New Jersey Department of Health Portal Directions

Submitting a Safe Building Interior Certification New Owner Application on the NJDOH Portal
Updated 11/16/2022

Once you have set up your account, you can follow the directions below to submit your application:

1. Go to https://iehprogram.nj.gov/
2. Click **Sign In**.
3. Click on *Child Care Center Applications* at top of page.
4. You should see a list with your center(s).
5. To the right of the listing for your center (in most cases the name of the center will be the old center name), there is a down arrow, click on that arrow and select *Subsequent Submission*.
6. Click *New Subsequent Submission* button on the right.
7. Select "Yes" for "Has the owner/sponsor changed since last certification?"
8. Enter the date you took over the center.
9. Answer the question, "Was the center still open?"
   Note: If the center was **not** open when you took it over, you will need to answer "Yes" to "Do you know date it closed?" and then enter the date the old center closed. If you do not know when the old center closed, you will need to contact your Department of Children and Families inspector to get that date.
10. Complete all required fields (indicated with an *) on the first page

Centers that were closed more than a year before you took over:

- Since an Indoor Environmental Health Assessment (IEHA) is required when a center has been closed more than a year, you will need to contact a Consulting firm to do the IEHA. Once you select the consultant on the application.
- Click on the magnifying glass in the "Consulting Firm Name" and enter a partial name or Consultant License Number.

- On the next screen, enter the first word of the consultant's name (it is better to enter less rather than the whole name because if you misspell something or leave something out, the system won't be able to find it).
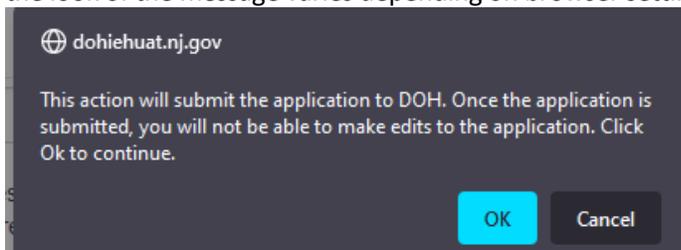

- When you find your consultant on the list, check the box in front of the consultant's name and then click

Select.

- Once you have selected the Consultant, click *Save & Continue*.
- Let your consultant know that they can now do the IEHA
- If you have not paid yet, you can go here to pay the NJDOH fee of $1500: https://www.nj.gov/health/ceohs/environmental-occupational/epayments.shtml Once you have paid you will receive an email confirming your epayment. You must forward a copy of the payment confirmation email to your consultant so that they can upload it as proof of payment when the do the IEHA.

Centers that <u>were not</u> closed more than a year before you took over:

11. Click *Save & Continue*. When it is done saving, some new tabs will appear at the top.
12. On the Indoor Environment Conditions tab and complete all required fields on that page and click *Next*.
13. On the payment tab, select your payment type.
    <u>Note on Epayments</u>: if you have already done an epayment, enter the information from that payment, but don't pay again.
    <u>Note on payments that are not Epayments</u>: If you are paying using a <u>Cashier's Check or Money Order</u>, it will take longer to process your application.
14. If you are paying using a cashier's check, money order or interdepartmental transfer (government agencies only), enter the information. If you are doing an epayment, click on the *Submit E-payment* button at the bottom of the page and complete all information. Once you complete the payment information and submit the payment, the information on the payment tab (of the portal) will be completed.
15. Click Save. Once it has finished saving, click Next
16. On this page you will add a copy of all the required attachments listed on the page.
17. Click on the *Add Attachments* button
18. Select the attachment category
19. Click *Save*
20. Click *Choose Files* and then locate the document that matches the category you selected (ie. an epayment must be uploaded in the epayment category).
21. Click *Add files*
22. Click Save & Close
23. Repeat steps 13-18 until you have added all documents required for this step. Once done, click *Next*
24. Complete the information on the Submit to DOH tab and click *Save*
25. Click the *Submit Application to DOH* button
26. If you have completed everything and have done all the required attachments correctly, you will receive a pop-up message letting you know that you are about ready to submit your application (see example below, the look of the message varies depending on browser settings). Click OK to submit the application.

⊕ dohiehuat.nj.gov

This action will submit the application to DOH. Once the application is submitted, you will not be able to make edits to the application. Click Ok to continue.

[OK] [Cancel]

27. Upon successful submission, you will receive the message below (appearance varies depending on browser settings) and an email will be sent to you confirming that the application has been submitted.

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Subsequent Submission application submitted successfully.

OK
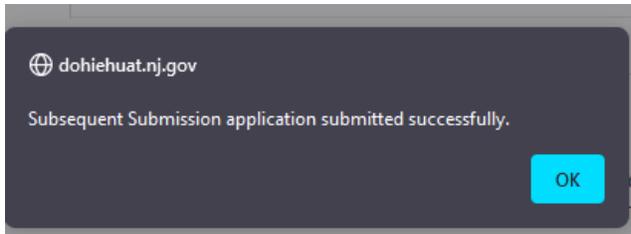
28. After you submit your application, it will be locked, and you can no longer make edits to it.

Required Attachments:

These attachments are required for ALL applications:
- Proof of payment (you <u>must</u> upload a copy of the check/money order or a copy of your epayment confirmation that was emailed when you completed your payment)
- Radon test results that are less than 5 years old

Required for buildings <u>built prior to 1978</u> (you can find the date of construction on the top of the "Indoor Environment Conditions" tab of the application; this date was provided to the DOH in prior environmental documentation submitted by an environmental firm):
- Lead-free certification
  OR
- A lead risk assessment no more than 3 years old **AND** a lead hazard-free certification

*Why we use Attachment Categories
There is no way to force users to name documents the same, so the system cannot tell what a document is if it is named "0001Scan.pdf" or "ABC2.pdf". Because of this, we had to set it up the categories above so that users can upload each attachment into the correct category. When users try to submit the application, the system checks for the required attachments. It will first look to make sure all required categories are being used and then it will look to make sure there is an uploaded document is in each category. <u>The system will not recognize any attachment that is not uploaded into the appropriate category.</u> If anything is missing, you will get an error message. **Please read the error message carefully so you know what is missing.** *When the message says you need to upload proof of payment. This does not mean you need to pay again, it means you haven't uploaded a copy of the epayment confirmation (that was emailed to you) or a copy of your certified check or money order. You can also refer to the information about the required attachments above.*

Additional Information
Additional information can be found on the home page under the How To section at the bottom of the page:
Enter Subsequent Submission – User Guides:
- [Training Manual](#)
- [Training Videos](#)