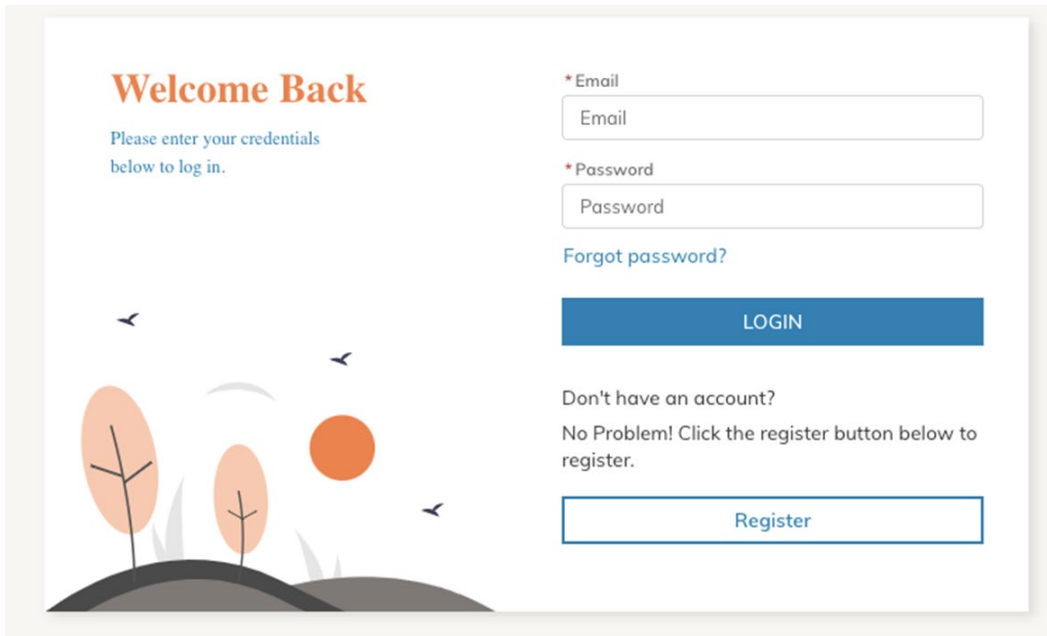


## **Mammography Imaging Medical Physicist (MIMP) Certification**

MIMPs will be using the Division of Waste Management and Radiation Control Community Portal to apply for certification and renew certifications beginning in April 2023. The following are instructions and guidance on how to complete the process.

### Registering as a Community Portal User

1. MIMPs must register as portal users. MIMPs that are certified prior to March 2023 will be registered as portal users by the Division and will be notified by email when their registration is setup so that they can create a password. To register as a Portal User and to login to the Community Portal, users will need to navigate to the following link: <https://deqorg.utah.gov/> Once users navigate to the link, they will see the screen below and would need to click on the “Register” button if they are not already registered.



The screenshot shows a web interface for logging in or registering. On the left, there is a decorative illustration of a landscape with trees, a sun, and birds. The text reads: "Welcome Back" in orange, followed by "Please enter your credentials below to log in." in blue. On the right, there are two input fields: "\*Email" and "\*Password", both with placeholder text. Below the password field is a link "Forgot password?". A blue "LOGIN" button is positioned below the input fields. At the bottom, there is a section for registration: "Don't have an account? No Problem! Click the register button below to register." followed by a blue "Register" button.

2. After clicking on the Register button, the user will need to fill in the required information for registration. Email address and Billing Email Address are required fields. Both email addresses can be the same. The Billing Email Address is not used for MIMP certifications but must be completed as a required field.

**Note: If you are creating a registration for a company that has multiple MIMPs please enter your company name as the Company. If you are an individual registering as a MIMP you may enter your company name, if you have one, or your**



**name as the Company. If the Company you enter is already in our database you will not be able to complete the registration process. Please contact the Division if this happens.**

3. After a successful Registration, the user will receive a welcome email. To activate the account, users should click on the link in the email to continue with the registration process.

**Note: If you do not receive this email please check your SPAM folder. Emails sent by our database come from [dwmrcsalesforce@utah.gov](mailto:dwmrcsalesforce@utah.gov).**

4. Clicking the link will take the user to the Change Your Password page where a password must be created. Please follow the instructions and create a password for your account.

5. After the user creates the password for their account, they will be redirected to the Home Page of the Community Portal. Users should navigate to the “My Profile” tab on the top right where they need to ensure that all information in their profile is complete and correct. Click on the Edit button in the upper right side of the screen to edit any information in the profile. Users must add a phone number (if not entered when registering), job title, and mailing address then click on the Save button to save the changes. Click the “Home” tab to return to the Home Page.

6. Once a user has updated and saved their profile the user will need to contact Tom Ball, the X-ray Program Manager, at 385-454-5574 to have their Level of Access set up. After the Level of Access is set up the user can login and create and submit an application for certification as a MIMP.

### Applying for Certification as a MIMP

1. Ensure that you are on the Home page of the Community Portal. The Portal Dashboard as shown in the screenshot below should be visible.

The screenshot shows the 'Portal Dashboard' interface. On the left is a navigation menu with sections: APPLICATIONS (All Applications, Issued LPRs, Manage LPRs), MY COMPANY'S (Payments, Inspections, Revision Requests, Facility), and PERSONAL (Administrator). The main content area has a header 'Portal Dashboard' with a note: 'LPR refers to License, Permits & Registrations. Applicants cannot upload SGI-M documents'. Below this is a section for 'All Pending Applications' with a 'View All' button and an 'Apply' button (highlighted with a red box). A table with columns: APPLICATION #, LPR NUMBER, CONTACT NAME, APPLICATION TYPE, LPR TYPE, STATUS, SUBMITTED DATE/TIME, and VIEW is shown below. The table is currently empty. Below that is a section for 'Issued LPRs' with a 'View All' button and a table with columns: LPR NUMBER, CONTACT NAME, LPR TYPE, SUBMITTED DATE/TIME, EXPIRATION DATE, PRINT, and ACTION. This table is also empty.



2. Click on the “Apply” button on the right-hand side of the screen, bordered in red in the screenshot above.
3. After clicking Apply the user is taken to the Facility Selection screen. New users will need to create a facility. A facility will have been created for MIMPs certified prior to March of 2023. Click the blue “Click here” text to open the facility creation page.
4. On the Facilities page click the “Add New Facility” button. Complete the required fields on the Enter Facility Details page then click the blue “Add” button.
  - a. For “Name” a MIMP can either enter their company name or their own name. For accounts with multiple MIMPs this should be the company name.
  - b. Entering your address in the Address or location search field will allow the system to find your address and will automatically fill in the Latitude and Longitude fields based on the address chosen. These fields are used by other programs and are not used for MIMP Certifications but are required here.
  - c. In most cases the Facility Contact should be the MIMP. In the case where one person is submitting multiple applications for several people the Facility Contact should be the person submitting the applications who created the portal account. Clicking in the “Facility Contact” field will open a drop-down menu that contains the name the user entered when creating their portal registration. Click the name to add it as the Facility Contact.
5. Once the facility is added, the user will be returned to the Facilities page. Click on the “Home” tab at the top of the page and click the “Apply” button again.

**Note: Accounts with more than one MIMP will need to complete steps 6 through 14 for each MIMP.**
6. After clicking Apply the user is taken to the Facility Selection screen. Click anywhere in the “Choose one” field and click on the facility that was just added then click the “Next” button.
7. The user is now taken to the Program Selection page. Click anywhere in the “Choose one” field and click on “X-Ray”.

**Note: Users can save their application during the application process by clicking the Save and Exit button at the top right of the screen. To resume the application process the user must click on the icon in the View column of the “All Pending Applications” section of the Portal Dashboard. Applications can also be deleted by clicking the Delete button next to the Save and Exit button. The Delete button does not appear until the user has gotten to step 3 of the application process.**
8. When the Choose a sub-program window opens click the button next to “Mammography Imaging Medical Physicists” then click the “Save and Next” button at the bottom of the screen.
9. The user is now on the Instructions screen. After reading the instructions click on the “Save and Next” button at the bottom of the screen to move to the Application Questions screen.



10. On the Application Questions screen the user should complete all required fields then click the Save and Next button at the bottom of the screen.

a. The Applicant Contact Name should be the name of the MIMP. Clicking the Add a Contact button opens a window where the user can click in the Select Contact field and find the name that was entered as the Facility Contact during the facility creation step or can enter information for a new contact. If a contact is chosen from the list the Mailing Address information is automatically filled with the information previously entered for the contact. If this registration is for an account that will have multiple MIMPs then a new contact must be created.

b. The email address entered for the contact can be the same as the address entered for Facility Contact if the account and registration is for a single MIMP. For accounts with multiple MIMPs the email address entered for the contact should be the email address of the MIMP whose name was entered as the Applicant Contact.

c. Choose “Mammography Imaging Medical Physicist” from the dropdown list in the Role field.

d. Click the pencil icon in the Edit/Delete column to edit the Mailing Address information if necessary for pre-populated information or to enter the mailing address information for a new contact.

e. The remaining fields in the Application Questions section may be pre-populated with data if there are existing registrations under the account. In this case the user should click the pencil icon in the Add/Edit column and edit the data or click the trash can icon to remove that data.

**Note: this does not change or remove the data from an existing registration.**

f. Enter new information regarding degrees earned in the Education and Professional Development section by clicking the Add button on this section. Multiple entries are allowed.

g. Enter the information for any certifications held in the Certifications section by clicking the Add button on this section. Multiple entries are allowed but you must enter at least one in accordance with R313-28-140(1)(a).

h. Enter your experience conducting mammography surveys in the Mammography Survey Experience section by clicking the Add button on this section. You must have conducted surveys of at least one mammography facility and a total of at least ten mammography units under the direct supervision of a mammography imaging medical physicist approved by the Board. No more than one survey of a specific unit within a period of 60 days can be counted toward the total mammography unit survey requirement. See R313-28-140(1)(b)(iii). Multiple entries are allowed.



- i. Enter the information regarding the Mammography X-ray Units surveyed by clicking the Add button. The Facility field in the Add window is a drop-down list that will contain the names of all the facilities that were added in the Mammography Survey Experience section. Choose the facility and enter the Manufacturer and Model for each unit surveyed.
  - j. Continue to enter the information required regarding tools and equipment used.  
**Note: there is only one entry per section allowed. If you have additional information to provide, please submit it along with the Additional Support Documentation.**
  - k. Verify that all the information is correct, edit as necessary. Please take note of the list of Additional Support Documentation that must be submitted and be prepared to submit the documents electronically in the next step of the application process then click the Save and Next button.
11. The user is now on the Application Documents screen. Use the “Upload Files” button to upload electronic copies of the letter from the supervising MIMP confirming 20 contact hours of specialized training, copies of recent survey reports for two mammography facilities, an example of actual calculations used to determine average glandular dose, an example of the actual methodology used to determine the measured focal spot or the resolution in a plane 4.5 cm above the breast platform. Multiple files can be uploaded. The maximum document size for each document is 2 GB. Click the “Save and Next” button at the bottom of the screen once all necessary documents have been uploaded.
  12. The next screen is the pay screen. No payment is required for a MIMP certification so the user should just click the “Save and Next” button.
  13. The next page is the Attestation & Submission page. Please read the attestation statement on the page then click the box if you agree with the statement. You cannot submit your application unless you agree to the attestation statement. Click the “Save and Next” button after you have clicked the box to move to the Summary page.
  14. On the Summary page you can review all the information that has been entered in the application. If you need to make corrections, you can click on the Application Questions step or the Application Documents step in the menu on the left to return to those areas and make corrections. Once everything is correct and you have returned to the summary page click the “Submit” button to submit your application.
  15. An email will be sent to the email address entered for the Facility Contact (the person who created the account) informing them that the application has been received. The email contains your application number (A-XXXXXX). This number is also displayed in the Portal Dashboard on the Home page of the Community Portal in the All Pending Applications section.



**Note: It is important to keep track of this number, especially for accounts with more than one MIMP, because you will need to use this number to communicate with Division staff regarding an application.**

16. When an application is approved an email is sent to the Facility Contact email address informing them that the application has been approved and instructing the email recipient to log into the Community Portal to download a copy of the approval certificate.

17. On the Community Portal Dashboard web page the application will move to the Issued LPRs section. By clicking the printer icon in the Print column, a copy of the registration certificate can be viewed, printed, or downloaded.

**Note: You must allow pop-ups for the Community Portal web page to be able to access your certificate from the printer icon.**

### Renewing a MIMP Certification

To remain certified by the Board a certified MIMP must apply for recertification every three years. Certified MIMPs will receive an email 30 days before the expiration of their registration informing them that their registration is going to expire and instructing them to login to the Community Portal to renew their registration.

1. Ensure that you are on the Home page of the Community Portal. The Portal Dashboard as shown in the screenshot below should be visible.

**Portal Dashboard**  
LPR refers to License, Permits & Registrations. Applicants cannot upload SGI-M documents

**All Pending Applications** [View All](#) [Apply](#)

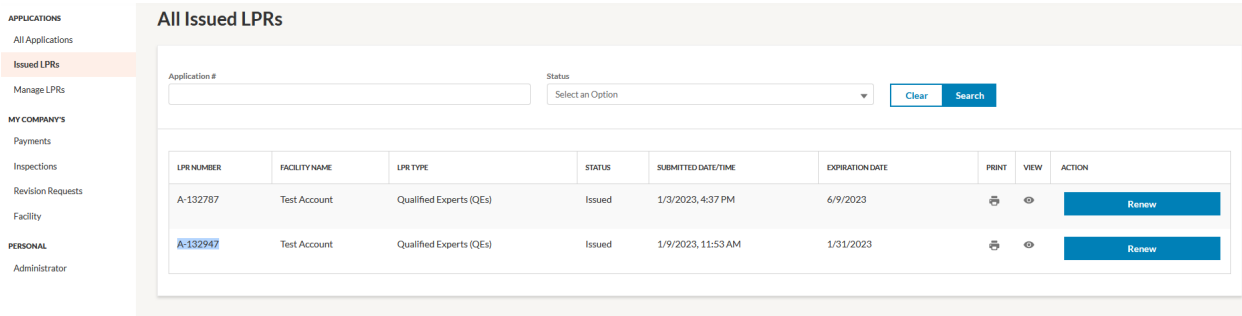
APPLICATION #	LPR NUMBER	CONTACT NAME	APPLICATION TYPE	LPR TYPE	STATUS	SUBMITTED DATE/TIME	VIEW
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**Issued LPRs** [View All](#)

LPR NUMBER	CONTACT NAME	LPR TYPE	SUBMITTED DATE/TIME	EXPIRATION DATE	PRINT	ACTION
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2. All issued registrations should be visible in the Issued LPRs section. To renew a registration, click on the Renew button in the Action column in the Issued LPRs section on the row of the registration you are renewing. If a registration is 30 days or more past expiration it may not be visible in the Issued LPRs section. Click the View All button bordered in red in the screenshot

above and the All Issued LPRs page will open as shown in the screenshot below. To renew a registration, click on the Renew button in the Action column.



**APPLICATIONS**  
All Applications  
Issued LPRs  
Manage LPRs

**MY COMPANY'S**  
Payments  
Inspections  
Revision Requests  
Facility

**PERSONAL**  
Administrator

**All Issued LPRs**

Application #  Status

LPR NUMBER	FACILITY NAME	LPR TYPE	STATUS	SUBMITTED DATE/TIME	EXPIRATION DATE	PRINT	VIEW	ACTION
A-132787	Test Account	Qualified Experts (QEs)	Issued	1/3/2023, 4:37 PM	6/9/2023			<input type="button" value="Renew"/>
<a href="#">A-132947</a>	Test Account	Qualified Experts (QEs)	Issued	1/9/2023, 11:53 AM	1/31/2023			<input type="button" value="Renew"/>

**3.** On the Application Questions screen the Applicant Contact Name and the Mailing Address will already be filled out using the data that is already in the database. Other information that already exists in the database may also be filled in automatically. To edit or delete any information that is already filled in the user can click the pencil or trash can icons in the Add/Edit column.

Users must list all continuing educational units (CEUs) earned in areas specific to mammography during the last three years. A minimum of 15 CEUs is required, see R315-28-140(20(a)(i)). Please upload copies of any certificates or letters on the Application Documents page.

Enter the information for at least three mammography facility surveys in the Mammography Survey Ongoing Experience section by clicking the Add button as necessary or editing the existing information.

Enter the information for each mammography unit surveyed at the facilities listed in the ongoing experience section in the Mammography X-ray Units section by clicking the Add button as necessary or editing the existing information.

Continue to enter the information required regarding tools and equipment used.

Verify that all the information is correct, edit as necessary then click the Save and Next button.

**4.** The user is now on the Application Documents screen. Use the Upload Files button to upload electronic copies of any certificates or letters earned regarding continuing educational units here. Multiple files can be uploaded. The maximum document size for each document is 2 GB. Click the “Save and Next” button at the bottom of the screen once all necessary documents have been uploaded.

**5.** The next screen is the Pay screen. No payment is required for a MIMP recertification application so the user should just click the “Save and Next” button.



6. The next page is the Attestation & Submission page. Please read the attestation statement on the page then click the box if you agree with the statement. You cannot submit your application unless you agree to the attestation statements. Click the “Save and Next” button after you have clicked the box to move to the Summary page.

7. On the Summary page you can review all the information that has been entered in the application. If you need to make corrections, you can click on the Application Questions step or the Application Documents step in the menu on the left to return to those areas and make corrections. Once everything is correct click the “Submit” button to submit your application.

8. An email will be sent to the email address entered for the Facility Contact informing them that the application has been received. The email contains your application number (A-XXXXXX). This number is also displayed in the Portal Dashboard on the Home page of the Community Portal in the All Pending Applications section.

**Note: It is important to keep track of this number, especially for accounts with more than one Qualified Expert, because you will need to use this number to communicate with Division staff regarding an application.**

9. When an application is approved an email is sent to the Facility Contact email address informing them that the application has been approved and instructing the email recipient to log into the Community Portal to download a copy of the registration certificate.

10. On the Community Portal web page the application will disappear from the All Pending Applications section and the “Renew” button will disappear from the Issued LPRs section and the Expiration Date will update. By clicking the printer icon in the Print column, a copy of the registration certificate can be viewed, printed, or downloaded.

**Note: You must allow pop-ups for the Community Portal web page to be able to access your certificate from the printer icon.**