

Instructions to apply/renew for a lead certification

Link to log into the portal

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

Click **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 OCIO at 800-532-1174

Click **Apply for a Program** or click **renew** if completing a renewal (skip to answer the questions)

Select Program as **Lead Professionals**.

Select Program Detail as the correct lead discipline course you completed. (ie: EBL Lead Inspector/Risk Assessor, Lead Abatement Contractor, Lead Abatement Worker, Lead Inspector/Risk Assessor, Lead Safe Renovator, Project Designer, Sampling Technician)

Click **Continue**.

Click **OK** on the pop-up window.

Answer the questions under affirmation, lead safe renovator infos, additional information, reciprocity **if you have taken an Iowa course: answer NO to the Reciprocity and Reciprocal questions. (only answer YES if you are applying with a course from another state)

Click **Certified Firms** under the application form details section (for renewal if you get an error message uncheck the IA certified/licensed box)

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

Click **Save**

Click **Reciprocity Certification** to be completed ONLY if you are applying with an out of state course.

Click **Continue**

Click **OK** on the pop-up window.

Click **Expand All** on the right side of the process free form description section and complete the necessary sections for your discipline.

EBL Lead Inspector/Risk Assessor - Lead Inspector/Risk Assessor – Sampling Technician – Lead Abatement Contractor - must complete **Education** – attach Form A, **Third Party Testing** (Contractor/Inspectors Only) – attach a statement from the EPA or from the state showing you passed with 80% or above score, **Experience** – attach Form B, **XRF Training** (Inspectors only) – attach XRF Certificate, **Reciprocal Certification Exam** (Reciprocal Contractor/Inspectors Only) complete only if you are applying with an out of state course – attach Proctor Form

Lead Safe Renovator - Lead Abatement Worker - must complete **Lead Terms and Conditions** ONLY if applying with an out of state course (Renovators will attach Form C, Workers will attach Form D)

Click **Add New Attachment** – see above for needed attachments for each discipline – attach a copy of your course certificate, attach documentation for any YES affirmation question answer(s), **Reciprocal Applicants** – must also attach proof of their certification in another state or with the EPA. They will also need to have their training provider email (lead.bureau@idph.iowa.gov) a statement with their lead course test score and jpg electronic photo file.

Click **Continue**

Agree to the terms and conditions

Click **Continue**

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