



Protecting and Improving
the Health of Iowans

**Bureau of Radiological Health
Radon Program**

**Application Guide for Obtaining a
Credential as a Radon Mitigation
Specialist**

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TABLE OF CONTENTS

<u>Section</u>		<u>Page</u>
1.	Introduction	1
	1.1 Overview	1
	1.2 Definitions	1
	1.3 Regulations and Standards	1
	1.4 Training and Exam Requirements	1
	1.5 Fees.....	2
2.	Required information and Documentation for Application	3
	2.1 Birthdate	3
	2.2 Experience and/or Education	3
	2.3 Training Course Completion and Test Verification.....	4
	2.4 Radon Affirmation Statements	4
	2.5 Affirmation Questions	4
	2.6 Quality Assurance Plan	5
	2.7 Worker Protection Plan	6
	2.8 Sample Installation Manual	6
	2.9 Building Owner Waivers	7
	2.10 Division of Labor Registration.....	8
	2.11 Applying for Credentialing	8
3.	After Credential Approval	9
	3.1 Record Keeping.....	9
	3.2 Credential Renewal	9
	3.3 Continuing Education Requirements	10

1. Introduction

1.1 Overview.

This guide explains the requirements and process for applying for the first time as a “Radon Mitigation Specialist” under IAC Chapter 44, “Minimum Requirements for Radon Mitigation”.

In order to become credentialed in Iowa as a radon mitigation specialist there are certain qualifications that must be met along with specific training and examination, see Section 1.2. This guide explains the qualifications you need to apply for credentialing 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 641-44.3 (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--44.4(2) in addition to the information outlined 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 credential 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 credentialing 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

“ASTMI and ASTM E2121” means American Society for Testing and Materials International, ASTM E2121 - Standard Practice for Radon Mitigation Systems in Existing Low-Rise Residential Buildings; www.astm.org

“EPA and EPA RMS” means U.S. Environmental Protection Agency, Radon Mitigation Standards (EPA 402-R-93-078, Revised April 1994); www.epa.gov/radon

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

1.3 Regulations and Standards.

A copy of Iowa Code 136B RADON TESTING and Iowa Administrative Code 641 Chapter 44 “MINIMUM REQUIREMENTS FOR RADON MITIGATION” can be found at the department’s radon website: www.idph.iowa.gov/radon. The website also has other useful resources.

A credentialed mitigation specialist shall comply with department standards and all the requirements as stated in EPA's Radon Mitigation Standards (RMS) EPA 402-R-93-078, October 1993 (Revised April 1994) and ASTM E2121. As of May 2006, EPA's Radon Mitigation Standards (EPA 402-R-93-078, Revised April 1994) are no longer recommended or available on their website but a copy is available from the IDPH Radon Website, www.idph.iowa.gov/radon, under the Fix section. Copies of ASTM E2121 can be purchased from the ASTM website www.astm.org.

Note: Be advised the Iowa Radon Program requires that all "shoulds" will be designated as "shalls" in any EPA and ASTM documents.

1.4 Training and Examination Requirements.

To become credentialed as an Iowa Radon Mitigation Specialist you must complete a department approved initial radon measurement class and an initial radon mitigation 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.

- Measurement class - As a prerequisite to the mitigation class you must complete an approved radon measurement class, typically 16 hours.

NOTE: Completing the above class and obtaining an Iowa Radon Mitigation Specialist credential does not allow you to perform radon testing such as pre or post mitigation system installation testing that is provided to clients unless you also obtain an Iowa Radon Measurement Specialist certification. This does not include worker protection monitoring.

- Mitigation class - You must complete an initial radon mitigation training class. This is typically a 3 day (24 hour) class. Classroom training in Iowa is facilitated by MURC. This is typically a 3 day 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%.

As a reminder, you do not have to take the certification exam for measurement unless you also want to get an Iowa radon measurement specialist certification.

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 credentialed in Iowa, you only need to complete the class and take the required exam.

1.5 Initial Credentialing Fees.

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

- A nonrefundable initial application fee is \$25 for Iowa residents and \$100 for nonresidents.
- Credentialing fee of \$150. This fee is refundable if credentialing is not completed.

Therefore the total credentialing fee for an Iowa resident is \$175 and nonresident is \$250.

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 applicant must possess **3 years** of relevant professional work experience and/or relevant post-secondary education. Up to 2 years of relevant post-secondary education can be substituted for work experience.

Resume Content - The resume must include the following information for each employer:

- Company/employer name, address and contact information
- Dates of employment from mm/yyyy to mm/yyyy
- Approximate hours worked per week, month or year
- A detailed description of job functions or work performed.

Post-Secondary Education - 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.

2.2.1 To use work experience only:

The applicant must provide proof in the form of a detailed resume that they have 3 years of full-time hands-on building construction or contractual experience in one or more of the following areas:

- Heating & Cooling (HVAC) installation and/or maintenance
- Plumbing installation and/or maintenance

- Carpentry framing, finishing, installation and/maintenance
- Remodeling installation and/or maintenance
- Drywall Installation
- Electrical installation and/or maintenance
- Roofing installation and/or maintenance
- Waterproofing installation
- Radon mitigation installation
- Concrete-basement pours, slab on grade, driveway-side walk building construction related installation
- Brick laying (Masonry) installation and/or maintenance
- Maintenance relating to building construction
- Trenching relating to building construction

2.2.2 To use education and work experience:

An applicant may substitute up to 2 years of post-secondary education for the required 3 years of work experience. Post-secondary curriculum must be in one or more of the following areas:

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

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

- a. A college transcript demonstrating post-secondary education as outlined above for each year, up to 2 years, not covered by work experience in Item b. below.
- b. A detailed resume as outlined in Item 2.2.1 demonstrating hands on fulltime experience in one of the construction trades listed in Item 2.2.1 for each year not covered by post-secondary education in Item a. above:

2.3 Training Course Completion and Test Verification.

The applicant must submit/upload a copy of the following documents:

- 1) Your completion certificates for an approved initial radon measurement and an initial radon mitigation course.

AND

- 2) Your AARST/NRPP or NRSB mitigation examination completion letter showing a passing score of at least 70 percent.

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 keep all records for a minimum of 5 years after the radon mitigation installation is completed.
- 2) I will submit any changes in QA/QC procedures within 14 days to IDPH.
- 3) I will acquire at least 8 hours of continuing education credits every two years before my credential is renewed.
- 4) I will conduct business in accordance with all local building codes and ordinances and within the standards, guidelines and protocols established and referenced by EPA and ASTM E2121.

Note: Be advised the Iowa Radon Program requires that all “shoulds” will be designated as “shalls” in any EPA and ASTM documents.

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 Quality Assurance/Quality Control (QA/QC) plan.

Applicants must submit a quality assurance plan for performing mitigation installations that addresses and includes all of the following:

- 1) All diagnostic tests performed on a building before mitigation must be spelled out to include what type of test(s) will be performed and what the purpose is for performing the test (s). Types of tests performed may include indoor ambient radon measurements, radon entry point measurements, sub- slab communication measurements, blower door tests, etc. Diagnostic test performed must include the name (s) of the individual(s) performing the tests. Each test should be described in detail along with the manufacturer's name and model number for any equipment used. If the equipment used in performing diagnostic test(s) has a required calibration frequency issued by the manufacturer, the calibration frequency for the equipment must be documented in the application.
- 2) A complete description of the most commonly used mitigation materials and mitigation strategies offered must be documented in the plan. If an uncommon mitigation strategy is occasionally performed, a detailed description of this strategy and the materials used must also be documented in the application.
- 3) If any other related services such as pre-mitigation and post-mitigation radon measurements, soil radon measurements, water radon measurements, or other types of mitigation and measurement services are offered within your place of business or occupation, a list of those services must be fully documented in the plan.
- 4) An explanation of when the waivers as described in section 2.8 will be used and include examples of each.

2.7 Worker Protection Plan.

Radiation exposure to workers must be kept as low as is reasonably achievable (ALARA). Applicants must design a mitigation worker protection plan which addresses or includes the items outlined in Section 12 of the EPA RMS and/or Section 6 of ASTM E-2121. See Section 1.3 of this guide for information on downloading a copy of the EPA RMS or to order a copy of ASTM E2121. An example WPP is available on our website under the Get Certified section.

Exception: A worker protection plan is not required for a contractor who is a sole proprietor unless required by state or local regulations. However, you may want to develop and submit one so it is on file if you do add employees who will be performing radon mitigation work.

2.8 Sample Installation Manual.

Provide an example of an installation manual that you would give to a homeowner for installing an activated sub-slab or sub membrane depressurization system. According to 18.5 of the EPA RMS, and section 7.7.3 of ASTM E2121, the manual must fully explain how the system operates, where all the components are located, all warranty information, and what steps an owner must take to maintain or ensure the system is operating, including the following:

- a. Any building permits required by local code.
- b. Copies of the Building Investigation Summary and Floor Plan Sketch.
- c. Pre and post mitigation radon data.
- d. Copies of contracts and warranties.
- e. A description of the mitigation system installed and its basic operating principles.
- f. A description of any deviations from RMS and or State requirements.
- g. A description of proper operating procedures of any mechanical or electrical systems installed, including manufacturer's operation and maintenance instructions and warranties.
- h. A list of actions for clients to take if the system failure warning device indicates system failure or degradation.
- i. The name, telephone, and IA Radon licensing number of the contractor, and phone number of the state radon office.

2.9 Building Owner Waivers.

There are several instances in Chapter 44, where a signed waiver from the building owner for specific acts may be required. Examples of the waivers you will use must be provided with your application and the use of any waivers must be referenced in your mitigation QA\QC plan outlined in section 2.5. Copies of these signed waivers must be maintained for 5 years under the record keeping requirements of IAC 641--44.6, 4. through 6.

A. Confidentiality Waiver.

IAC 44.3(5) c. states that a credential person shall not disclose to any other person, except to the department or its agents,

- 1.) the addressee or owner of a nonpublic building,
- 2.) the radon levels present in the building or
- 3.) abatement measures needed or performed,
- 4.) unless the building owner waives this right of confidentiality in writing.

B. Pre and/or Post-mitigation Testing Waiver.

IAC 44.3(5) states that a credentialed person shall:

d. Ensure that each building is tested for radon levels before and after mitigation work is performed. Such tests shall be of sufficient type, duration and consistency and shall be performed at such times and under such ventilation conditions as to allow for comparison of before and after mitigation radon levels. Premitigation and postmitigation radon tests shall be performed independently by a measurement specialist or technician who is not employed by the same firm as the mitigation specialist performing the mitigation. Postmitigation radon tests shall be started no sooner than one day after mitigation is completed. This requirement is not binding if the building owner waives the procedure, on a form prescribed by the department, before the mitigation process has started.

Therefore a waiver would be needed to be signed by the building owner **before the mitigation process has started** for any the following scenarios:

1. Releasing any of the information outlined in item A above to anyone but the building owner.
2. Owner agrees to not having a pre mitigation test done by a certified measurement specialist (i.e.: has done their own passive test).
3. Leaving a test kit for the owner or the owner obtaining his own test kit to perform the postmitigation test.
4. When you or other member of your staff have performed the premitigation test or will perform the postmitigation test. (Reminder: you have to be certified as an Iowa Radon Measurement Specialist to perform pre and/or post mitigation testing)

It is important that the waiver clearly states which of the above rights or procedures the building owner is waiving.

The use any of the above waivers must be referenced in your mitigation QA\QC plan outlined in section 2.5.

An example of the above waivers can be found on our website at <http://www.idph.iowa.gov/radon/get-certified> under the Resources for applicants and certified/credentialed individuals section. Click on “Mitigation Waivers” to download the ZIP file. An instructions/explanation document is also included in the ZIP file.

2.10 Division of Labor Registration.

Your business/company will also need to be registered with the Iowa Division of Labor within Iowa Workforce Development to perform work as a contractor in Iowa.

Information on contractor registration can be found here www.iowacontractor.gov/contractor-registration or by calling (515) 242-5871.

2.11 Applying for Credentialing.

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 credentialing, submit changes to your application and complete required reporting, submit changes to your application and to renew your credential.

For instructions for using the licensing 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 and apply for credentialing.

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

3. After Credential Approval

3.1 Record Keeping.

You are required to maintain records for a period of 5 years that must include but is not limited to the following:

1. The address or location of the building.
2. The name and phone number of the owner(s) of the building where the radon mitigation is conducted.
3. A written description of each mitigation system and materials installed, diagnostic test results and cost of each system.
4. The name of the certified radon measurement specialist or technician used to perform radon or radon progeny testing before and after radon mitigation of a building. This requirement does not apply if the building owner has waived the testing requirement set forth in 641—subrule 44.3(5) and the mitigation specialist maintains a copy of the signed waiver.
5. The results of any initial or follow-up radon or radon progeny measurements performed and the measurement methods utilized. This requirement does not apply if the building owner has waived the testing requirement set forth in 641—subrule 44.3(5) and the mitigation specialist maintains a copy of the signed waiver.
6. The results of the postmitigation radon measurements performed, including method of measurement and all pertinent dates. This requirement does not apply if the building owner has waived the testing requirement set forth in 641—subrule 44.3(5) and the mitigation specialist maintains a copy of the signed waiver.

The following mitigation system information is required to be reported via your account on the online portal (AMANDA) as part of your credential renewal. You can enter the information as the mitigation systems at any time during the licensing period but must be completed but must be entered at time of renewal to calculate your renewal fee, see below for more information on renewal fees. The information to be reported includes:

- Building Owner Name
- Building Owner phone number
- Physical address of installation including street address, City State and Zip.
- Installation date
- Employer at time of installation

Instructions for entering mitigation systems installed information can be found here:

<http://www.idph.iowa.gov/regulatory-programs/radon>

3.2 Application Changes.

Any changes to your application such as change of employer shall be made to the department within 14 days of occurrence. This will require submission of new documents outlined in sections 2.5 through 2.8 above. You will also be responsible for coordinating payment for all mitigation systems you installed for your previous employer, see Section 3.3 below.

3.3 Credential Renewal.

Your credential will be renewed yearly based your expiry date which is the last day of the month in which your credential was originally approved. The renewal fee is \$150 or a mitigation system installation surcharge fee of \$40 per mitigation system installed (as defined in 641—44.2(136B)) costing more than \$200, whichever is greater. With each renewal, a credentialed person must submit legal documentation of the number of mitigation systems installed the previous credentialing year. Reporting mitigation system installations is done via your account in AMANDA.

Instructions for renewing your Iowa mitigation credential and for entering mitigation system installation information can be found here:

<http://www.idph.iowa.gov/regulatory-programs/radon>

3.4 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. It is reported at time of the renewal it is due with. You will report the number of hours completed and upload a copy of you CE completion certificate. See section 2.3 for links to listings 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 credential. You cannot use the same class to renew both credentials unless it is 16 hours or combined with other approved CE hours equals or exceeds 16 hours.