LRCC Online Application System User Guide

207.2
715.6   2.33   **82**
+4
+3
+2
+1
-1
-2
-4

Pb

Lead

[Xe] 6s² 4f¹⁴ 5d¹⁰ 6p²

Post-Transition Metal
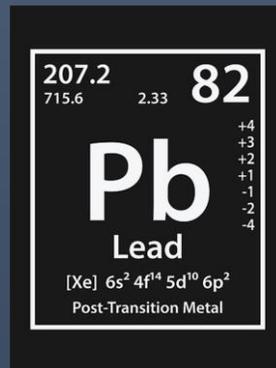
Lead Related Construction Certification Unit

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Create an Account

1. Follow the link below to create an account.
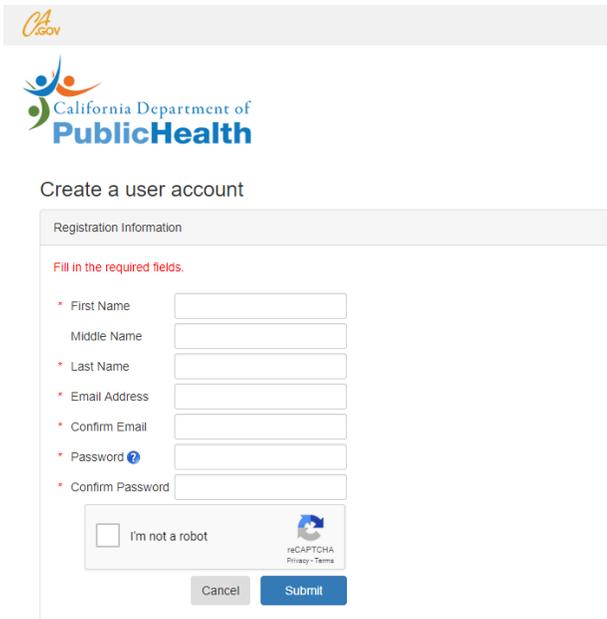
https://accountportal.cdph.ca.gov/Licensing.aspx

2. You will be assigned a unique user ID upon clicking "Submit". Be sure to make a note of your user ID for future use. You will not be able to create a second account.

Log into the Online Licensing Application System

1. Follow the link below to log into the online licensing application system. Use the user ID assigned to you upon account creation and the password you created.

https://mylicense.cdph.ca.gov/prweb/PRWebLDAP1

2. Upon login, you will see a screen similar to the one shown below. This is your Home page.
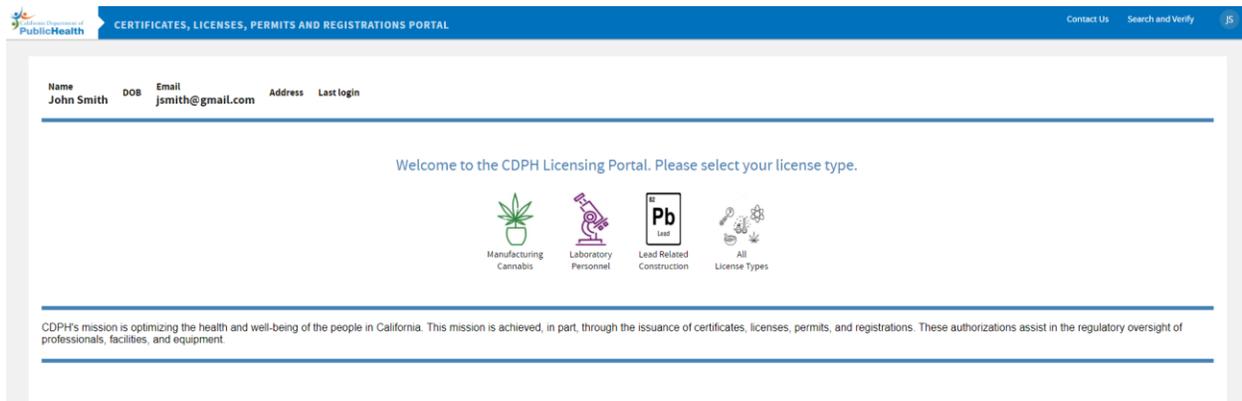
Navigating to the Lead-Related Construction Certification Portal

1. Click on "Lead Related Construction" to be directed to the LRCC online application portal.

2. Is this your first time logging into the LRCC portal?
   Yes: Continue with Step 3
   No: Skip to Step 8

3. You will be asked to Accept a Privacy Disclaimer. Please read through the disclaimer carefully, select the check box and click "Proceed" when finished.
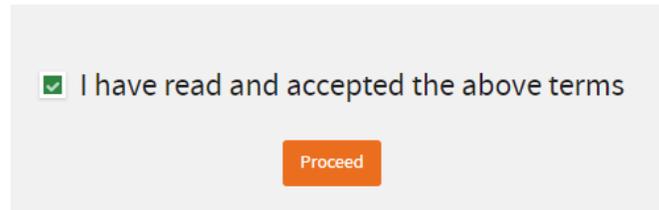
☑ I have read and accepted the above terms

Proceed

4. You will then be prompted to answer a question regarding any previous certification(s).
   If you select **Yes**: Continue with Step 5
   If you select **No**: Skip to Step 7

5. You will be asked to enter your certificate information in order to match your new account to your certificate. Click "Submit" once you have input the information. *If you need assistance with this process, click "Home" at the top right corner of the screen and then follow the Contact Us instructions to receive assistance.*
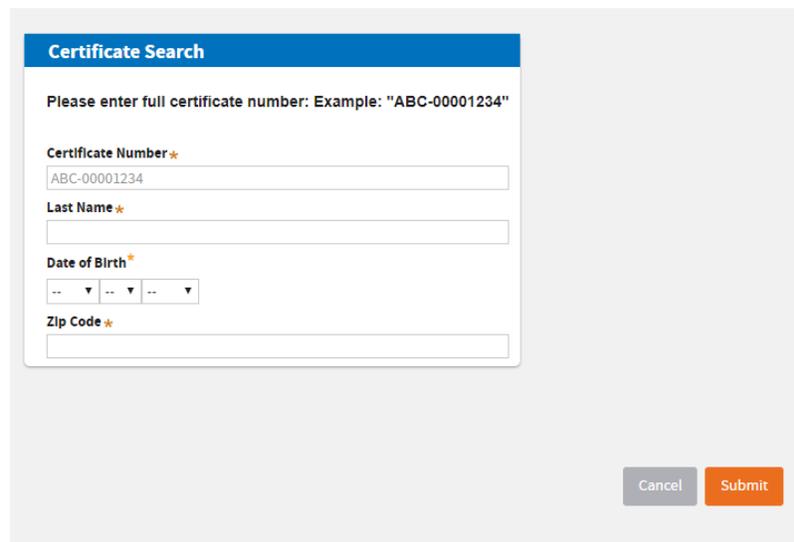
Certificate Search

Please enter full certificate number: Example: "ABC-00001234"

Certificate Number *
ABC-00001234

Last Name *

Date of Birth *
-- ▼ -- ▼ -- ▼

Zip Code *

Cancel   Submit

6. After successfully matching to your certificate, you will be directed to the Update Profile Information page. Review your profile information and ensure that everything is correct. Click "Submit" at the bottom of the form when finished.

7. You will be asked to create an LRCC profile. Please complete the create new profile form ensuring that you have filled in all required fields. Click "Submit" at the bottom of the form when done.

8. You will then be directed to your LRCC dashboard.

Update Profile Information

1. You can update your key demographics, address details and communication details by clicking "Update Profile" on the LRCC dashboard.
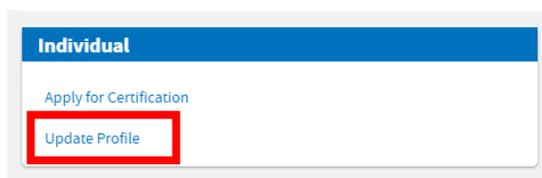
2. You will be directed to the Update Profile Information page. Any changes made to your address details and/or communication details will be automatically approved and will reflect on your account. However, changes made to your key demographics will require validation/review by the LRCC unit. Please ensure that you submit supporting documentation when making any changes to your key demographics.
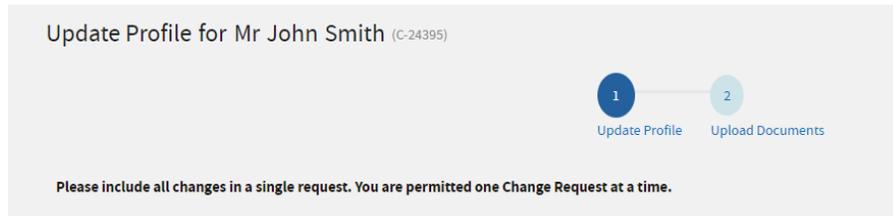
3. You will only be allowed one Update Profile Request at a time. If you have an update profile request under review, you will not see the "Update Profile" link on your dashboard until the request has been approved/denied by an LRCC staff member.

Apply for a Certificate

1. You can start a new application by clicking either "Click here" or "Apply for Certification"
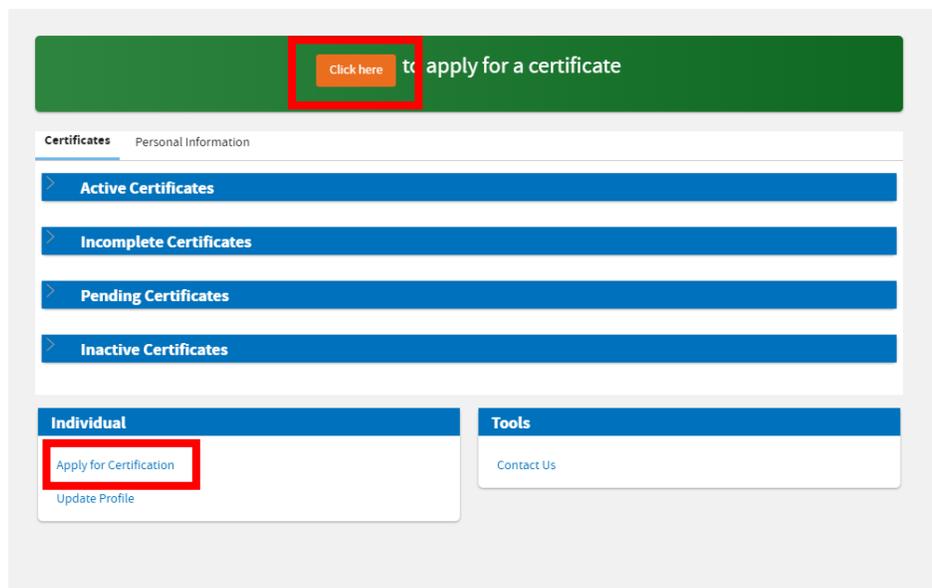
2. You will be prompted to answer a question regarding any previous certification(s). If you select "Yes" you will be asked to enter a certification number and an expiration date.

3. Once you have reached this step you have now started a new application. You can see your application number (APL-####) next to "APPLY FOR CERTIFICATE". Clicking "Save & Close" will allow you to save an application in its current state and come back to it later. Clicking "Cancel" will delete this application from your account. The application process consists of 6 steps.

If you experience any issues throughout this process and need assistance, click "Save & Close", then click "Home" at the top right corner of the screen, and follow the Contact Us instructions to receive assistance.

STEP 1: Individual Info

1. Review your profile information ensuring everything is correct. If you need to update any information, click "Save & Close" to save your application and go to the Update Profile Information instructions.
2. Click "Next>>" when you've finished reviewing your information.

STEP 2: Certificates

1. Select the certificate(s) that you would like to apply for. You can select one or more certificates.

2. Click "Next>>" when you've selected the desired certificate(s).

STEP 3: Training Details

1. Click "Add new exam" to add any State Exam Details. If you are unsure about the exam requirements for the certificate(s) which you are applying for click "State Exam Requirements" to be directed to the LRCC site for more details.

2. Click "Add new course" to add any Course Details. If you unsure about the training requirements for the certificate(s) which you are applying for click "Training Requirements" to be directed to the LRCC site for more details.

3. Click "Next>>" when all training details have been added.

STEP 4: Documents

1. Upload all required documents.

2. You may also add additional documentation if desired.

3. Click "Next>>" when finished uploading documents.

STEP 5: Signature

1. You will then be asked to provide an electronic signature. Use the mouse/touchpad to sign.

2. Click "Accept" to seal the signature. You can click "Clear" to delete the signature and sign again. You will not be able to move on to the next step until you have clicked "Accept".

Please read the following attestation and sign below.

In signing, I also certify, under penalty of perjury that all information provided is true and correct.

Please sign and accept

Accept   Clear

Signee Name
Mr.   John   Smith

STEP 6: Confirm

1. You will then see a confirmation screen. Click "Finish" at the bottom of your screen to submit your application for review.
2. After clicking "Finish" you will see a screen similar to the one shown below. Click "Close" to return to the LRCC dashboard.

Apply for Certificate (APL-14316)   Close

Thank you! The next step in this case has been routed appropriately.

THE FOLLOWING CERTIFICATE(S) HAS BEEN SENT TO REVIEW, THE LICENSING DIVISION WILL CONTACT YOU FOR MORE INFORMATION AS NEEDED.

APPLICATION ID	CERTIFICATE NAME
CIR-1117	Lead Supervisor
CIR-1117	Lead Worker

License details   Applicant information   Expertise   Documents

Selected Certificates

Certificate Name	Product Category
Lead Supervisor	Lead
Lead Worker	Lead

Supporting documents

Signature.png
APL-14316 | File | John Smith

You will see your In-Progress Certificates under Pending Certificates on the LRCC dashboard after having submitted the application(s).

Certificates   Personal Information

> **Active Certificates**

> **Incomplete Certificates**

v **Pending Certificates**

Certificate Number	Certificate Type
APL-14316	Lead Worker
APL-14316	Lead Supervisor

> **Inactive Certificates**

Renew a Certificate

1. Once a certificate becomes expired, you will see the certificate listed under "Inactive Certificates" on your LRCC dashboard.
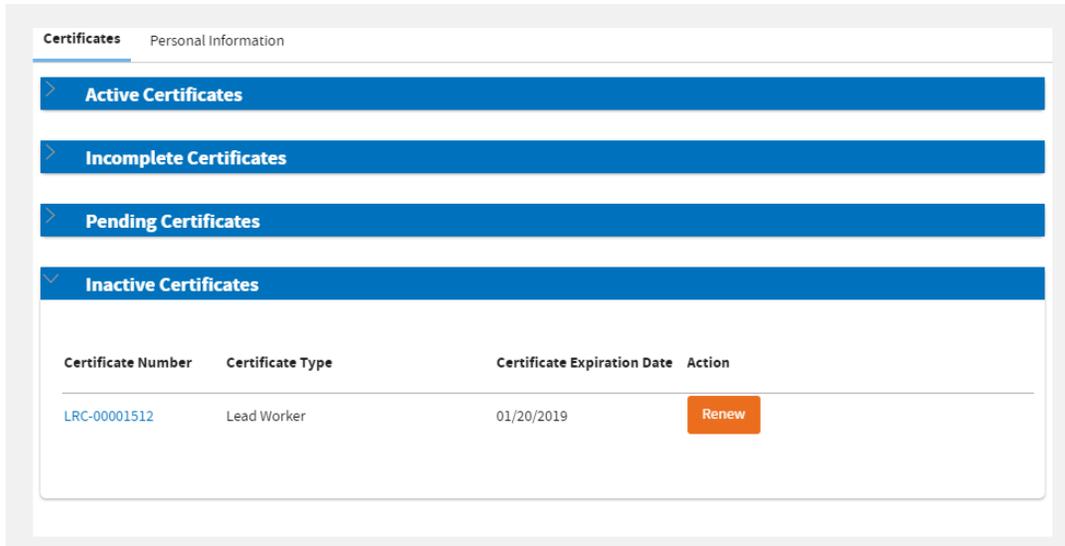
2. You can start a renewal application by clicking "Renew" or "Renew Certification"
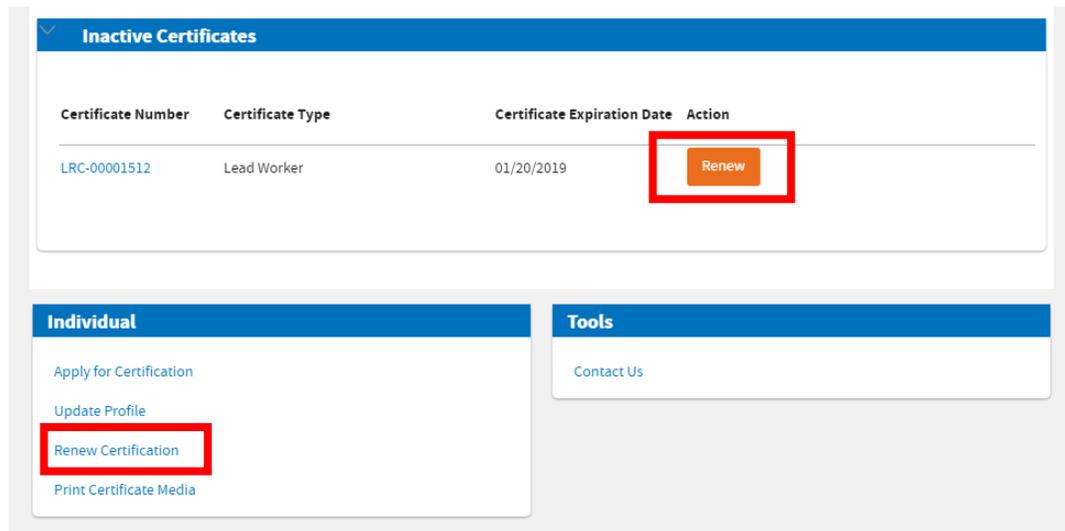
4. You have now started a new renewal application. You can see your application number (RNL-####) next to "RENEW CERTIFICATE". Clicking "Save" will save the current state of the application. Clicking "Close" will close the application and keep the application under "Incomplete Certificates" on your LRCC dashboard. Clicking "Cancel" will delete this application from your account. The application process consists of 6 steps.

If you experience any issues throughout this process and need assistance, click "Save" then click "Close" and then click "Home" at the top right corner of the screen, and follow the Contact Us instructions to receive assistance.

STEP 1: Applicant Information

3. Review your profile information ensuring everything is correct. If you need to update any information, click "Save" then click "Close" to save your application and go to the Update Profile Information instructions.

4. Click "Next>>" when you've finished reviewing your information.

STEP 2: Select Certificates

3. Select the certificate(s) that you would like to renew. You can select one or more expired certificates to renew. Only expired certificates will be displayed as options to renew.

License Number	License Type	License Status	Renewal Cost	Delinquency Fee	Total Cost	Expiration date
LRC-00001512	Lead Worker	Inactive	$87.00	$0.00	$87.00	1/20/19

4. Click "Next>>" when you've selected the desired certificate(s).

STEP 3: Training Details

State Exam Details

| Select from my exam | Add new exam | State Exam Requirements |

Type	Date		Actions
No items			

Course Details

| Select from my course | Add new course | Training Requirements |

Type	Completion Form Number		Completion Date
No items			

4. Click "Add new exam" to add a new State Exam. If you are unsure about the exam requirements for the certificate(s) which you are applying for click "State Exam Requirements" to be directed to the LRCC site for more details.
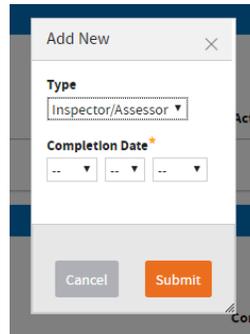
5. Click "Select from my exam" to select an exam which you previous entered in another application.

6. Click "Add new course" to add any Course Details. If you unsure about the training requirements for the certificate(s) which you are applying for click "Training Requirements" to be directed to the LRCC site for more details.

7. Click "Select from my course" to select a course which was previously entered in another application.
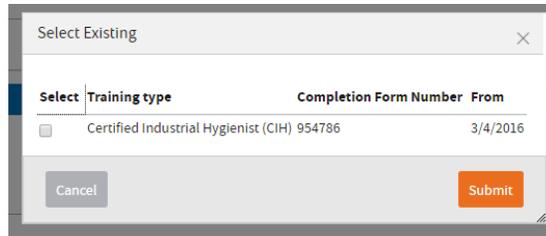
Select Existing   ✕

Select	Training type	Completion Form Number	From
☐	Certified Industrial Hygienist (CIH)	954786	3/4/2016

Cancel   Submit

8. Click "Next>>" when all training details have been added.

STEP 4: Documents
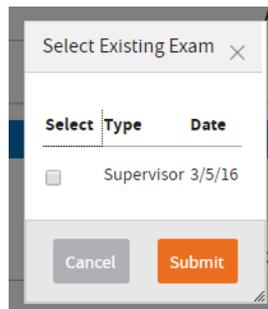
4. Upload all required documents. By default, your previously submitted documents will be uploaded. You can choose to submit the same documents again or you can click on the trash icon to remove the document and re-upload a new document.
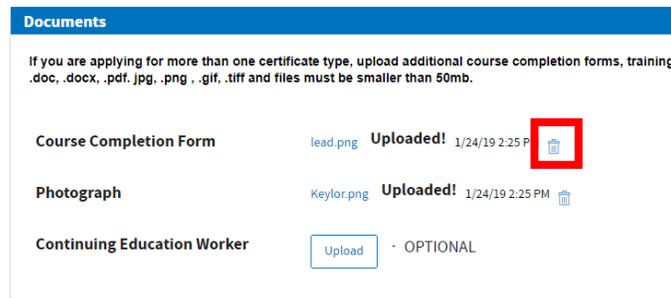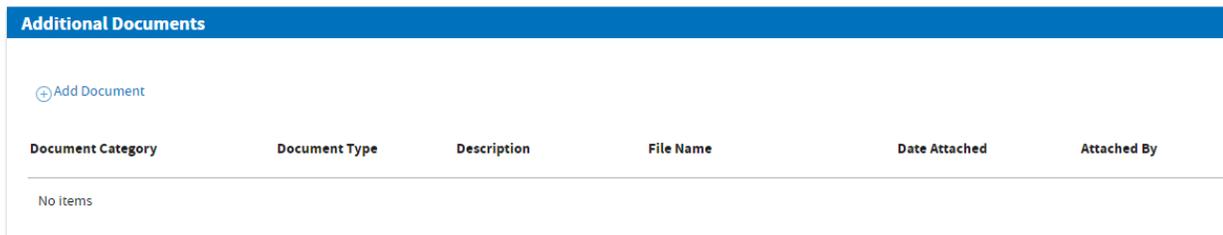
Documents

If you are applying for more than one certificate type, upload additional course completion forms, training i
.doc, .docx, .pdf. jpg, .png , .gif, .tiff and files must be smaller than 50mb.

Course Completion Form	lead.png **Uploaded!** 1/24/19 2:25 P 🗑
Photograph	Keylor.png **Uploaded!** 1/24/19 2:25 PM 🗑
Continuing Education Worker	Upload · OPTIONAL

5. You may also add additional documentation if desired.

Additional Documents

⊕ Add Document

Document Category	Document Type	Description	File Name	Date Attached	Attached By
No items					

6. Click "Next>>" when finished uploading documents.

STEP 5: Signature

3. You will then be asked to provide an electronic signature. Use the mouse/touchpad to sign.

Please read the following attestation and sign below.

In signing, I also certify, under penalty of perjury that all information provided is true and correct.

Please sign and accept

Signee Name
Mr. John Smith

Date of Signature
Friday, January 25, 2019

4. Click "Accept" to seal the signature. You can click "Clear" to delete the signature and sign again. You will not be able to move on to the next step until you have clicked "Accept".

Please read the following attestation and sign below.

In signing, I also certify, under penalty of perjury that all information provided is true and correct.

Please sign and accept

Accept   Clear

Signee Name
Mr. John Smith

STEP 6: Confirm

3. You will then see a confirmation screen. Click "Finish" at the bottom of your screen to submit your application for review.
4. After clicking "Finish" you will see a screen similar to the one shown below. Click "Close" to return to the LRCC dashboard.

Renew Certificate (RNL-8060)   Close

Thank you! The next step in this case has been routed appropriately.

THE FOLLOWING CERTIFICATE(S) HAS BEEN SENT TO REVIEW, THE LICENSING DIVISION WILL CONTACT YOU FOR MORE INFORMATION AS NEEDED.

APPLICATION ID   CERTIFICATE NAME
CIR-1119   Lead Worker

License details   Applicant information   Expertise   Documents

Selected Certificates

| Certificate Name	Product Category	Certificate Number
Lead Worker	Lead	LRC-00001512

Supporting documents

Signature.png
RNL-8060 | File | John Smith

You will see your In-Progress Certificates under Pending Certificates on the LRCC dashboard after having submitted the renewal application.
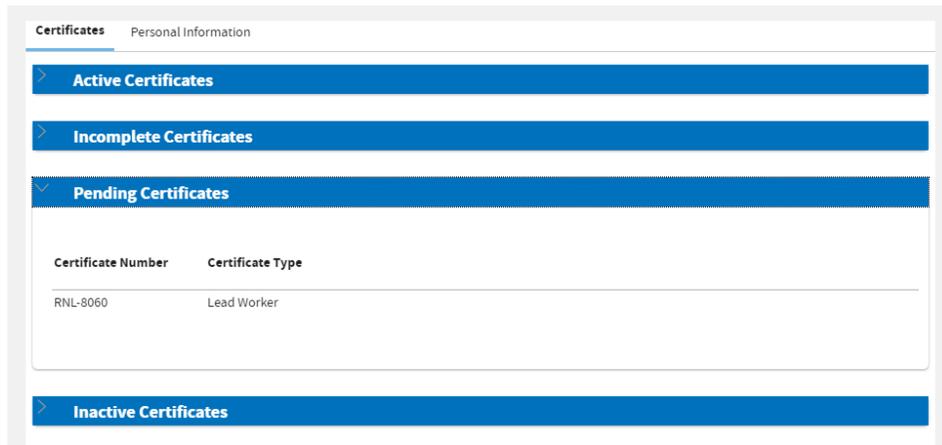

Pay for an Application

1. Once your new/renewed certificates have been approved, you will receive an email notification informing you of the approval. You will then need to log into your account and navigate to the LRCC Portal to complete the payment for the approved certificate(s).

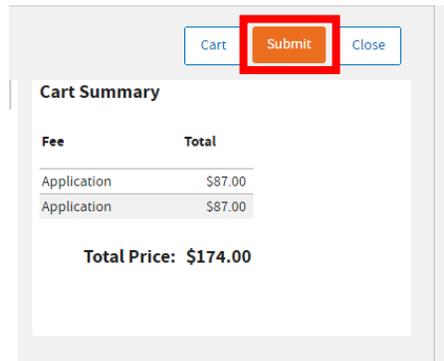2. Once you have entered the LRCC portal, click "View Cart" to begin the payment process.
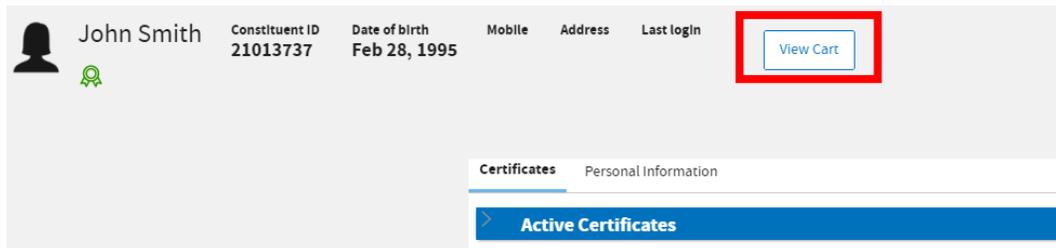
3. Select which approved certificate(s) you would like to pay for and then click "Proceed to Checkout".
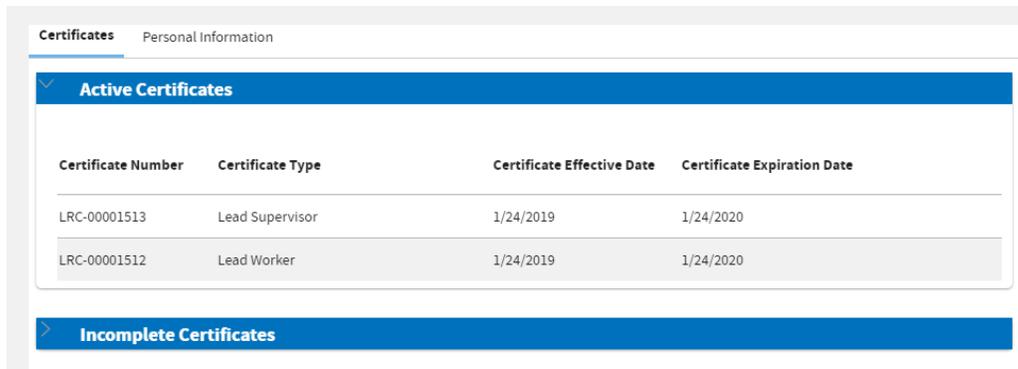

4. Select a payment method and provide payment information accordingly. Please note that an online payment (Credit Card/Bank Account) will be processed instantly and will result in you receiving your certification right away whereas an offline payment will take more time.

Checkout

Payment Details

Payment Method ★

Select...

| Select... |
| Credit Card |
| Bank Account |
| Offline Payment |
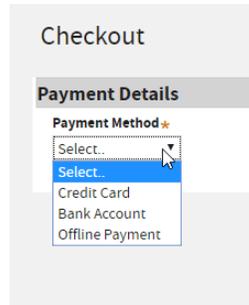
5. When you've filled in all required payment information, click "Submit" to complete the payment process.

Cart   Submit   Close

Cart Summary

| Fee	Total
Application	$87.00
Application	$87.00

Total Price: $174.00

6. You will then see a payment confirmation screen. You will receive a payment Receipt through email as well as a PDF copy of your certificate media. Please save this PDF and your payment receipt for your records.

7. The certificate(s) which you submitted payment for should now be displayed as "Active Certificates" on your LRCC dashboard.

Certificates   Personal Information

Active Certificates

| Certificate Number	Certificate Type	Certificate Effective Date	Certificate Expiration Date
LRC-00001513	Lead Supervisor	1/24/2019	1/24/2020
LRC-00001512	Lead Worker	1/24/2019	1/24/2020

Incomplete Certificates

Print Certificate Media

1. You can print your Certificate media by clicking "Print Certificate Media" on the LRCC dashboard. This link will only be displayed if you have active certificates.
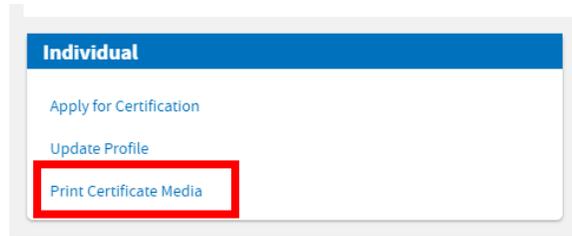
Contact Us

1. At the top right corner of the **Home page**, you will see a "Contact Us" link. You can use this to request assistance.
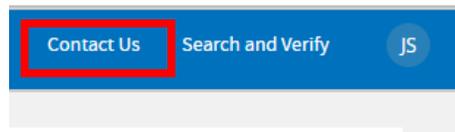
2. The "Contact Us" link can also be found within the LRCC dashboard under "Tools".