

Lead Individual New or Renewal Certification Instructions

Link to log into the portal

<https://amanda-portal.idph.state.ia.us/adpereh/portal>

Click **Sign In or Existing Users Sign In**

If you do not know your password, you can use the forgot password link at the top of the page. For password assistance, contact the help desk at 800-532-1174

Please note: if you do not already have an existing A&A ID account, you will need to click new user registration and create your A&A ID account first.

The screenshot shows the Iowa Regulatory Licensing (DIAL & HHS Public Health) portal. The header includes the Iowa logo and navigation links for Services, Agencies, and Social. A sidebar menu on the left contains links for Home, Public Search, Sign In, New User Registration, and Help. The main content area features a welcome message and three primary action buttons: Public Search, New User Registration, and Existing Users Sign-In. Below these buttons, there is a section for additional information, including links to the DIAL Bureau of Env. Health and Contractor, HHS Bureau of Emergency Medical and Trauma Services, and HHS Bureau of Radiological Health, each with a list of programs and contact information.

The screenshot shows the Sign In page of the Iowa Regulatory Licensing (DIAL & HHS Public Health) portal. The header and sidebar are consistent with the previous screenshot. The main content area is a sign-in form with the following elements: a title 'Sign In', a prompt 'For account ID, please enter your ENTAA account ID and not your email address. (Ex. firstname.lastname@iowaid)', an 'Account ID *' input field, a 'Password *' input field with a toggle for visibility, a 'Sign In' button, and links for 'Forgot Password' and 'Forgot ID'.

Once you have signed in, you will see your profile page which will include the following sections:

Select your facility name, organization name, or personal license (select a membership for your action)

Basic Profile Details – (PIN: XXXXX)

Physical Address Details

Click **Continue** after selecting personal licenses.

Iowa Regulatory Licensing (DIAL & HHS Public Health)

Select your facility name, organization name, or personal license:

Select a Membership for your Actions:

If this is a renewal and your facility is not listed or you are unsure of the application you need to submit, [contact your license program](#). **DO NOT CREATE A NEW FACILITY RECORD.**

If this is a new company registration/application, click on New Company Registration on the left side bar to create the facility record and then proceed with your new license, permit or program application.

Once you have selected your option, click 'Continue' below

Personal Licenses

Continue

Click **Apply for a License, Permit or Program** to complete a new individual lead certification application.

Click **Lead Professionals** in the dropdown menu for Program.

Click the **appropriate lead discipline** in the dropdown menu for Program Detail. (lead course completed - EBL Lead Inspector/Risk Assessor, Lead Abatement Contractor, Lead Abatement Worker, Lead Inspector/Risk Assessor, Lead Safe Renovator, Project Designer, Sampling Technician)

Iowa Regulatory Licensing (DIAL & HHS Public Health)

Apply for License, Permit, or Program

Apply for License, Permit, or Program

Program

Program Detail

Cancel Continue

For additional assistance, please click on the link below for specific Public Health's regulatory website.

[DIAL LICENSE PERMITS & REGISTRATIONS](#)

[HHS BUREAU OF EMERGENCY MEDICAL AND TRAUMA SERVICES](#)

[HHS BUREAU OF RADIOLOGICAL HEALTH](#)

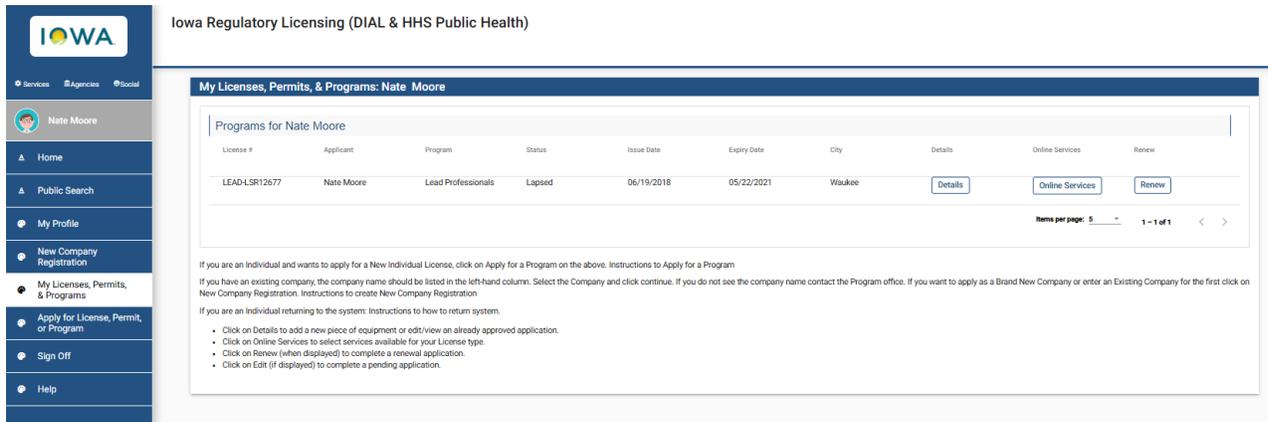
Click **Continue**.

Click **OK** on the pop-up window that asks "Are you sure you really want to apply for this program?"

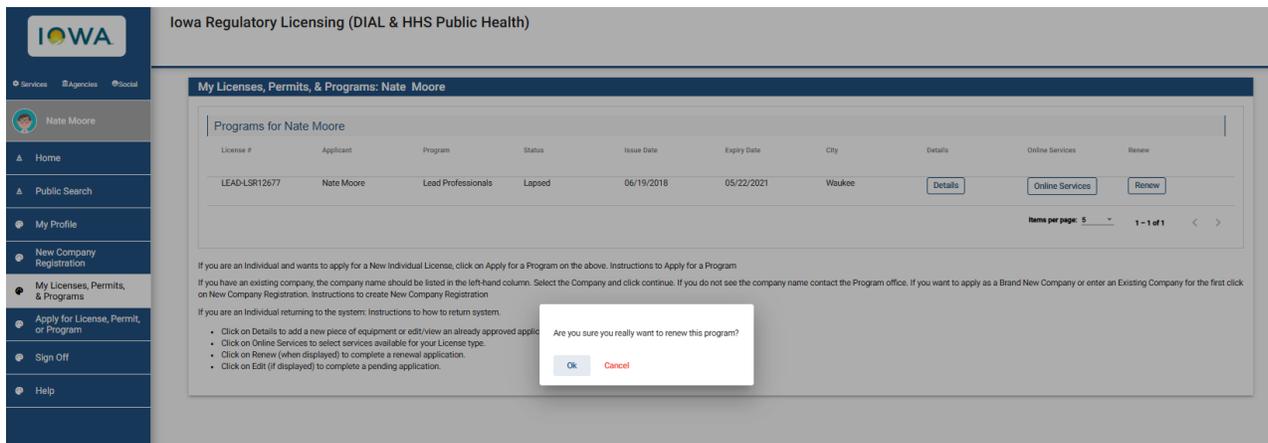
Skip to **Application Form** on the instructions below to finish your new application.

See next instruction page to start a Renewal Application.

Click **Renew** on your active or lapsed certification line to complete a renewal (**available 60 days before your expiration date**).



Click **OK** on the pop-up window that asks “Are you sure you want to renew this program?”.



Application Form answer the required questions under each section for both new and renewal applications (sections listed will be based on the lead discipline you are applying for).

- **Affirmation** - select yes or no (if you answer yes, you must provide additional details on the blank line below).
- **Lead Infos** – (Infos title will be based on the lead discipline of the application)
- **Additional Information**
- **Reciprocity** – based on EPA/Other State certification – **DO NOT** complete this section if you completed your lead course with an Iowa training provider
- **Third Party Testing**

Application Form Details

Click **Certified Firms** under the application form details section (for renewal if you get an error message uncheck the IA certified/licensed box and click save) – **DO NOT** edit existing lines except to answer these required questions (Are you currently associated with this firm? And/or Date left the firm). If you need to add a new or additional firm see Click Add on this instruction page.

Application Form Details

Certified Firms

Type of Contact *	Iowa Certification Number	IA Certified/Licensed	Are you currently associated with this firm? *	Date left the firm.	Firm/Responsible Contractor Name	Street Address	City	State	ZipCode
Firm	LEAD-FIRM12098	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mm/dd/yyyy <input type="checkbox"/>	Moore Home Improvement	26942 Hwy T30	Exlin	IA	52555

For longer tables, you will need to scroll horizontally to view more information.
Please click Save after entering each row.
Just clean all fields if you do not need a specific row or new added row.

Add **Save**

Click **Add**, complete each column (use the scroll bar to see any hidden columns to the right). **New** applicants/**Renewal** applicants (if your certification has lapsed - You are **NOT** certified yet). Please **DO NOT** enter your course certificate # as your lead certification #.

Click **Save**

Click **Reciprocity Certification ONLY** complete if you are applying with a lead course from the EPA or another state jurisdiction. If your training course certificate doesn't list your exact test score, we will need a statement from your training provider with your test score along with your jpg electronic photo file. Both should be emailed from your training provider directly to lead@dia.iowa.gov.

Reciprocity Certification

Type of training *	Name of Training Provider *	Course Name *	Address *	City *	State *	ZipCode *	Contact person	Phone Number	Score

For longer tables, you will need to scroll horizontally to view more information.
Please click Save after entering each row.
Just clean all fields if you do not need a specific row or new added row.

Add **Save**

Click **Add**, complete each column (use the scroll bar to see any hidden columns to the right).

Click **Save**

Click **Continue** at the bottom of the page.

Click **OK** on the pop-up window "Are you sure you really want to submit all application form?".

See next instruction page

Process Free Form Description - complete the necessary sections (sections listed will be based on the lead discipline you are applying for).

- **Education** – complete based on the education/experience requirement for your discipline. (disciplines that need to complete this section: EBL Lead Inspector/Risk Assessor – Lead Inspector/Risk Assessor – Sampling Technician – Lead Abatement Contractor – Project Designers)
- **Third Party Testing** – complete based on your 3rd Party Test Results for the following disciplines (Lead Abatement Contractor - EBL Lead Inspector/Risk Assessor - Inspectors/Risk Assessors - Project Designers). Please attach a copy of your 3rd Party Test Results
- **Experience** – complete based on the education/experience requirement for your discipline. (disciplines that need to complete: EBL Lead Inspector/Risk Assessor – Lead Inspector/Risk Assessor – Sampling Technician – Lead Abatement Contractor – Project Designers)
- **XRF Training** – complete and attach your XRF Course Certificate (disciplines that need to complete: Lead Inspector/Risk Assessors, EBL Lead Inspector/Risk Assessors)
- **Reciprocal Certification Exam ONLY** if you are applying with a course from the EPA or another state jurisdiction (reciprocal disciplines that need to complete: Lead Abatement Contractor – Lead Inspectors/Risk Assessors – Project Designers) – **we recommend using proctor services available at your local community colleges or libraries.**
- **Lead Terms and Conditions ONLY** if you are applying with a course from the EPA or another state jurisdiction (reciprocal disciplines that need to complete: Lead Safe Renovators Lead Abatement Workers)

Click **Add New Attachment** – see above for needed attachments for each discipline – attach a copy of your lead training course certificate, attach documentation for any YES affirmation question answer(s), **Reciprocal Applicants** – attach proof of your EPA/another state jurisdiction certification and all EPA/another state lead training course certificates. Please have your training provider email a statement with your lead course test score and jpg electronic photo file to lead@dia.iowa.gov.

Click **Continue**

Agree to the terms and conditions by clicking the box to put a checkmark

Click **Continue**

You will now see your fees due please note your application is not submitted for review until your fees have been paid. **Please note: you will need to register your lead firm and complete your firm certification application separately.**