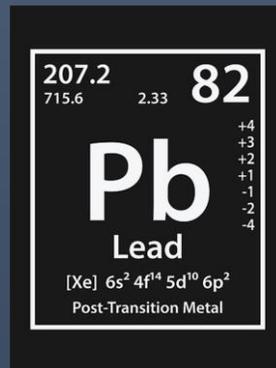


LRCC Online Application System User Guide



Lead Related Construction Certification Unit

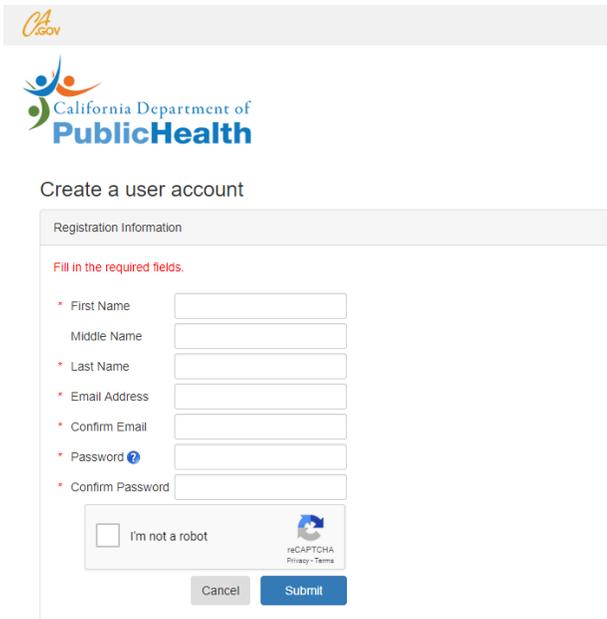
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Create an Account

1. Follow the link below to create an account.

<https://accountportal.cdph.ca.gov/Licensing.aspx>

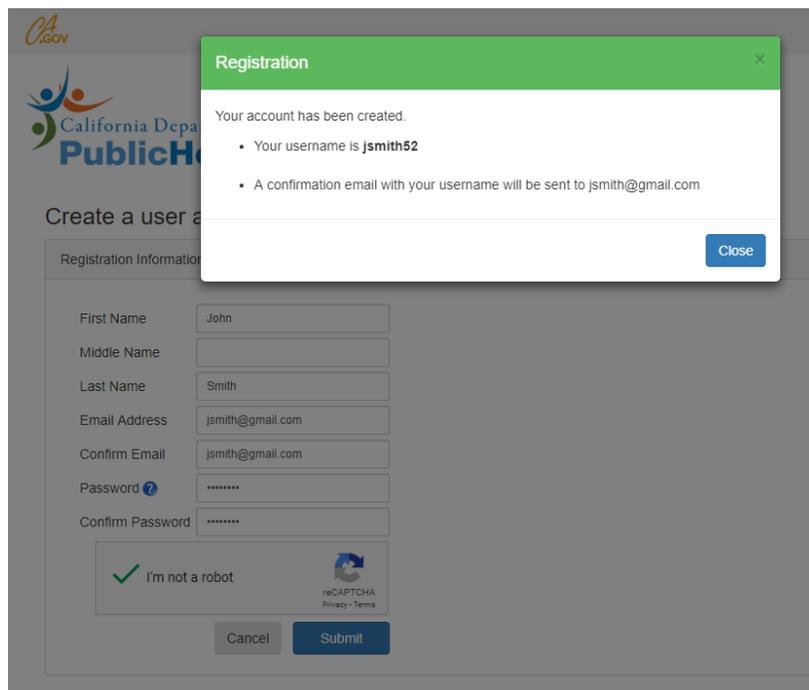


The screenshot shows the "Create a user account" form on the California Department of Public Health website. The form is titled "Registration Information" and includes a red warning message: "Fill in the required fields." The form contains the following fields:

- * First Name
- Middle Name
- * Last Name
- * Email Address
- * Confirm Email
- * Password
- * Confirm Password

At the bottom of the form, there is a checkbox labeled "I'm not a robot" with a reCAPTCHA icon and a "Submit" button. A "Cancel" button is also present.

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.



The screenshot shows the same "Create a user account" form, but with a success message overlay. The message is titled "Registration" and contains the following text:

Your account has been created.

- Your username is **jsmith52**
- A confirmation email with your username will be sent to **jsmith@gmail.com**

A "Close" button is located at the bottom right of the message box. The form fields in the background are filled with the following information:

- First Name: John
- Middle Name:
- Last Name: Smith
- Email Address: jsmith@gmail.com
- Confirm Email: jsmith@gmail.com
- Password: *****
- Confirm Password: *****

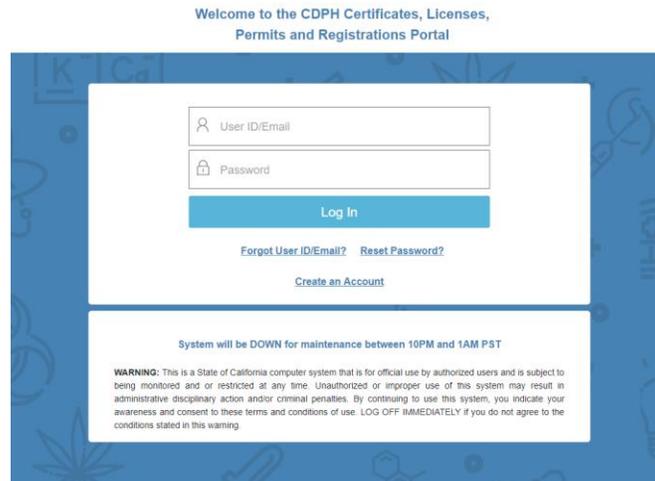
The "I'm not a robot" checkbox is now checked, and the "Submit" button is highlighted.

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>

Welcome to the CDPH Certificates, Licenses, Permits and Registrations Portal



User ID/Email

Password

Log In

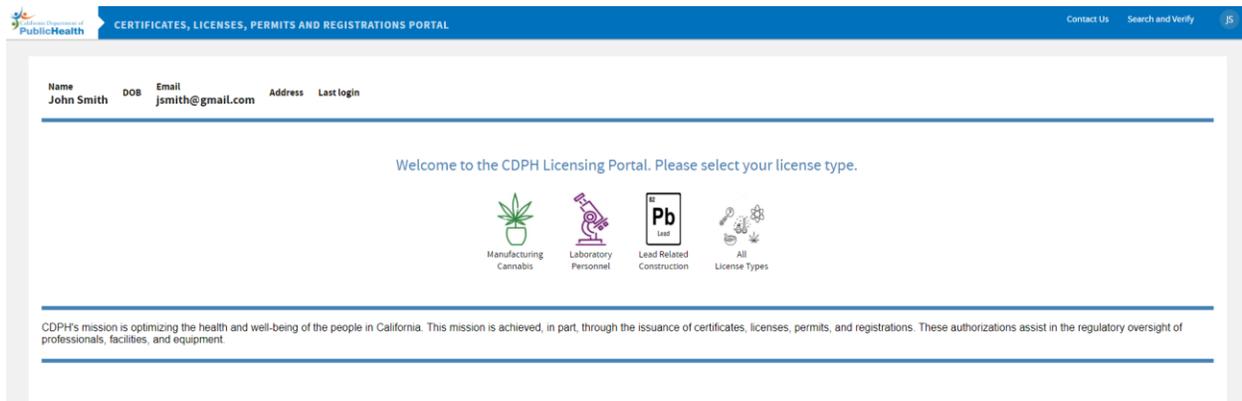
[Forgot User ID/Email?](#) [Reset Password?](#)

[Create an Account](#)

System will be DOWN for maintenance between 10PM and 1AM PST

WARNING: This is a State of California computer system that is for official use by authorized users and is subject to being monitored and or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or criminal penalties. By continuing to use this system, you indicate your awareness and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

2. Upon login, you will see a screen similar to the one shown below. This is your Home page.



CERTIFICATES, LICENSES, PERMITS AND REGISTRATIONS PORTAL

Contact Us Search and Verify JS

Name DOB Email Address Last login

John Smith jsmith@gmail.com

Welcome to the CDPH Licensing Portal. Please select your license type.

Manufacturing Cannabis Laboratory Personnel Lead Related Construction All License Types

CDPH's mission is optimizing the health and well-being of the people in California. This mission is achieved, in part, through the issuance of certificates, licenses, permits, and registrations. These authorizations assist in the regulatory oversight of professionals, facilities, and equipment.

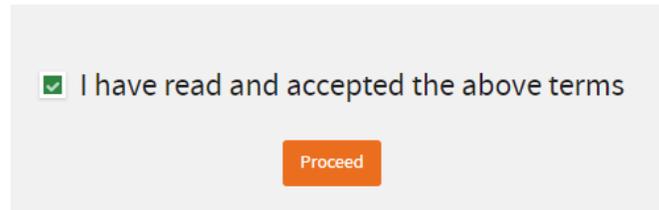
Navigating to the Lead-Related Construction Certification Portal

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

Welcome to the CDPH Licensing Portal. Please select your license type.



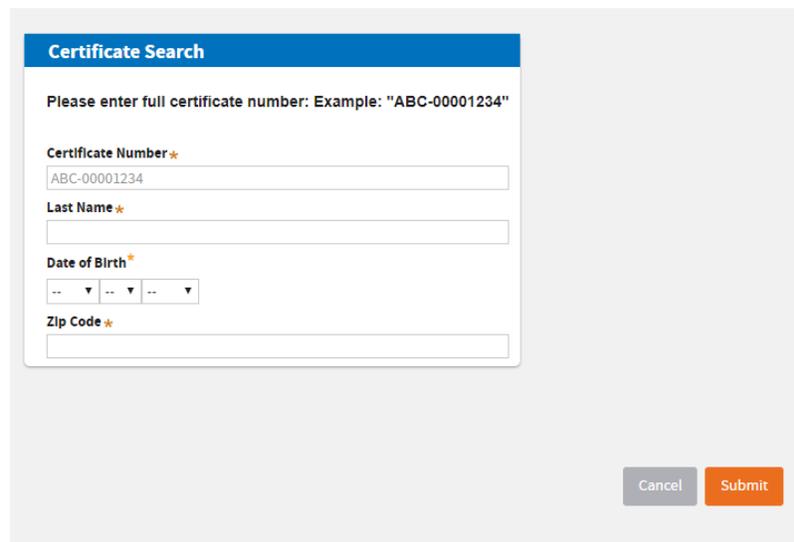
2. Is this your first time logging into the LRCC portal?
Yes: Continue with Step 3
No: Skip to Step 8
3. You will be asked to Accept a Privacy Disclaimer. Please read through the disclaimer carefully, select the check box and click “Proceed” when finished.



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.

LEAD RELATED CONSTRUCTION CERTIFICATION (LRCC)

Key Demographics

Salutation *
 Select ▼
 Last Name *
 Smith
 Gender *
 Select ▼
 Confirm Photo Identification Number *

First Name *
 John
 Suffix
 Select ▼
 Photo Identification Type *
 Select ▼

Middle Name
 Date of Birth *
 -- ▼ -- ▼ -- ▼ -- ▼
 Photo Identification Number *

Address Details

A home address is required

[Add Address](#)

Type * Home Address ▼ Primary:

Address Line 1 *
 Address Line 2 *
 City * State * Postal Code *
 California
 County * Country *
 United States
 Validate Cancel

Communication Details

Communication type * Email/Phone Primary *
 Home Email * Email * Confirm Email Address *

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

LEAD RELATED CONSTRUCTION CERTIFICATION (LRCC) Refresh Profile Home JS

John Smith Constituent ID: 21013737 Date of birth: Feb 28, 1995 Mobile: (954) 785-4623 Address: 400 MAIN ST WOODLAND CA 95695-3432 YOLO USA Last login: Jan 24, 2019 1:06:16 PM [View Cart](#)

[Click here](#) to apply for a certificate

Certificates Personal Information

- Active Certificates
- Incomplete Certificates
- Pending Certificates
- Inactive Certificates

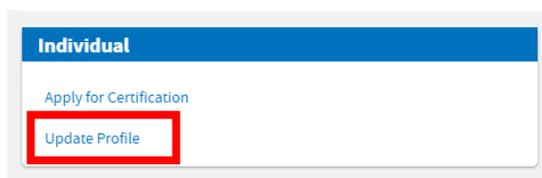
Individual **Tools**

Apply for Certification
 Update Profile

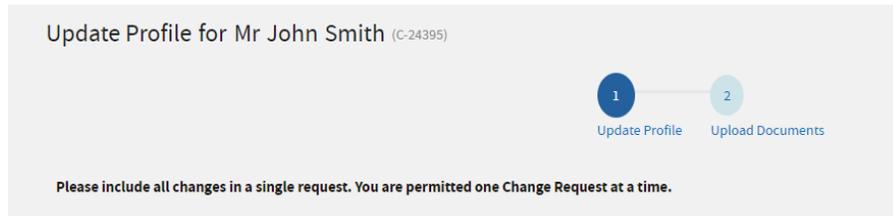
Contact Us

Update Profile Information

1. You can update your key demographics, address details and communication details by clicking “Update Profile” on the LRCC dashboard.



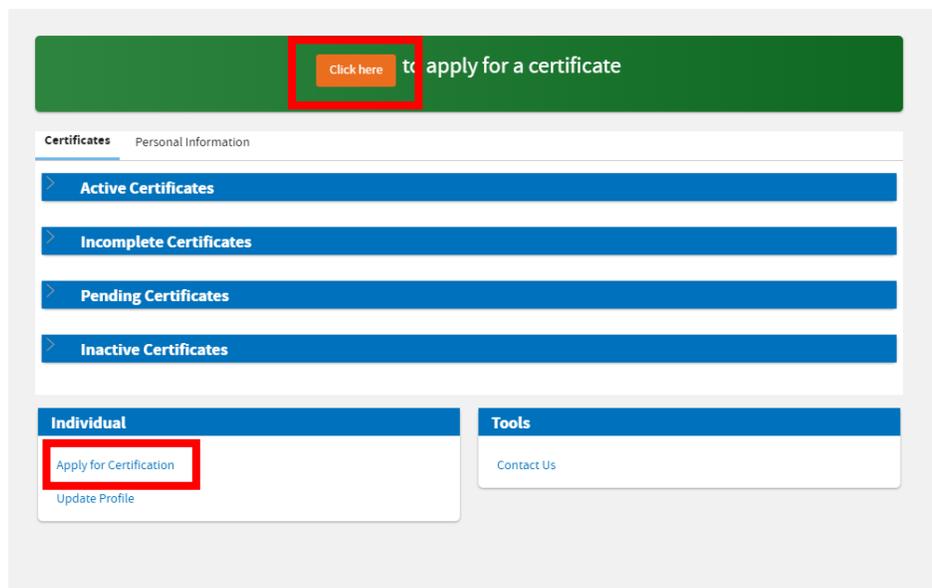
2. You will be directed to the Update Profile Information page. Any changes made to your address details and/or communication details will be automatically approved and will reflect on your account. However, changes made to your key demographics will require validation/review by the LRCC unit. Please 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.

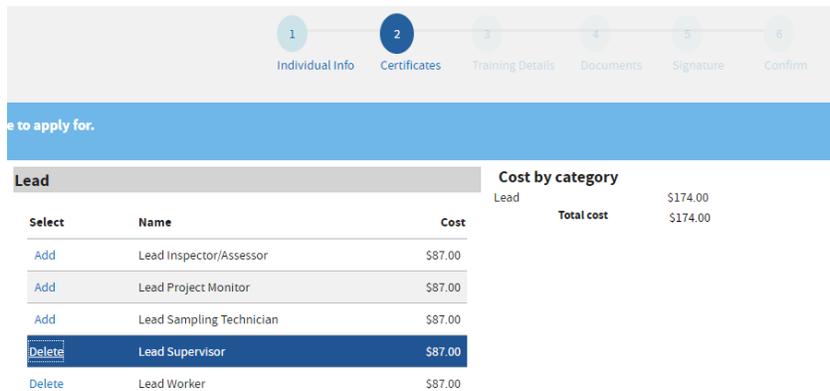


STEP 1: Individual Info

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 Individual Info 2 Certificates 3 Training Details 4 Documents 5 Signature 6 Confirm

Please provide the information for the State Lead Courses and State Lead Exams you have taken.

State Exam Details

[Add new exam](#) [State Exam Requirements](#)

| Type | Date | Actions |
|----------|------|---------|
| No Items | | |

Course Details

[Add new course](#) [Training Requirements](#)

| Type | Completion Form Number | Completion Date |
|----------|------------------------|-----------------|
| No Items | | |

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.

Add New

Type
Inspector/Assessor

Completion Date*
--/--/--

Cancel Submit

2. Click “Add new course” to add any Course Details. If you are 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.

Add New

Type
Certified Industrial Hygienist (CIH)

Completion Form Number*

Completion Date*
--/--/--

Cancel Submit

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

STEP 4: Documents

1. Upload all required documents.

Documents

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

| | | |
|-----------------------------------|---------------------------------------|------------|
| Course Completion Form | <input type="button" value="Upload"/> | - REQUIRED |
| Photograph | <input type="button" value="Upload"/> | - REQUIRED |
| Proof of Experience Form | <input type="button" value="Upload"/> | - REQUIRED |
| State Exam Letter | <input type="button" value="Upload"/> | - REQUIRED |
| Continuing Education Form General | <input type="button" value="Upload"/> | - OPTIONAL |
| Continuing Education Worker | <input type="button" value="Upload"/> | - OPTIONAL |

2. You may also add additional documentation if desired.

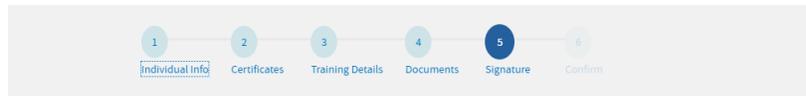
Additional Documents

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

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.



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
Thursday, January 24, 2019

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



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)

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

Signatures.docx
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

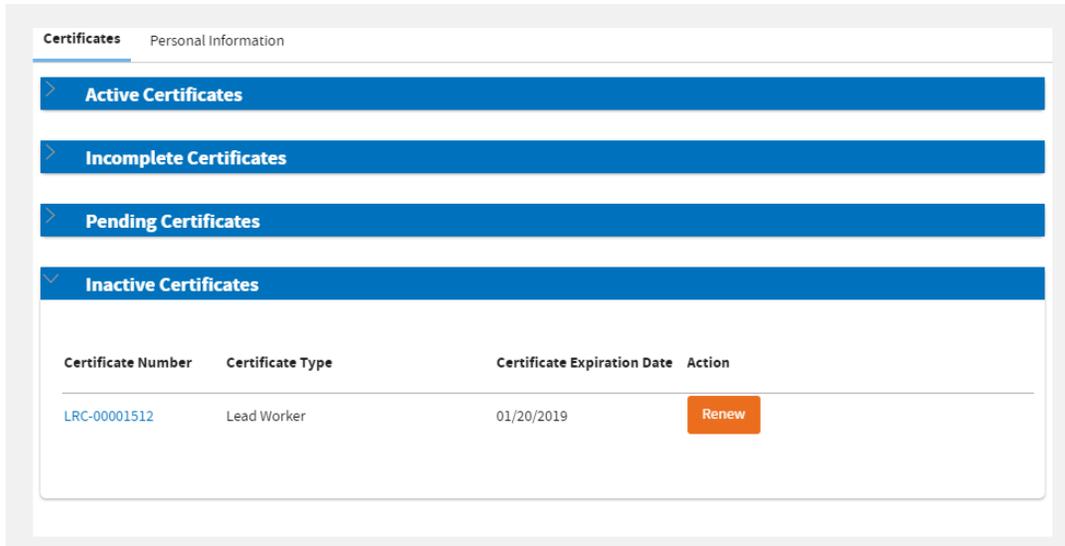
▼ Pending Certificates

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

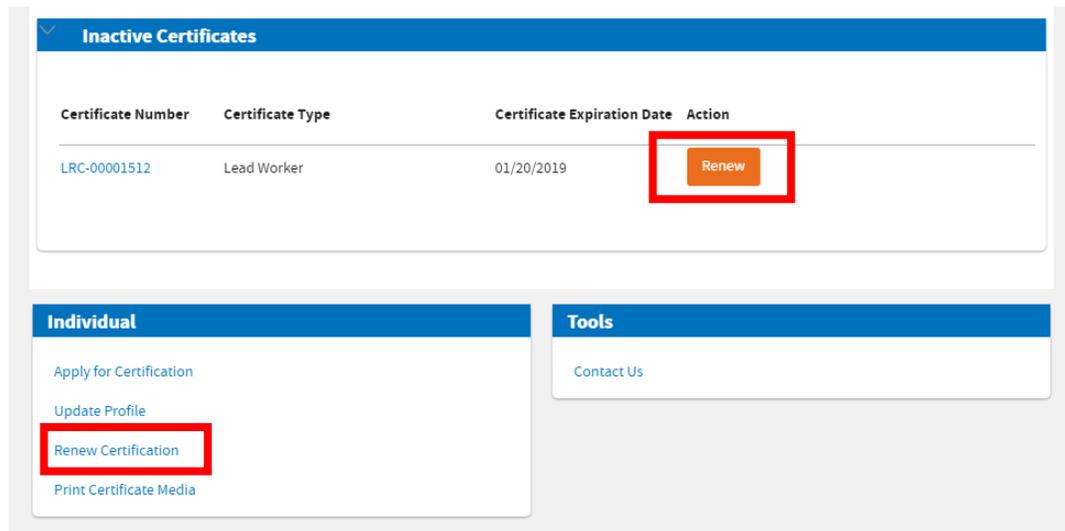
> Inactive Certificates

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.

RENEW CERTIFICATE **RNL-8060** **First Name** John **Last Name** Smith **DOB** 02/28/1995

Save Close Cancel

1 Applicant information 2 Select Certificates 3 Training Details 4 Documents 5 Signature 6 Confirm

STEP 1: Applicant Information

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

STEP 2: Select Certificates

- 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.

1 Applicant information 2 Select Certificates 3 Training Details 4 Documents 5 Signature 6 Confirm

Select one certificate to renew from the below list.

| License Number | License Type | License Status | Renewal Cost | Delinquency Fee | Total Cost | Expiration date |
|---------------------------------------|--------------|----------------|--------------|-----------------|------------|-----------------|
| <input type="checkbox"/> LRC-00001512 | Lead Worker | Inactive | \$87.00 | \$0.00 | \$87.00 | 1/20/19 |

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

STEP 3: Training Details

1 Applicant information 2 Select Certificates 3 Training Details 4 Documents 5 Signature 6 Confirm

State Exam Details

Select from my exam Add new exam State Exam Requirements

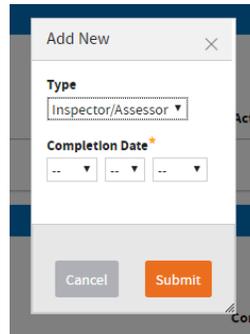
| Type | Date | Actions |
|----------|------|---------|
| No items | | |

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.

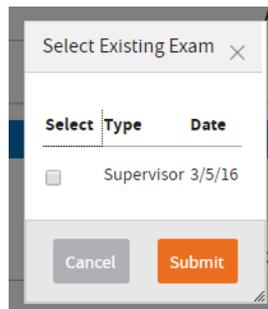


The screenshot shows a dialog box titled "Add New" with a close button (X) in the top right corner. It contains the following fields:

- Type:** A dropdown menu with "Inspector/Assessor" selected.
- Completion Date:** A date picker with three dropdown menus for day, month, and year, each showing "--".

At the bottom, there are two buttons: "Cancel" (grey) and "Submit" (orange).

5. Click “Select from my exam” to select an exam which you previous entered in another application.

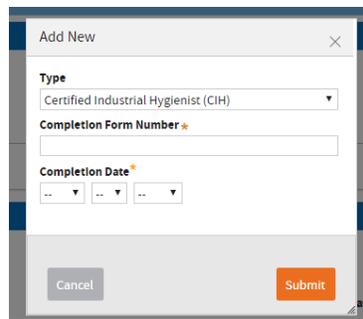


The screenshot shows a dialog box titled "Select Existing Exam" with a close button (X) in the top right corner. It contains a table with the following data:

| Select | Type | Date |
|--------------------------|------------|--------|
| <input type="checkbox"/> | Supervisor | 3/5/16 |

At the bottom, there are two buttons: "Cancel" (grey) and "Submit" (orange).

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.

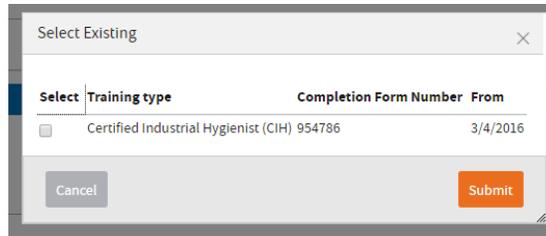


The screenshot shows a dialog box titled "Add New" with a close button (X) in the top right corner. It contains the following fields:

- Type:** A dropdown menu with "Certified Industrial Hygienist (CIH)" selected.
- Completion Form Number:** A text input field.
- Completion Date:** A date picker with three dropdown menus for day, month, and year, each showing "--".

At the bottom, there are two buttons: "Cancel" (grey) and "Submit" (orange).

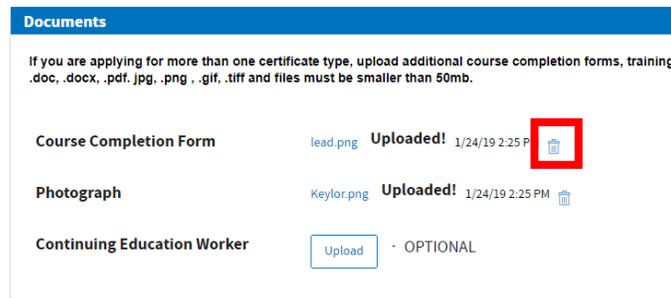
7. Click “Select from my course” to select a course which was previously entered in another application.



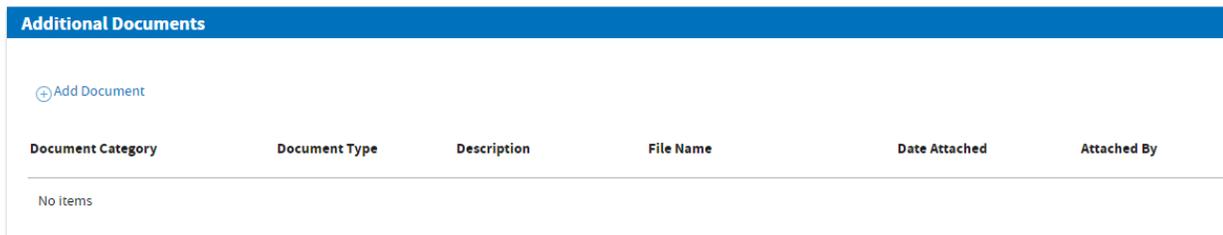
- Click “Next>>” when all training details have been added.

STEP 4: Documents

- 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.



- You may also add additional documentation if desired.



- Click “Next>>” when finished uploading documents.

STEP 5: Signature

- 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

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-0060) 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

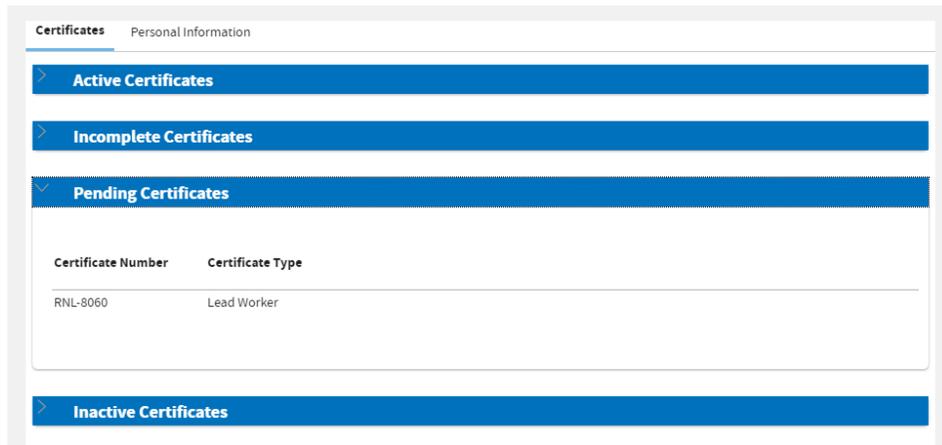
Selected Certificates

| Certificate Name | Product Category | Certificate Number |
|------------------|------------------|--------------------|
| Lead Worker | Lead | LRC-0001512 |

Supporting documents

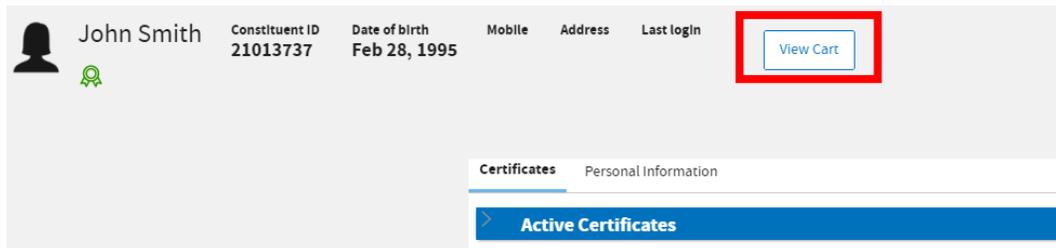
Signature.png
RNL-0060 | File | John Smith

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



Pay for an Application

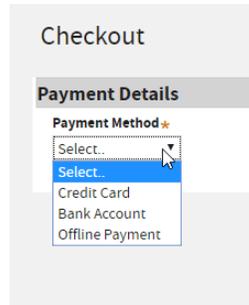
1. Once your new/renewed certificates have been approved, you will receive an email notification informing you of the approval. You will then need to log into your account and navigate to the LRCC Portal to complete the payment for the approved certificate(s).
2. Once you have entered the LRCC portal,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



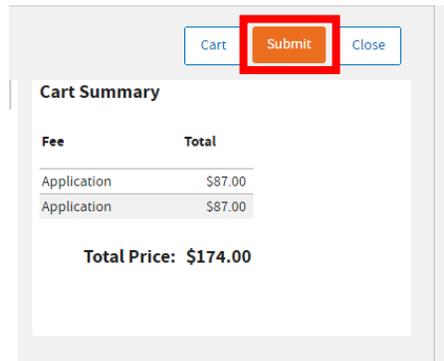
3. Select which approved certificate(s) you would like to pay for and then click “Proceed to Checkout”.



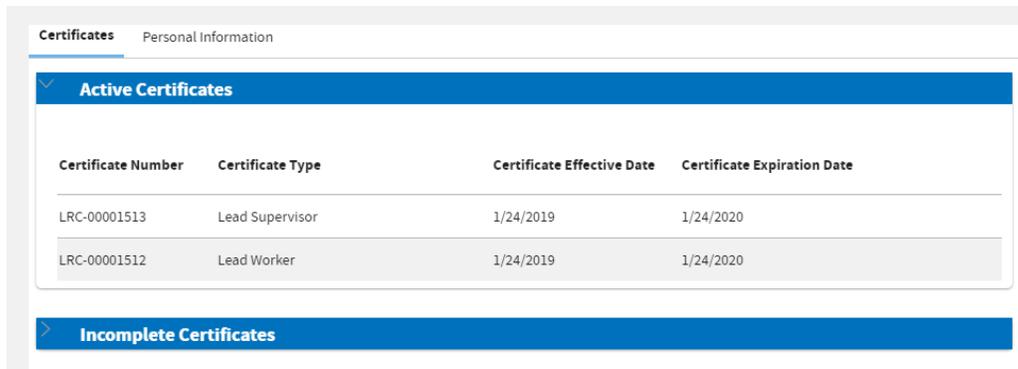
4. Select a payment method and provide payment information accordingly. Please note that an online payment (Credit Card/Bank Account) will be processed instantly and will result in you receiving your certification right away whereas an offline payment will take more time.



5. When you've filled in all required payment information, click "Submit" to complete the payment process.

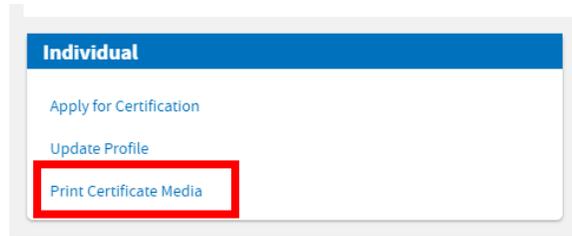


6. You will then see a payment confirmation screen. You will receive a payment Receipt through email as well as a PDF copy of your certificate media. Please save this PDF and your payment receipt for your records.
7. The certificate(s) which you submitted payment for should now be displayed as "Active Certificates" on your LRCC dashboard.



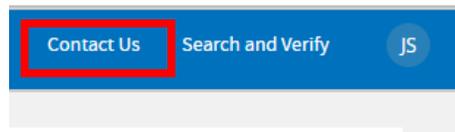
Print Certificate Media

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.

A screenshot of the "Contact Us Form" on the "CERTIFICATES, LICENSES, PERMITS AND REGISTRATIONS PORTAL". The form includes input fields for "First Name*", "Last Name*", "Email*", and "Phone*", and a dropdown for "Application ID*" with "UPM" selected. Below these is a text area for "Please describe the issue you are experiencing*" and a "Submit" button.

2. The “Contact Us” link can also be found within the LRCC dashboard under “Tools”.

A screenshot of the "LEAD RELATED CONSTRUCTION CERTIFICATION (LRCC)" dashboard. The user profile for "John Smith" is visible at the top. A green banner says "Click here to apply for a certificate". Below are sections for "Certificates" (Active, Incomplete, Pending, Inactive) and "Individual" (Apply for Certification, Update Profile). The "Tools" section contains a "Contact Us" link, which is highlighted with a red rectangular box.