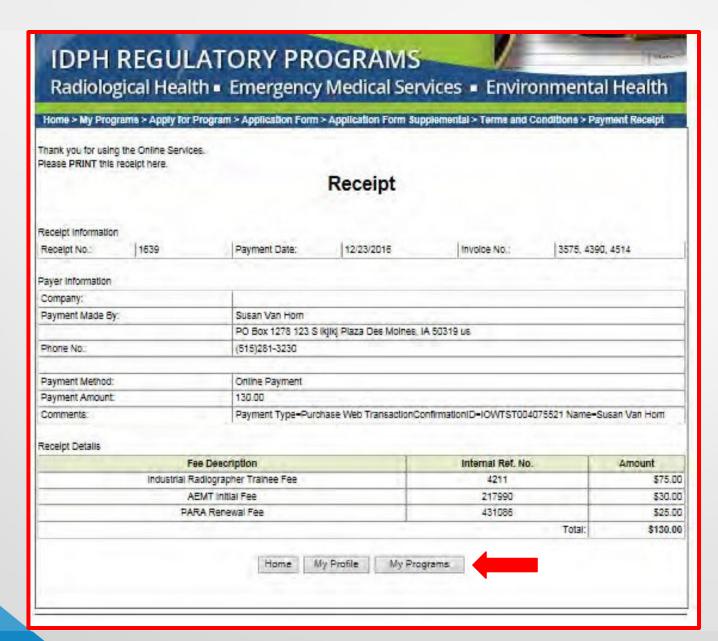




29



| | Johnny |
|-----------------------------|---|
| Li | ast Name Gage |
| | Company (Optional) |
| , | Address 1 321 E 12th Street |
| , | Address 2 (Optional) |
| C | City/Town Des Moines |
| State/Province | ze/Region IA |
| Zip/Po | ostal Code 50319 |
| | Country US |
| Phone | e Number 5152810640 |
| Emai | il Address iowaemsportaltest2@gmail.com |
| Card Expira Card Secu | d Number wition Date Month V Year V urity Code B Address • Use my contact information address Use a different address |
| | O SSG & GITTER CHE AND TO SSG |
| Continue Cartel | Customer Service Help Privacy Policy → Sec |







| | REGUL gical Heal | | | | | es • En | Part I | AN APPLICATION P | share |
|---|---------------------|------------------|--------------------------|------------|-------------|------------|----------------|------------------|---------------|
| Home > My Prog | rams | - | | | | | | Joh | nny Gage |
| Home | | Search Crit | eria | | | | | | |
| Public Search My Profile New Company Registration | | License Nun | License Number: Program: | | | | | | |
| | | Program: | | | | ~ | | | |
| | | Status: City: | | | | | | | |
| | | | | | | | | | |
| Help | | | | | | | | | |
| Programs for Jol | hnny Gage | - | - | ترتدن | there is | 10.75 | | | action of the |
| License # | Applicant | Program | Status | Issue Date | Expiry Date | City | Details | Online Services | Renew |
| AEMT4000003 | Johnny Gage | EMS Provider | Active | 12/29/2016 | 03/31/2017 | Des Moines | Details | Online Services | |
| AEMT4000003 | Johnny Gage | EMS Provider | Renewal | | | Des Moines | <u>Details</u> | Online Services | |
| | | | | | | | | Make P | ayment |

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After your renewal application has been processed and approved by the Bureau you will receive an email message indicating the renewal process has been successfully completed along with a printable copy of your EMS certification



Additional Questions

Please contact the AMANDA help desk at:

855-824-4357 or by email at:

ADPEREHreg@idph.iowa.gov