Underground Storage Tanks Professional Certifications Database User Guide

October, 2024

Table of Contents

## Initial Login
Register for State of Iowa OKTA account

On the Home page, see "Create an account" and "Instructions to create an account" buttons. These buttons will take you to the State of Iowa instructions on account creation. Please use the email submitted to the UST Section as your work email address to create your account.

If, upon first login to the system, you do not see your name and certification information presented, contact UST Certifications Coordinator (contact information available on the "Contact" page.
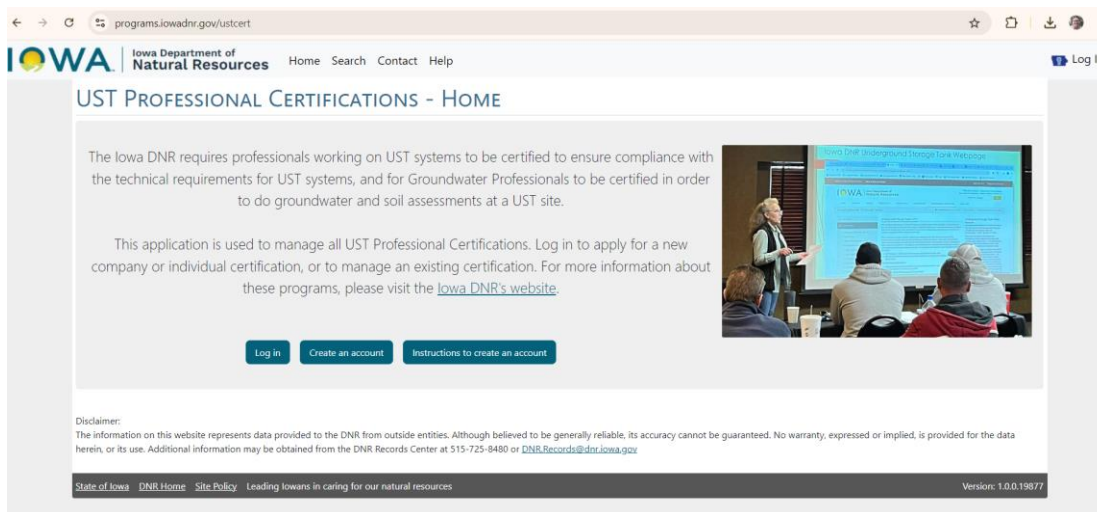
Public Search

The Search function takes the place of the online UST Licensing lists and CGP lists published and regularly updated on the DNR's UST section webpages. This search feature will show up to date data for all individuals in the database. The search default is to only present currently certified individuals and companies, but expired certificates can be searched as well by checking the box "Include expired certifications in search results." The data presented for individuals is their work contact information.
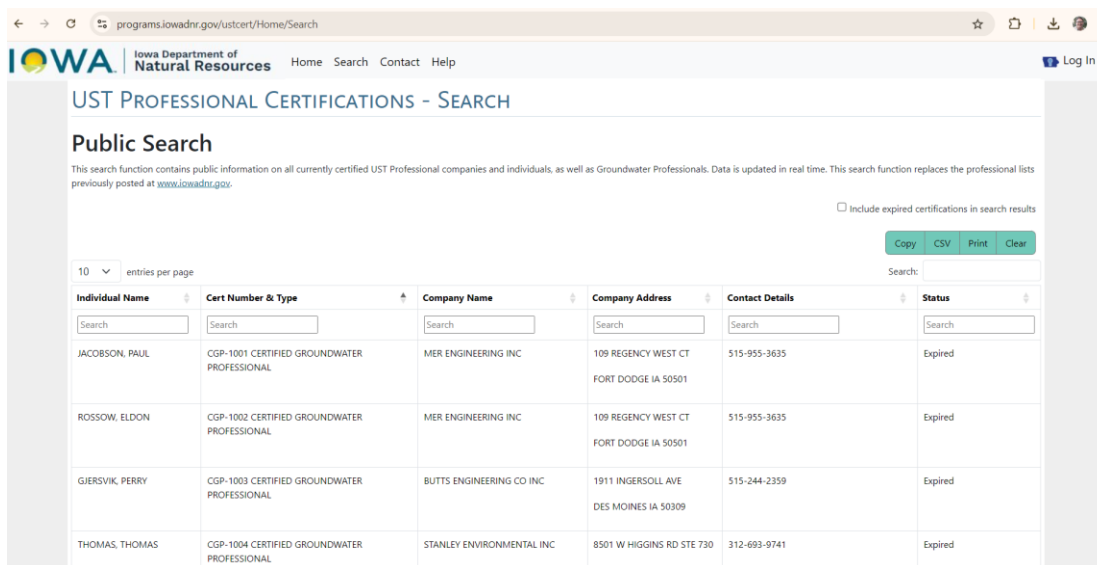
Users can search using the general search box under the "Copy/CSV/Print/Clear" buttons, or by using the search boxes above each column of results data. Multiple types of data can be searched using this second method - for example, a user could search for "Removers" in the "*Cert Number & Type*" field and "Des Moines" in the "*Company Address*" field.

The "Copy" button will copy the search results to the user's device clipboard. The "CSV" button will download the search results to the user's device in a CSV formatted Excel spreadsheet. The "Print" button will create a printer friendly version of the search results the user can then print using their devices' printer function. The "Clear" button will clear all search fields and set the search to default.

Applying for an Initial Certification

See the "Initial Login" section for information on setting up a State of Iowa OKTA account if you don't have one. Once you have one set up, log into the UST Professional Certifications system.

Upon initial login to the system, there will be 3 separate application buttons:
- Initial Individual UST Professional Certification Application
- Initial Groundwater Professional Certification Application
- Initial UST Professional Company Certification Application

Select the applicable application button and the application will launch. For information on each certification, please visit the DNR's UST website.
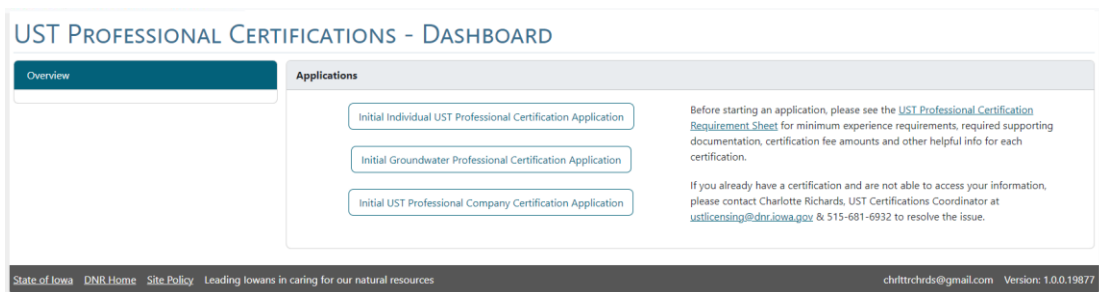
Initial Individual UST Professional Certification Application

This application is only for individuals who have never held an Iowa UST Professional Certification of any type.
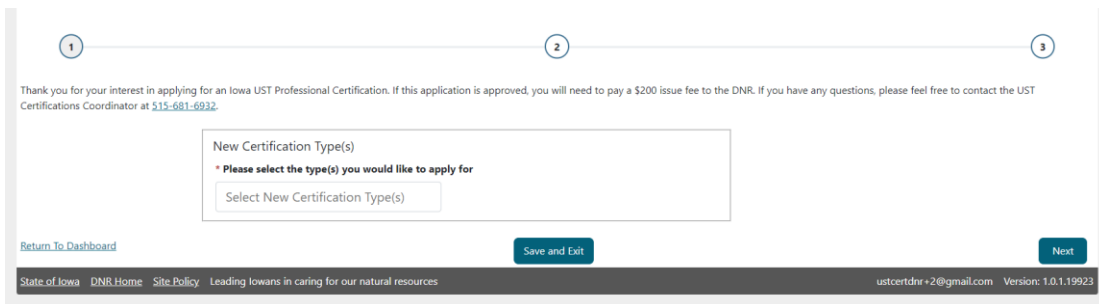
Application Basics

Throughout the application you will see:
- A progress bar will appear on the top of the application.
- "Save and Exit" will save your selection and return you to your Dashboard Overview.
- "Return to Dashboard" will take you to your Dashboard Overview without saving your edits.
- "Next" will save your selection and take you to the next page of the application.

Page 1

The applicant can select the new certificate type(s) they are applying for in the dropdown menu in the box "New Certification Type(s)." At least one certification type needs to be selected in order to go to the next page of the application, and multiple types can be applied for in 1 application.

UST Professional Certifications – Page 1: Application
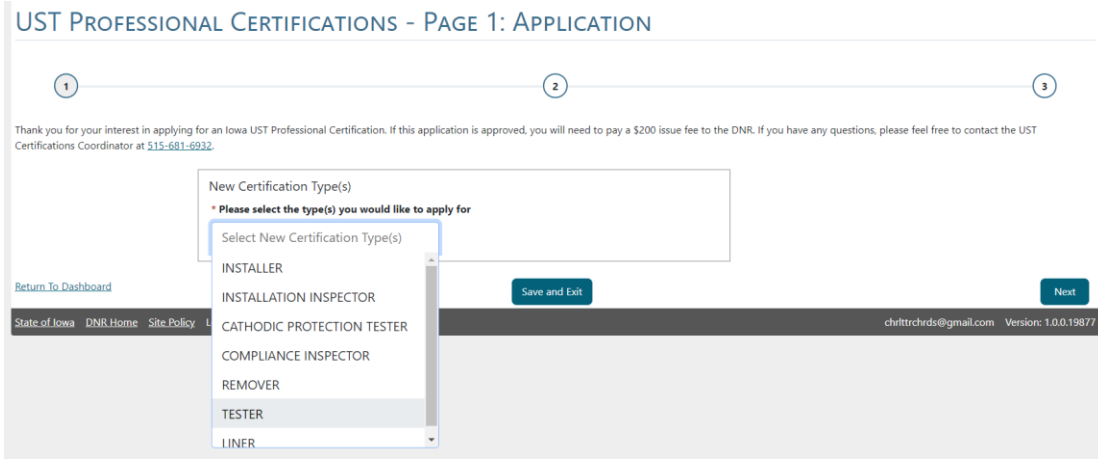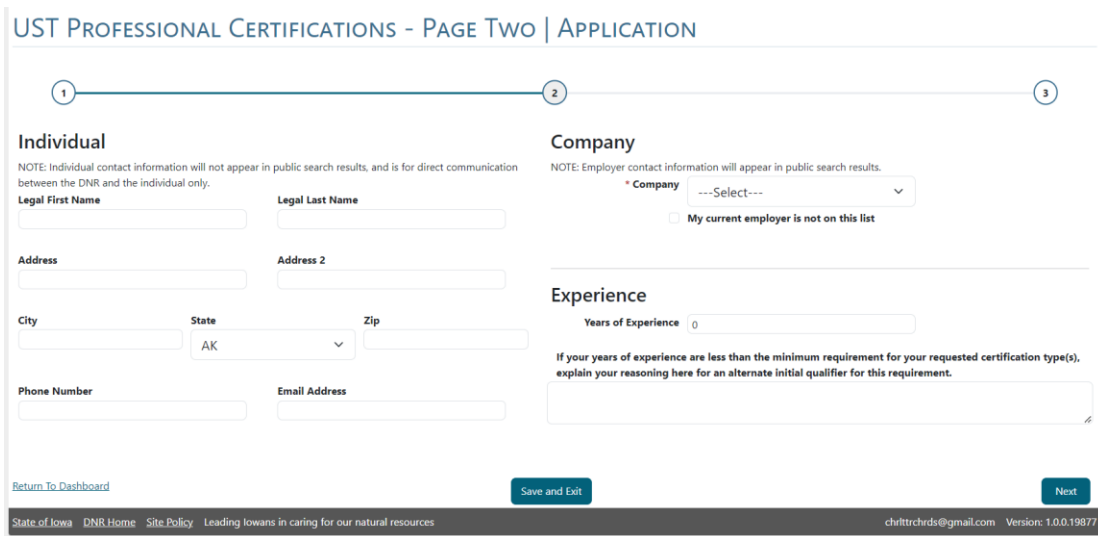
Page 2
Individual: This section is for the applicant to enter their personal contact information. This information will be kept confidential and will not appear in the Search page results. Note that the field "Email Address" will only accept a valid email address.

Company: The applicant must select 1 company from the drop-down list of all currently certified UST Professional companies. There is a search bar for this list at the top of the dropdown menu. Select the appropriate company, or check the box "My current employer is not on this list." If this box is checked, you cannot go to the next page of the application. Info text will appear that says: "Your current employer does not have a current UST Professional Company Certification. Your company needs to be certified before you can complete an individual application. Additionally, you are not able to apply as a sole proprietor through this form. If you would like to apply as a sole proprietor or have questions about your employers certification, please contact the UST Certifications Coordinator."

Experience: The applicant should put their years of experience in the petroleum industry in the field "Years of Experience." This field only accepts numbers as valid. The next text field is to be used to explain experience as needed, or to explain the reason for questing an alternate initial qualifier. Minimum experience requirements are laid out in the UST Professional Certification Requirement Sheet.

UST Professional Certifications – Page Two | Application

Page 3
This page cannot be saved without submitting.

Supporting documentation: Supporting documentation fields will populate on this page based on the certification types selected on page 1 of the application. Files can be dragged to the upload box or select the "Browse" button to select

documents from a computer or device. To upload more than one file at a time files must be uploaded at the same time - this means dropping multiple files into the upload box at once or selecting multiple files from via the Browse button at same time. If files are not added at the same time, only the most recent selected file will be saved.

To be able to submit the application, at least 1 attachment must be added to each supporting documentation type.

UST PROFESSIONAL CERTIFICATIONS - PAGE THREE | APPLICATION

1 ——————————————————— 2 ——————————————————— 3

DNR-Approved Training

You have selected to apply for a type of certification that requires a DNR approved training course certificate AND passing exam grade. Please upload those documents here. **In order to include multiple files you must add them all at the same time.**

Drag & drop files here ...
(or click to select files)

🗑 Remove   ⊘ Cancel   📁 Browse ...

Certify and Submit: The checkbox next to the following statement must be checked before the application can be submitted - "I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the certification and civil and criminal penalties. I am submitting this application with all required supporting documentation. I agree to supply my social security number upon request in order to comply with Iowa Code 252J. If my application is approved, I agree to uphold all relevant requirements in Iowa Code and Iowa Administrative Code."

The checkbox with the following statement is optional - "I would like to receive general information emails from the DNR about UST Professional Certifications at my personal email entered in this application. I understand that I can opt out of these emails at any time through the State of Iowa's email subscription system."

The application must be signed before it can be submitted. The application must be signed by the person the application is for.

Certify and Submit

☐ I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the certification and civil and criminal penalties. I am submitting this application with all required supporting documentation. I agree to supply my social security number upon request in order to comply with Iowa Code 252J. If my application is approved, I agree to uphold all relevant requirements in Iowa Code and Iowa Administrative Code.

☐ I would like to receive general information emails from the DNR about UST Professional Certifications at my personal email entered in this application. I understand that I can opt out of these emails at any time through the State of Iowa's email subscription system.

Certified By

_____

This application must be signed by the applicant.

Submit

Return To Dashboard

State of Iowa   DNR Home   Site Policy   Leading Iowans in caring for our natural resources   chrlttrchrds@gmail.com   Version: 1.0.0.19877

Submit: Once the submit button is selected, the application will be sent to DNR staff for review. The status of the application can be viewed on the applicant's Dashboard Overview in the "Applications" info box.

Initial Groundwater Professional Certification Application

This application is a single page, and has no "save and exit" feature. Any information entered on this page will not be saved if the applicant leaves the page without submitting.

Individual: This section is for the applicant to enter their personal contact information. This information will be kept confidential and will not appear in the Search page results. Note that the field "Email Address" will only accept a valid email address.

Company: The applicant can select 1 company from the drop-down list of companies with current or former Certified Groundwater Professionals. If the applicant selects a company from this list, the company's contact information will auto populate in the contact information fields. Edits can be made to the company contact information after the fields auto populate. Note that the field "Email Address" will only accept a valid email address.

Required Professional Qualifications: Select the boxes next to the applicant's professional qualifications for this certification. Several qualifications have additional checkboxes that will appear if the box is checked - the appropriate box must also be checked out of these additional boxes. At least 1 professional qualification must be met to qualify for this certification.

Required Professional Qualifications

One of the following qualifications must be met for certification as a Groundwater Professional. Please check the box(es) next to which qualification you currently meet. **You must attach below the corresponding current certification, registration information, or other requested documentation to this application for it to be considered in application review.**

☑ 1. Certified by the American Institute of Hydrology as a:

☐ Professional Hydrologist
☐ Professional Hydrologist (Groundwater)
☐ Professional Hydrogeologist

☐ 2. Groundwater Professional certified by the Association of Groundwater Scientists and Engineers (a division of the National Water Well Association)

☐ 3. Industrial Hygienist certified by the American Board of Industrial Hygiene

☐ 4. Professional Engineer registered in Iowa

☑ 5. Professional Geologist certified by a national organization, specifically:

☐ American Institute of Professional Geologists
☐ American Association of Petroleum Geologists
☐ Society of Independent Earth Scientists

☐ 6. License, certification, or registration to practice hydrogeology or groundwater hydrology issued by another state in the United States or by a National Organization, provided that, at a minimum, a Bachelor's degree from an accredited college and 5 years of related professional experience is required.

☐ 7. 5 years of direct or related experience and training as a Groundwater Professional or in the field of Earth Sciences. A minimum of 2 years education/training and 2 years of professional experience are required. (The applicant must be able to show the professional application of scientific or engineering judgment, initiative, and application of scientific or engineering principles to execute work as a Groundwater Professional. This does not include performance of routine technical activities only, such as, drilling wells, water level measurements, laboratory work, sampling, soil excavation, drawing contour level measurements and maps, or compilation of data into a table. The applicant's experience must include using the results of such routine technical work in determining underlying geology and hydrogeology, movement of groundwater, composition of groundwater, the presence and movement of any contamination, any future impact of contamination, and the design of remediation systems. Submission of detailed resume required.)

Training: Supporting documentation is required for each professional qualification - the current certificate, registration information, or other stated documentation is required. Files can be dragged to the upload box or select the "Browse" button to select documents from a computer or device. To upload more than one file at a time files must be uploaded at the same time - this means dropping multiple files into the upload box at once or selecting multiple files from via the Browse button at same time. If files are not added at the same time, only the most recent selected file will be saved. To be able to submit the application, at least 1 attachment must be added.

Training

Please attach the corresponding current certification, registration information, or other requested documentation for your selected minimum qualifications. **If item 7 is marked, please submit a detailed resume containing experience, education, and training that shows you meet the minimum requirements. In order to include multiple files you must add them all at the same time.**

```
Drag & drop files here ...
(or click to select files)
```

🗑 Remove   ⊘ Cancel   📂 Browse ...

Certify and Submit: The checkbox next to the following statement must be checked before the application can be submitted - "I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the certification and civil and criminal penalties. I am submitting this application with all required supporting documentation. I agree to supply my social security number upon request in order to comply with Iowa Code 252J. If my application is approved, I agree to uphold all relevant requirements in Iowa Code and Iowa Administrative Code."

The checkbox with the following statement is optional - "I would like to receive general information emails from the DNR about UST Professional Certifications at my personal email entered in this application. I understand that I can opt out of these emails at any time through the State of Iowa's email subscription system."

The application must be signed before it can be submitted. The application must be signed by the person the application is for.

Certify and Submit

☐ I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the certification and civil and criminal penalties. I am submitting this application with all required supporting documentation. I agree to supply my social security number upon request in order to comply with Iowa Code 252J. If my application is approved, I agree to uphold all relevant requirements in Iowa Code and Iowa Administrative Code.

☐ I would like to receive general information emails from the DNR about UST Professional Certifications at my personal email entered in this application. I understand that I can opt out of these emails at any time through the State of Iowa's email subscription system.

Certified By

_____

This application must be signed by the applicant.

Return To Dashboard   [Submit]

Submit: Once the submit button is selected, the application will be sent to DNR staff for review. The status of the application can be viewed on the applicant's Dashboard Overview in the "Applications" info box.

Initial UST Professional Company Certification Application

This application is a single page, and has no "save and exit" feature. Any information entered on this page will not be saved if the applicant leaves the page without submitting.

Company Contact Information: This application should be filled out by a company who would like to have their employees certified as UST Professionals. This application is not necessary for companies employing only Certified Groundwater Professionals.

A dashboard will be created for the company upon approval of this application. The contact person listed will be designated as the company's Office Manager. The field "Additional Company Email Addresses" is optional, and should be used to list employee emails that would like to receive general information emails about UST Professional certifications, in addition to the main company email address.

Insurance Information: All fields of the "Environmental Liability" section are required. The Professional Liability section only needs to be filled out if the company would like to employ certified Compliance Inspectors. If the company only employs UST Professionals to work on the company's own private systems, please reach out to the UST Certifications Coordinator for information on a possible insurance exemption.

Insurance

Companies employing certified CP Testers, Installation Inspectors, Installers, Liners, Removers & Testers need to demonstrate that their company has Environmental Liability Insurance with at least $1,000,000 per occurrence and in aggregate. Companies employing certified Compliance Inspectors need to demonstrate they have Professional Liability Insurance with the same minimums.

Environmental Liability

Insurer	
Policy Number	**Insured Value**
Expiration Date	**Aggregate Value**
mm/dd/yyyy	

Professional Liability

Insurer	
Policy Number	**Insured Value**
Expiration Date	**Aggregate Value**
mm/dd/yyyy	

Certificate of Insurance: A COI is required along with the data entered in the Insurance section above. COI files can be dragged to the upload box or select the "Browse" button to select documents from a computer or device. To upload more than one file at a time files must be uploaded at the same time - this means dropping multiple files into the upload box at once or selecting multiple files from via the Browse button at same time. If files are not added at the same time, only the most recent selected file will be saved. To be able to submit the application, at least 1 attachment must be added or the box "Insurance information is already on file" must be checked.

Certificate of Insurance

Drag & drop files here ...
(or click to select file)

[Remove] [Cancel] [Browse ...]

Certify and Submit:
The checkbox next to the following statement must be checked before the application can be submitted: "I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the company certification, and civil and criminal penalties. I understand that I will be required to submit my employees social security numbers if requested in order to comply with Iowa Code 252J. If this application is approved, I agree that my company will uphold all relevant requirements in Iowa Code and Iowa Administrative Code."

The application must also be signed before submitting the application. The application must be signed by the applicant company's principal partner, director, officer, owner, or other designated agent.

Once the submit button is selected, the application will be sent to DNR staff for review. The status of the application can be viewed on the Office Manager's Dashboard Overview in the "Applications" info box.


Dashboard Overview

The "Dashboard" is where all of the user's contact details, training, and certification information is located. Each category of information is separated into "tabs" that are listed in the dashboard menu on the left-hand side of the screen.

Basics

There is a site Navigation Panel on the top of every screen. The Home page gives information about the system, how to log in, and how to create an account. The links to the login information and the account creation are not available when logged in. The Dashboard page is only available for logged in users and contains the logged in users account details. The Search page can be used to search all the individuals and companies in the database and see their certification status. See the "Public Search" section for more information on this page.
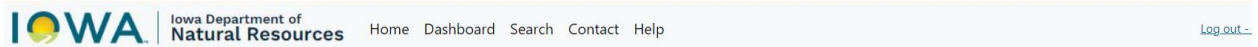
The Contact page is the location of the contact information for the UST Certifications Coordinator and the DNR UST Section supervisor on this page. There is also a link to the main DNR website where full staff contact information is available. On the Help page, the General Help section is the location of this Help document. The Technical Assistance section gives information on how to contact State of Iowa IT assistance. The FAQ section gives answers to common program questions. The Log Out link will always log users out and take them to the Home page.

Most tabs (pages) have the following features: Search, Copy, CSV, Print. All only apply to the grid they are above.
- Search for a specific training by using the search feature on the Training tab
- "Copy" will copy the rows of data in the grid to your computer/device's clipboard
- "CSV" will download an excel spreadsheet of the grid in CSV format to your computer/device
- "Print" will create a printable version of your grid and bring up your computer/device's print feature

If an individual holds a UST Compliance Inspector certification, a link to the 3rd Party Compliance Inspection database will present at the bottom of the Dashboard menu. If an individual holds a Groundwater Professional certification, a link to the RBCA application will be presented at the bottom of the Dashboard menu.

Individual Status Bar

This reflects the status of the dashboard's certificate holder's certificate. Possible statuses are: Current, Expired, Inactive (has never held an active certificate), Held (issue with current certificate), Suspended, and Revoked.

The status bar also includes basic contact info for the individual assigned to the dashboard: their current employer and their work phone and email. There is also an edit button that will go to the information tab when selected, where personal information can be edited.
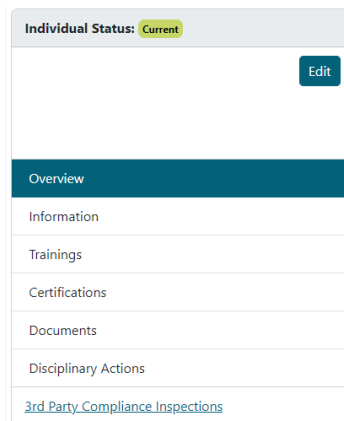

Dashboard Menu - Individual User

The following Dashboard descriptions and application will appear for individual users who are a certificate holder of at least 1 of the following types: UST professional Compliance Inspector, CP Tester, Installation Inspector, Installer, Liner, Remover, Tester, as well as Groundwater Professional.

Overview Tab

Disciplinary Action Warning
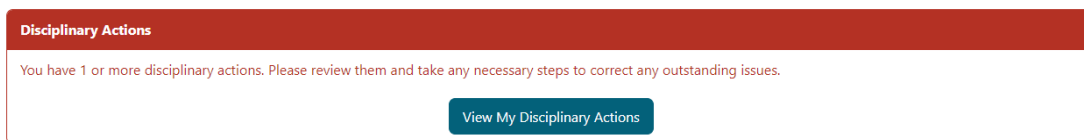
This red flag will only show on individuals with a currently active disciplinary action. There will be a button in the warning that takes the user to their Disciplinary Action tab.

Action Alerts

This section will alert you to any important actions you need to take, like submitting a new training certificate or renewing your certification. Use buttons presented in this section to upload documentation or start an application as needed. The "Date" field tells you when the Action Alert was created or when your current certification(s) will expire.

Applications & Payment

This section will show all of your in progress applications - what their status is, what action you need to take, and how to pay for them. Use the buttons in this section to enter an already open application or pay for your application. "Revise Application" button will take you to the first page of the open application. Applications ready for payment will have 2 buttons - "Pay Via Mail" & "Pay Online."

 "Pay Via Mail": If the applicant clicks on this button, a pop-up will appear with instructions for checking in a check in the mail, and the corresponding application will automatically download to the user's computer/device. Checks **must** be submitted with the corresponding application - checks without any paperwork may be returned to the sender by the DNR.

"Pay Online": The applicant can click on this button and be taken to the homepage of the Payment Portal. From there, the applicant will need to select the "Pay UST Professional Certifications Fees" button from the Land Quality section, then search for the application they wish to pay for using the search fields. Use the "Add to Cart" button to select the

desired fees to pay. The user can select more than 1 application to pay for at a time, from both the UST Professional Certification Fees section of the Portal and from any other payment area in the Portal. Use the Cart feature to view selected payments and follow system prompts to complete the payment.

When the payment is processed, the certification application will be processed and the certification will be automatically issued. The Office Manager can use the "Download Your Current Certification" button on the applicant's Certification tab in their Dashboard to view their new certificate, or the "Download Current Company Certificate" button on the Company tab of the Office Manager. Certificates will not be sent out by DNR staff unless specifically requested.

From there, the applicant will need to select the "Pay UST Professional Certifications Fees" button from the Land Quality section, then search for the application they wish to pay for using the search fields. Use the "Add to Cart" button to select the desired fees to pay. The user can select more than 1 application to pay for at a time, from both the UST Professional Certification Fees section of the Portal and from any other payment area in the Portal. Use the Cart feature to view selected payments and follow system prompts to complete the payment.

When the payment is processed, the certification application will be processed and the certification will be automatically issued. The user can use the "Download Your Current Certification" button on their Certification tab of their Dashboard to view their new certificate - certificates will not be sent out by DNR staff unless specifically requested.

Information Tab

Certification Number(s)
Your individual certification information will be presented in this banner, along with your company certification number (company cert # not applicable for Groundwater Professionals).

Personal Information
This information is for internal DNR use only and will not appear in public searches. You can use the "Edit" button to update any of this information.

Employer Information
The contact information displayed in the Employer Information section will be displayed on the public Search page as your contact information. Only assigned company office managers and DNR staff can change employer contact information.
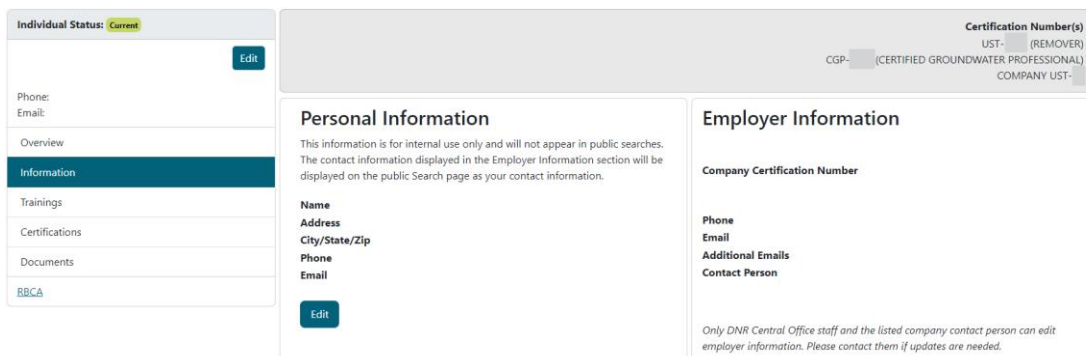
Trainings Tab

Continuing Education Hours Running Total(s)

There are separate continuing education hour running totals for individual Certified Groundwater Professionals and UST Professionals. The running totals will only be calculated based on what current certificates you hold.

Trainings

The Training grid shows the current and historical training entries submitted in your certification applications. Training entries are automatically sorted by "Date Taken" with the most recent training listed first. However, you can sort your training entries in various ways by selecting the column headers - for example, you can sort by "Expiration Date" by selecting that bolded column header, and all dates will automatically sort themselves by earliest chronologically. Selecting the same header again will then sort the list by most recent chronologically. Selecting a third time will sort the list by the default function ("Date Taken").

"New Training" Button
This button will take you to a page where you can upload a training certificate and enter data about the training for DNR staff review. Fill out data fields as best you can and submit the training certificate. Once submitted, DNR staff will review the training for applicability and You can only do one training at a time with this page. You must attach a training certificate to the submission or else you will not be able to submit the request.

Certifications Tab
Downloading Current Certificate(s)
There are separate buttons for UST Professional certificates and a Groundwater Professional certificate - whichever certificate you hold; the appropriate button will appear. Selecting this button will allow you to view, download and print your current certificate.

Adding a Certification Type Application
The "New Certification Application" button launches an application for already certified individuals to add a certification type to their UST Professional certificate. This application does not include the ability to add a Groundwater Professional Certification - see the UST Certifications Coordinator to add this certification.

Application Basics
Throughout the application you will see:
- A progress bar will appear on the top of the application.
- "Save and Exit" will save your selection and return you to your Dashboard Overview.
- "Return to Dashboard" will take you to your Dashboard Overview without saving your edits.
- "Next" will save your selection and take you to the next page of the application.

Page 1
The current certifications on your account will appear in the "Current Certification Type(s)" box on the left side of the application. Select the new certificate(s) you are applying for in the dropdown menu in the box "New Certification Type(s)" on the right side of the application. You have to select at least one new certification type in order to go to the next page of the application.

Page 2
Individual: The individual contact information presented is the information from the applicants Information tab. If an update is needed, check the box "I need to change Personal Contact Information." Once this box is checked, the data fields will become editable. The changes to these fields will be saved to your account when the application is submitted. Note that the field "Email Address" will only accept a valid email address.

Company: The Company section will present the employer on record for the applicant as presented on their Information tab. If the applicant needs to change their employer, first check the "I need to change Employer" checkbox. Once this box is checked, then the dropdown menu will open and present the DNR's list of currently certified UST Professional

companies. There is a search bar for this list at the top of the dropdown menu. Select the appropriate company, or check the box "My current employer is not on this list." If this box is checked, you cannot go to the next page of the application. Info text will appear that says: "Your current employer does not have a current UST Professional Company Certification. Your company needs to be certified before you can complete an individual application. Additionally, you are not able to apply as a sole proprietor through this form. If you would like to apply as a sole proprietor or have questions about your employers certification, please contact the UST Certifications Coordinator."

Experience: The applicant should put their years of experience in the petroleum industry in the field "Years of Experience." This field only accepts numbers as valid. The next text field is to be used to explain experience as needed, or to explain the reason for questing an alternate initial qualifier. Minimum experience requirements are laid out in the UST Professional Certification Requirement Sheet.

Page 3
This page cannot be saved without submitting.

Supporting documentation: Supporting documentation fields will populate on this page based on the certification types selected on page 1 of the application. Files can be dragged to the upload box or select the "Browse" button to select documents from a computer or device. To upload more than one file at a time files must be uploaded at the same time - this means dropping multiple files into the upload box at once or selecting multiple files from via the Browse button at same time. If files are not added at the same time, only the most recent selected file will be saved.

There is a checkbox labeled "Training is already on file" below each supporting documentation upload section. These boxes can be checked if the specific documentation has previously been submitted to the DNR UST section. If this checkbox is checked on accident on a submitted application, DNR staff will return the application to the applicant for them to upload a document.

To be able to submit the application, at least 1 attachment must be added to each supporting documentation type or check the box below titled "Training is already on file."

DNR-Approved Training

You have selected to apply for a type of certification that requires a DNR approved training course certificate AND passing exam grade. Please upload those documents here. **In order to include multiple files you must add them all at the same time.**

Drag & drop files here ...
(or click to select files)

🗑 Remove   ⊘ Cancel   📂 Browse ...

Certify and Submit: The checkbox next to the following statement must be checked before the application can be submitted - "I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the certification and civil and criminal penalties. I am submitting this application with all required supporting documentation. I agree to supply my social security number upon request in order to comply with Iowa Code 252J. If my application is approved, I agree to uphold all relevant requirements in Iowa Code and Iowa Administrative Code."

The checkbox with the following statement is optional - "I would like to receive general information emails from the DNR about UST Professional Certifications at my personal email entered in this application. I understand that I can opt out of these emails at any time through the State of Iowa's email subscription system."

The application must be signed before it can be submitted. The application must be signed by the person the application is for.

Certify and Submit

☐ I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the certification and civil and criminal penalties. I am submitting this application with all required supporting documentation. I agree to supply my social security number upon request in order to comply with Iowa Code 252J. If my application is approved, I agree to uphold all relevant requirements in Iowa Code and Iowa Administrative Code.

☐ I would like to receive general information emails from the DNR about UST Professional Certifications at my personal email entered in this application. I understand that I can opt out of these emails at any time through the State of Iowa's email subscription system.

Certified By

This application must be signed by the applicant.

Submit

Return To Dashboard

State of Iowa   DNR Home   Site Policy   Leading Iowans in caring for our natural resources   chrlttrchrds@gmail.com   Version: 1.0.0.19877

Submit: Once the submit button is selected, the application will be sent to DNR staff for review. The status of the application can be viewed on the applicant's Dashboard Overview in the "Applications" info box.

Applications

Copy   CSV   Print

10 ⌄ entries per page   Search:

Name	Date	Type	Status	Action
Test Test	09/26/2024	Initial Application - COMPLIANCE INSPECTOR	Pending - Under Admin Review	

Showing 1 to 1 of 1 entry   « ‹ 1 › »

Certification Renewal Application

The "Renew Current Certifications" button will only appear during a renewal period. This button launches an application for already certified individuals to renew their UST Professional certificate. This application does not include the ability to renew a Groundwater Professional Certification if the applicant holds that certification - that renewal period happens in odd numbered years.

Application Basics

Throughout the application you will see:
- A progress bar will appear on the top of the application.
- "Save and Exit" will save your selection and return you to your Dashboard Overview.
- "Return to Dashboard" will take you to your Dashboard Overview without saving your edits.
- "Next" will save your selection and take you to the next page of the application.

Page 1

The current certifications of the applicant will appear in the "Current Certification Type(s)" box on the left side of the application. There will be a dropdown menu in the box "Renewal Certification Type(s)" on the right side of the application where the applicant must select at least one certification they would like to renew before moving on to the next page of the application.

Page 2

Individual: The individual contact information presented is the information from the applicants Information tab. If an update is needed, check the box "I need to change Personal Contact Information." Once this box is checked, the data fields will become editable. Note that the field "Email Address" will only accept a valid email address.

Company: The Company section will present the employer on record for the applicant as presented on their Information tab. If the applicant needs to change their employer, first check the "I need to change Employer" checkbox. Once this box is checked, then the dropdown menu will open and present the DNR's list of currently certified UST Professional companies. There is a search bar for this list at the top of the dropdown menu. Select the appropriate company, or check the box "My current employer is not on this list." If this box is checked, you cannot go to the next page of the application. Info text will appear that says: "Your current employer does not have a current UST Professional Company Certification. Your company needs to be certified before you can complete an individual application. Additionally, you are not able to apply as a sole proprietor through this form. If you would like to apply as a sole proprietor or have questions about your employers certification, please contact the UST Certifications Coordinator."

The changes to these fields will be saved to your account when the application is submitted.

Page 3
This page cannot be saved without submitting.

Supporting documentation: Supporting documentation fields will populate on this page based on the certification types selected on page 1 of the application. Files can be dragged to the upload box or select the "Browse" button to select documents from a computer or device. To upload more than one file at a time files must be uploaded at the same time - this means dropping multiple files into the upload box at once or selecting multiple files from via the Browse button at same time. If files are not added at the same time, only the most recent selected file will be saved.

There is a checkbox labeled "Training is already on file" below each supporting documentation upload section. These boxes can be checked if the specific documentation has previously been submitted to the DNR UST section. If this checkbox is checked on accident on a submitted application, DNR staff will return the application to the applicant for them to upload a document.

To be able to submit the application, at least 1 attachment must be added to each supporting documentation type or check the box below titled "Training is already on file."

Compliance Inspector: This section will only appear for individuals who are applying to renew their Compliance Inspector certification. Data from the last 2 years from the 3rd Party Compliance Database for the specific Compliance Inspector will appear - how many inspections submitted to the DNR, the registration number for the site of the inspection, facility name of the inspection and the date of inspection. If the compliance inspector has less than 12 inspections recorded in the database in the last 2 year period, the individual will not be able to submit their application as is. They will have to remove their compliance inspector certification selection from the first page of the application before they can submit their application. If the compliance inspector has completed 12 or more inspections, they will be able to submit the application to renew their compliance inspector certification.

Compliance Inspector

You have selected to renew a Compliance Inspector certification. This certification requires the inspector to complete at least 12 compliance inspections in Iowa in the 2 year renewal period.

⊗ You are identified as the inspector for 1 inspections during this period.

10 ∨ entries per page   Search:

Registration Number	Facility Name	Inspection Date
198608512	World TO GO	12/13/2023

Showing 1 to 1 of 1 entry   « ‹ **1** › »

Certify and Submit: The checkbox next to the following statement must be checked before the application can be submitted - "I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the certification and civil and criminal penalties. I am submitting this application with all required supporting documentation. I agree to supply my social security number upon request in order to comply with Iowa Code 252J. If my application is approved, I agree to uphold all relevant requirements in Iowa Code and Iowa Administrative Code."

The checkbox with the following statement is optional - "I would like to receive general information emails from the DNR about UST Professional Certifications at my personal email entered in this application. I understand that I can opt out of these emails at any time through the State of Iowa's email subscription system."

The application must be signed before it can be submitted. The application must be signed by the person the application is for.

Certify and Submit

☐ I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the certification and civil and criminal penalties. I am submitting this application with all required supporting documentation. I agree to supply my social security number upon request in order to comply with Iowa Code 252J. If my application is approved, I agree to uphold all relevant requirements in Iowa Code and Iowa Administrative Code.

☐ I would like to receive general information emails from the DNR about UST Professional Certifications at my personal email entered in this application. I understand that I can opt out of these emails at any time through the State of Iowa's email subscription system.

Certified By

This application must be signed by the applicant.

[Submit]

Return To Dashboard

State of Iowa   DNR Home   Site Policy   Leading Iowans in caring for our natural resources   chrlttrchrds@gmail.com   Version: 1.0.0.19877

Submit: Once the submit button is selected, the application will be sent to DNR staff for review. The status of the application can be viewed on the applicant's Dashboard Overview in the "Applications" info box.

Certification Grid

This grid lists the current certifications the individual holds. Documents from the certification application are listed here for reference. If an individual holds both UST Professional certifications and a Groundwater Professional Certification, they will both be shown here.

Individual Status: Current   [Edit]

Phone:
Email:

Overview
Information
Trainings
Certifications
Documents
RBCA

Certifications

[Download Current UST Certificate] [Download Current GWP Certificate]

                                                                              [Copy] [CSV] [Print]

10 ∨ entries per page   Search:

Type	Cert #	Status	Date Issued	Date Expires	Documents
CERTIFIED GROUNDWATER PROFESSIONAL		Current	12/04/2023	12/31/2025	
REMOVER		Current	06/12/2023	12/31/2024	

Showing 1 to 2 of 2 entries   « ‹ **1** › »

Documents Tab

This tab gives the individual access to their certification file documents. To view a document, select the file name and the file will download to the user's computer or device.

"Upload Document"

This button leads to a page where a training certificate, reciprocity request or other documentation related to certification can be uploaded, and data about the document is added for DNR staff review. The "Document Type" dropdown list controls what data fields are needed - fill out the data fields as best you can with the information you can. Once submitted, DNR staff will review the training for applicability. Only one document can be uploaded at a time with this page. A document must be attached to the submission or the system will not accept the submission.

Disciplinary Actions

This tab will only appear if the user has a current or historical disciplinary action. This tab will present information on a variety of current and historical disciplinary actions. Possible entries include: Notice of deficiency, Notice of probation, Notice of violation, Revoked, & Suspended. If there are files directly relating to this Action available, they will be accessible under "Files."

Dashboard Menu - Office Manager User

Each company with a UST Professional Company Certification will have 1 person who can manage their company certification and also access all of their employer's dashboards. If that person has their own professional certifications, they will have the functionality outlined in the Individual User section as well as the following Office Manager section. The Office Manager has the ability to start applications, add training information and update contact information for their certified employees.

Status Bar

Office Managers have an "Individual Status" which will reflect the status of their individual UST Professional certifications, as well as a "Company Status" which will reflect the status of their UST Professional Company Certification.

Dashboard Overview

"Employees" Box

Office Managers have an "Employees" box on their Dashboard Overview. This box lists all the individuals who have their employer set as the Office Manager's company, and lists each individual's current certifications and their certification's expiration date. The lists can be sorted by name, certification number, certification type, and certification expiration date. If no current certification or expiration date is listed for an individual then that individual was never certified. The Office Manager may get an error message when trying to reach the dashboard of an inactive individual - if this happens, it means that more information was never submitted to the DNR beyond the individual's name and their employer. Historically the DNR did enter data such as this into their Tanks database, but moving forward the DNR will only collect data about certified individuals and those actively seeking certification.

Each name is a link to that individual's dashboard. When the Office Manager selects that link, they will be led there. The Office Manager can navigate from the employee's dashboard to their own dashboard by selecting "Dashboard" in the top navigation bar. The Office Manager can do everything that an individual can do, with the addition of being able to update the company's contact information through the Information tab.

Action Alerts

The Office Manager's Action Alert box on their Dashboard Overview will show all of their company's employee's action alerts with a link to the individual's dashboard, as well as action alerts for the company.
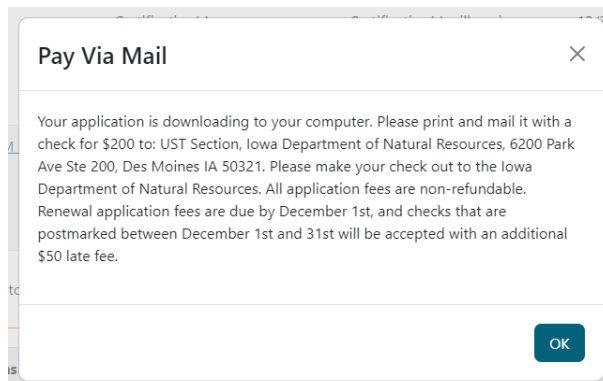

Applications & Payment

Applications for the company and for all the company's employees that are ready for payment will appear in the Application Box with buttons for "Pay Via Mail" and "Pay Online". This section will show all of the company's and all of its employees current applications - what the application status is, what action is needed, and how to pay for them. Use the buttons in this section to enter an already open application or pay for your application. "Revise Application" button will take you to the first page of the open application. Applications ready for payment will have 2 buttons - "Pay Via Mail" & "Pay Online."

"Pay Via Mail": If the applicant clicks on this button, a pop-up will appear with instructions for checking in a check in the mail, and the corresponding application will automatically download to the user's computer/device. Checks **must** be submitted with the corresponding application - checks without any paperwork may be returned to the sender by the DNR.

"Pay Online": The applicant can click on this button and be taken to the homepage of the Payment Portal. From there, the applicant will need to select the "Pay UST Professional Certifications Fees" button from the Land Quality section, then search for the application they wish to pay for using the search fields. Use the "Add to Cart" button to select the desired fees to pay. The user can select more than 1 application to pay for at a time, from both the UST Professional Certification Fees section of the Portal and from any other payment area in the Portal. Use the Cart feature to view selected payments and follow system prompts to complete the payment.

When the payment is processed, the certification application will be processed and the certification will be automatically issued. The Office Manager can use the "Download Your Current Certification" button on the applicant's Certification tab in their Dashboard to view their new certificate, or the "Download Current Company Certificate" button on the Company tab of the Office Manager. Certificates will not be sent out by DNR staff unless specifically requested.

Company Tab
In the Office Manager's Dashboard menu, there is a tab titled "Company." This tab is only viewable by the Office Manager. All the sections in this tab are collapsible and expandable. In this tab, the Office Manager can:
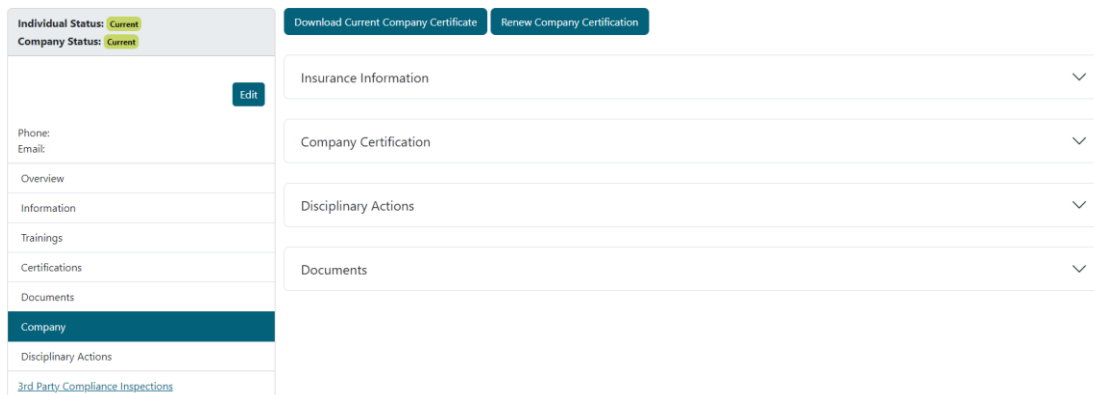
"Download Current Company Certificate": When selected, the button "Download Current Company Certificate" will download a pdf of the company's current certificate to the user's computer/device. This certificate takes the place of the licensing letter previously issued by the DNR and serves the same purpose.

"Renew Company Certification": This button will launch a company renewal application during renewal season, and **will only appear during renewal season every even numbered year**. Click the button and a renewal application will open.

Company Renewal Application
Company Contact Information: The company contact information section is locked for editing until the checkbox "I need to change Company Contact Information" is checked. Any updates will be saved to the company contact information in the system when the application is submitted.

Insurance Information: The Insurance section is locked for editing until the checkbox "I need to update Insurance information" is checked. Any updates will be saved to the system when the application is submitted. The Professional Liability section only needs to be edited if the company employs certified Compliance Inspectors.

Certificate of Insurance: COI files can be dragged to the upload box or select the "Browse" button to select documents from a computer or device. To upload more than one file at a time files must be uploaded at the same time - this means dropping multiple files into the upload box at once or selecting multiple files from via the Browse button at same time. If files are not added at the same time, only the most recent selected file will be saved.

There is a checkbox labeled "Insurance information is already on file" below the COI upload section. This box can be checked if the documentation has previously been submitted to the DNR UST section. If this checkbox is checked on accident on a submitted application, DNR staff will return the application to the applicant.

To be able to submit the application, at least 1 attachment must be added or the box "Insurance information is already on file" must be checked.

Certify and Submit:
The checkbox next to the following statement must be checked before the application can be submitted: "I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the company certification, and civil and criminal penalties. I understand that I will be required to submit my employee's social security numbers if requested in order to comply with Iowa Code 252J. If this application is approved, I agree that my company will uphold all relevant requirements in Iowa Code and Iowa Administrative Code."

The application must also be signed before submitting the application. The application must be signed by the applicant company's principal partner, director, officer, owner, or other designated agent.

Once the submit button is selected, the application will be sent to DNR staff for review. The status of the application can be viewed on the Office Manager's Dashboard Overview in the "Applications" info box.

Certify and Submit

☐ I hereby certify that the statements made in this application and supporting documents are true and correct to the best of my knowledge. I understand that any misrepresentation may result in revocation of the company certification, and civil and criminal penalties. I understand that I will be required to submit my employees social security numbers if requested in order to comply with Iowa Code 252J. If this application is approved, I agree that my company will uphold all relevant requirements in Iowa Code and Iowa Administrative Code.

Certified By

This application must be signed by the applicant company's principal partner, director, officer, owner, or other designated agent.

[Submit]

Return To Dashboard

Company Insurance Information

This section displays the Office Manager the insurance information that was previously submitted to the DNR. To submit new insurance information, the Office Manager can click the "Edit Insurance" button and then enter data from their new Certificate of Liability Insurance (COI) on the Edit page. The Office Manager will also need to email the corresponding COI to this edited information to ustlicensing@dnr.iowa.gov so the document can be uploaded to the "Documents" section of the Office Manager's Company tab. The Office Manager will not be able to renew their company certification without a current COI on file with the DNR.

[Download Current Company Certificate] [Renew Company Certification]

Insurance Information

Insurance type	Insurance provider	Policy Number	Per Occurrence Value	Aggregate Value	Expiration Date
Environmental Liability					7/1/2025

[Edit Insurance]

Edit Company Insurance

Companies employing certified CP Testers, Installation Inspectors, Installers, Liners, Removers & Testers need to demonstrate that their company has Environmental Liability Insurance with at least $1,000,000 per occurrence and in aggregate. Companies employing certified Compliance Inspectors need to demonstrate they have Professional Liability Insurance with the same minimums.

Please also email the corresponding Certificate of Liability Insurance (COI) to this edited information to ustlicensing@dnr.iowa.gov so the document can be uploaded to the "Documents" section of your Company tab. You will not be able to renew your company certification without a current COI on file with the DNR.

Environmental Liability Insurance

Insurer

Policy Number

Insured Value

Expiration Date
mm/dd/yyyy

Aggregate Value

Professional Liability Insurance

Insurer

Policy Number

Insured Value

Expiration Date
mm/dd/yyyy

Aggregate Value

[Save]

Return To Dashboard
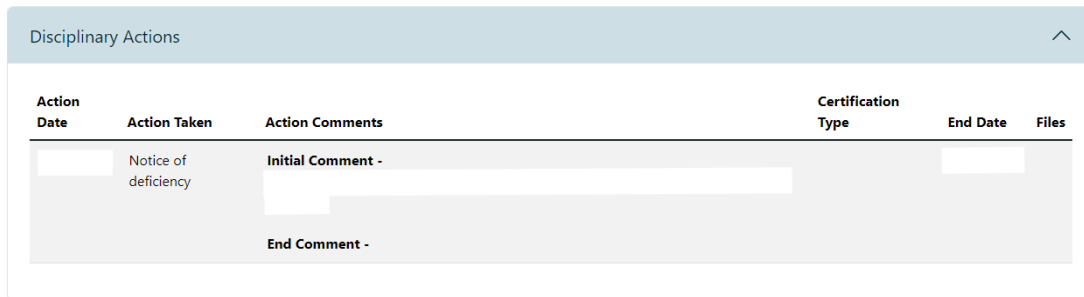
Company Certification Status

This section presents the company's certification status, issue date, expiration date and application documents related to the certification.

Company Certification

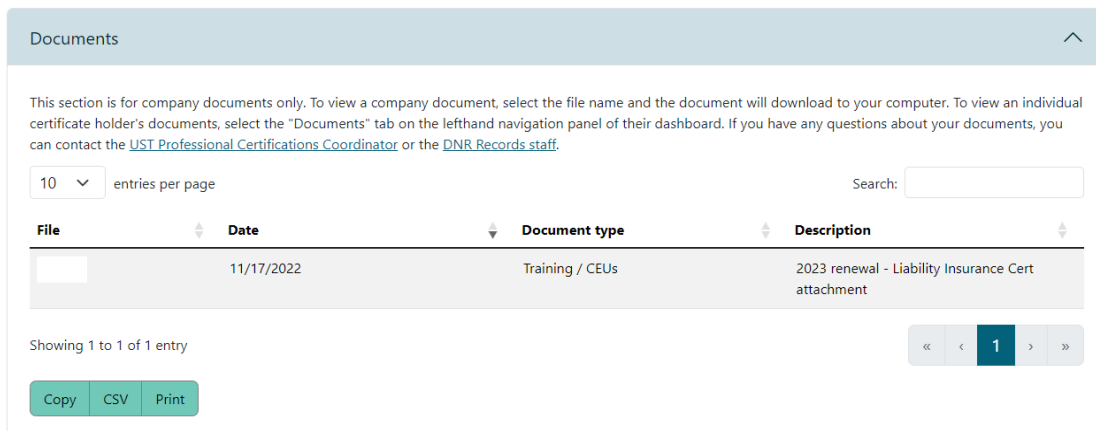| Type	Status	Date Issued	Date Expires	Documents
Company	Current	01/23/2023	12/31/2024	

Company Disciplinary Actions

If this section does not present on the Office Manager's Company tab, then there are no Disciplinary Actions for the company and the Office Manager will not be able to view this section. If there are 1 or more DAs for the company, this section will present for the Office Manager.

Disciplinary Actions					∧
Action Date	**Action Taken**	**Action Comments**	**Certification Type**	**End Date**	**Files**
	Notice of deficiency	**Initial Comment -**			
		End Comment -			

Company Documents

This section links to the company documents available online. To upload a document here, email documentation to ustlicensing@dnr.iowa.gov and request upload. This section is for company specific documents only - individual employees documents will be listed on their own Dashboard's Documents tab.

Documents			∧

This section is for company documents only. To view a company document, select the file name and the document will download to your computer. To view an individual certificate holder's documents, select the "Documents" tab on the lefthand navigation panel of their dashboard. If you have any questions about your documents, you can contact the UST Professional Certifications Coordinator or the DNR Records staff.

10 ⌄ entries per page   Search:

File	Date	Document type	Description
	11/17/2022	Training / CEUs	2023 renewal - Liability Insurance Cert attachment

Showing 1 to 1 of 1 entry   « ‹ 1 › »

Copy   CSV   Print