



Protecting and Improving
the Health of Iowans

**Bureau of Radiological Health
Radon Program**

**Guide for Application for Certification as
a Radon Measurement Specialist**

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1. Introduction

1.1 Overview.

This guide explains the requirements and process for applying for the first time as a “Radon Measurement Specialist” under IAC Chapter 43, “Minimum Requirements for Radon Testing and Analysis”.

In order to become certified in Iowa as a radon measurement or mitigation specialist there are certain qualifications that must be met along with specific training and examination. This guide explains the qualifications you need to apply for certification like work experience and/or education. Read Section 2.2 carefully to make sure you have the necessary experience and/or education to qualify for registration before taking any classes.

Under 641-43.3(136B) General Provisions - A complete application must be filed on a form or other electronic document as prescribed by the department and shall contain complete and accurate information. A person must individually qualify under a certain set of conditions in order for the application to be acceptable. An application must show positive proof the applicant meets all of the credentialing requirements. You will be prompted to upload/submit, **all** of the following information and supporting documents outlined in Section 2 with your completed application.

Under 641--43.4(2) in addition to the information out lined in this guide the department may require the applicant to submit supplementary statements containing additional information to enable the department to determine whether an application should be approved or denied, or whether a previously issued certification should be amended, suspended, or revoked.

This guide will also help you to prepare all the information and documentation you will need to have available when you are ready to apply for certification The IDPH Radon Program uses the division online AMANDA licensing portal so you will need access to a computer with internet access. You should have all documents ready in electronic format when you are ready begin your application process. If you cannot convert your documents to an electronic format or if you do not have access to a computer or the internet, please contact the Radon Program at (515) 281-4928.

1.2 Definitions.

“AARST/NRPP or NRPP” means American Association of Radon Scientists and Technologists/National Radon Proficiency Program; www.aarst-nrpp.com

“ANSI” means American National Standards Institute; www.ansi.org

“EPA” means the United States Environmental Protection Agency; www.epa.gov/radon

“NRSB” means National Radon Safety Board; www.nrsb.org

1.3 Training and Examination Requirements.

To become certified as ad Iowa Radon Measurement Specialist you must complete you must complete a department approved initial radon measurement class and pass a department approved mitigation proficiency exam.

A department approved training class and exam is an initial training class and exam approved and accepted by either the American Association of Radon Scientists & Technologist/National Radon Proficiency Program (AASRT/NRPP) or the National Radon Safety Board (NRSB) for certification.

1.3.1 Training.

An initial measurement training class is typically at least 16 hours. Classroom training in Iowa is facilitated by MURC. This is typically a 2 day, 16 hour, class with an opportunity to take the exam after class completion.

1.3.2 Examination

The department does not provide an exam. If you complete a class that does not provide an approved exam then you will need to make arrangements through either AARST/ NRPP, NRSB or MURC to take an exam. Contact information for these organizations can be found below.

You must pass the mitigation exam with a score of at least 70%.

1.3.3 Training and Examination Providers

Listings of approved training classes and information on taking an exam can be found at the following websites or by calling the number provided:

- AARST/NRPP: Approved training: <http://aarst-nrpp.com/wp/certification/radon-training/>
Exam: email exams@nrpp.info, through PSI: <https://candidate.psiexams.com/>
Phone: (828) 348-0185
- NRSB: Approved training: <http://www.nrsb.org/courses.asp>
Exam: <https://www.nrsb.org/exams/exam-information/>
Phone: (866) 329-3474
- Midwest Universities Radon Consortium (MURC) at the Kansas State University Engineering Extension; <https://radoncourses.com/online> or by calling 833-723-6222.

You do not have to become certified through AARST/NRPP or NRSB to perform mitigation work or to become certified in Iowa, you only need to complete the class and take the required exam.

1.4 Regulations and Standards.

A copy of Iowa Administrative Code 641 Chapter 43 “MINIMUM REQUIREMENTS FOR RADON TESTING AND ANALYSIS” and information on current EPA standards of practice can be found at the department’s radon website: www.idph.iowa.gov/radon. The website also has other useful resources.

IAC 641—43.4(1) a. 6 requires that an individual acknowledge that they will follow all EPA radon measurement guidelines and protocols. The current list of EPA standards of practice are those published by ANSI/AARST and can be found on the EPA Radon website at www.epa.gov/radon/radon-standards-practice. The list currently includes the following:

- ANSI/AARST *Radon Measurement Systems Quality Assurance* (MS-QA 2019)
- ANSI/AARST *Protocols for Measuring Radon and Radon Decay Products in Homes* (MAH 2019)
- ANSI/AARST *Protocols for Measuring Radon and Radon Decay Products in Schools and Large Buildings* (MALB 2014)
- ANSI/AARST *Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings* (MAMF-2017)

These documents can be viewed for free from the above EPA website or by visiting <https://standards.aarst.org/>.

Hard copies and printable .pdf versions can be purchased from the above AARST website or from www.ansi.org.

1.5 Initial Certification Fees.

The following fees must be paid at time of application. These fees are non-refundable. An application will not be processed until the appropriate fees are paid.

- a. Initial application fee is \$25 for Iowa residents and \$100 for nonresidents.
- b. Certification fee is \$250.

Therefore the total initial certification fee for an Iowa resident is \$275 and nonresident \$350.

2. Required information and Documentation for Application

2.1 Birthdate

An individual must be at least 18 years of age to obtain credentialing. The applicant's birth date must be provided. Additional documentation proving the applicant's age may be requested.

2.2 Work Experience/Education

The individual must possess two years of relevant professional work experience. Relevant postsecondary education may be substituted for professional work experience.

- Relevant professional work experience includes house testing/evaluation for the presence of radon, design and installation of heating, ventilation and air-conditioning systems, design or construction of buildings, or related activities approved by the department. See list under section a) below.
- Relevant postsecondary education includes a college curriculum in architecture, engineering, building construction or the physical sciences.

a. To use work experience only:

To meet the two-year work experience requirement, a detailed resume must be provided that includes, for each employer:

1. dates of employment (month and year),
2. the approximate amount of hours worked per week,
3. detailed information concerning your job functions, work performed, and responsibilities.

The following work related areas can be used to show the appropriate type of work experience, but is not all inclusive:

- Home Inspection
- Heating & Cooling (HVAC)
- Plumbing
- Remodeling
- Electrical
- Radon mitigation

b. To use education only:

Provide a college transcript showing 2 years of relevant education in:

- Architecture
- engineering
- building construction or
- the physical sciences which include astronomy, chemistry, geology, physics, and atmospheric sciences.
- or other curriculum as approved by the department

One year of post-secondary education consists of a minimum of 24 semester hours, of which at least ten hours must be in the above subject areas, or 36 quarter hours, of which at least 15 hours must be in the above subject areas.

c. To use a combination of work experience and education:

If the applicant wishes to use a combination of post-secondary education and work experience to qualify the following must be provided:

1. A college transcript demonstrating post-secondary education as outlined item b. above for each year not covered by work experience in Item 2. below.
2. A detailed resume as outlined in Item a. above for each year not covered by post-secondary education in Item 1. above.

2.4 Radon Affirmation Statements

You must acknowledge that you agree to the following (these statements will be included in the online application process):

- 1) I will submit radon test results every 30 days to the radon program within IDPH. The radon test results will be submitted on a form provided and in a manner approved by the department.
- 2) I will keep all records for a minimum of 5 years after a radon test is completed.
- 3) I will submit any changes in procedures within 14 days to IDPH.
- 4) I will acquire at least 8 hours of continuing education credits every two years before certification is renewed and provided the required documentation of completion.
- 5) I will ensure that no one except the certified person named on the application will perform (place and pick-up) any radon tests using the approved method and equipment for which I am approved for in Iowa, and all EPA and Department radon measurement guidelines and protocols as listed in EPA's referenced Standards of Practice will be followed.

2.5 Affirmation Questions

The following questions are required to be answered as part of the application process and are included in online application. If a "Yes" answer is provided and additional documentation is required, please have the documentation ready for upload/submittal.

- 1) Do you have a medical condition, which in any way currently 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.
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.
- 1) Have you, within the past 5 years, engaged in the illegal or improper use of drugs or other chemical substances?
If yes, provide a statement and a copy of relevant documentation including records from a physician or treatment program.
- 2) Have you ever been convicted of, or entered a plea of no contest to a misdemeanor or felony crime? (Other than minor traffic violations with fines under \$250). You must answer "yes", if the court expunged the matter or the court deferred judgment.)
If yes, include the date, location, charging orders, court disposition, and current status (i.e. probation) for each charge.
- 3) Has any state or other jurisdiction of the United States or any other nation ever limited, restricted, warned, censured, placed on probation, suspended, revoked, or otherwise disciplined a professional license, permit, registration, or certification issued to you?
If yes, include the date, location, reason, and resolution.
- 4) Have there ever been judgments or settlements paid on your behalf as a result of a professional liability case?
If yes, include the date, location, reason, and resolution.
- 5) Have you ever had a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body?
If yes, provide a description of the circumstances.

Per IAC 641--43.4(2), the department may require the applicant to submit supplementary statements containing additional information to enable the department to determine whether an application should be approved or denied, or whether a previously issued certification should be amended, suspended, or revoked.

2.6 Testing Methods

All measurement devices used must be NRPP or NRSB certified for radon and be listed on the associated website, <https://nrpp.info/devices/approved-devices/> or <https://www.nrsb.org/devices/device-listings/>. For passive lab analyzed devices a list of Iowa certified labs can be found here; <http://www.idph.iowa.gov/radon/test>.

You will need indicate each testing method you wish to be certified to use. Your choices are:

- Activated charcoal adsorption (CC)
- Alpha Track detectors (AT)
- Continuous radon monitor (CR or CRM)
- Charcoal liquid scintillation (LS)
- Electret (EL), includes short and long term
- Unfiltered Alpha Track detectors (UT)

2.7 Quality Assurance/Quality Control (QA/QC) plans

A separate QA/QC plan for each measurement method or equipment type to be used must be submitted. A QA\QC plan shall follow the requirements outlined in the ANSI/AARST standard, *Radon Measurement Systems Quality Assurance* (MS-QA 2019). See section 1.1 above for links to view or purchase copies of the standards. Information on how to develop an acceptable QA/QC plan or a QA/QC template may also be available from your measurement device provider or from AARST for free or for a fee. See <https://sites.google.com/view/radonmeasurement-meas/home/user-tools?authuser=0> for sample forms, templates and/or other information on using the ANSI standards.

Passive devices used with active devices for performing duplicates only, do not need QA/QCs plans and/or SOPs, and the results from these devices are not reported to IDPH.

Specific Iowa rule requirements for the QA\QC plan content in addition to that found in the standard includes the following:

- If passive laboratory analyzed devices such as activated charcoal detectors (CC), Alpha Track detectors (AT & UT), liquid scintillation (LS), etc. are used the names and addresses of the Iowa certified laboratories for those devices must be included in the QA\QC.
- If an active device such as a continuous radon monitor (CRM) is used the name of the manufacturer, device name and model number and a picture of the monitor must be included in the QA\QC.

2.8 Standard Operating Procedures (SOPs)

If the below information is not included in the QA\QC then a separate Standard Operating Procedures (SOPs) for each measurement method or equipment type must be submitted. Standard Operating Procedures must include information concerning:

- The placement and pickup of devices used.
- Who performs the tests.
- What measures will be used to ensure all tests were in conformance with EPA protocols and procedures.

2.9 Confidentiality Waiver

Submit an example of the confidentiality waiver that will be used when you are requested to release test results to person(s) other than the owner of the building being tested as described below in IAC 641-43.6(4) c. (Iowa Code section 136B.2 b.):

A person shall not disclose to any other person, except to the department, the results of a test or the address or the name of the owner of a nonpublic building that the person tested for the presence of radon gas and radon progeny, unless the owner of the building waives, in writing, this right of confidentiality.

Any test results disclosed shall be results of a test performed within the five years prior to the date of the disclosure.

Exemption to above:

However, a person certified or credentialed pursuant to section 136B.1 may disclose the results of a test performed by the person for the presence of radon and radon progeny to a potential buyer of a nonpublic building when an offer to purchase has been presented by the buyer and if the potential buyer paid for the testing.

An example waiver can be found in a downloadable ZIP file titled Measurement Waivers under the “Resources for applicants and certified individuals” section at the bottom of the page on our website at www.idph.iowa.gov/radon/get-certified.

2.10 Applying for Certification

The Radon Program within the Bureau of Radiological Health uses an online licensing portal called AMANDA. This system will need to be used to submit your initial application for certification, submit changes to your application and then complete required reporting, submit changes to your application and to renew your certification.

For instructions for using the new portal begin here: <http://www.idph.iowa.gov/regulatory-programs/radon> there will be link to the licensing portal where you can set up and view your account or renew your certification.

If you do not have access to a computer or internet please call (515) 281-4928.

This guide will help you to prepare all the information and documentation you will need to have available and/or upload to the AMANDA system. Have all documents ready in electronic format when you begin your application process. If you cannot convert your documents to an electronic format please call (515) 281-4928.

3. After Certification Approval

3.5 Record Keeping.

As a condition of certification you are required to report radon testing activity to the department every 30 days even if no testing is done, report test data within 30 days of completion of a test and maintain testing records for a minimum of 5 years. See IAC 641—43.6 for the testing records requirements.

Monthly logging of radon testing activity shall be performed via the AMNADA online licensing portal along the upload of any testing data. The radon test results shall be submitted using the Excel spreadsheet template sent to along with instruction on completing the template and using the AMANDA system to report monthly testing activity will be emailed to you after approval of your certification. The template and instructions can also be downloaded at the following website under “Resources for applicants and certified individuals”; <https://www.idph.iowa.gov/radon/get-certified>

3.6 Application Changes.

Any changes to your application such as change of employer or addition/deletions of testing method types shall be made to the department within 14 days of occurrence.

NOTE: Additional testing method types can be added to your certification at any time with the submission of an appropriate QA\QC plan for that method. There is no charge for this.

3.7 Certification Renewal.

Renewal is yearly based the last day of the month in which your certification was approved. Renewal fee is \$250.

3.8 Continuing Education.

You are required to complete 8 hours of department-approved continuing education (CE) courses or seminars on either radon measurement or mitigation or both every 2 years. See section 2.3 for links to listing of approved CE courses.

NOTE: If you have both an Iowa measurement specialist certification and mitigation specialist credential you will need to complete 8 separate hours of continuing education to renew each certification. You cannot use the same class to renew both licenses unless it is 16 hours or combined with other approved CE hours that equals or exceeds 16 hours.