



Topic 5 : Amendment Requests via ACA



Amendment Requests via ACA

To request an Amendment via the Portal, sign into your ACA account.

- Go to the **Manage Licenses, Permits & Certificates** tab and click on the **Amendment** link in the Action column of the row displaying your license information

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	<u>Date</u>	<u>Identifying Number</u>	<u>Record Type</u>	<u>Entity Name</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/>	04/23/2013	3647-AH-OA	Occupational Therapist Assistant License		07/26/2014	Expired	Renew Application
<input type="checkbox"/>	08/06/2013	596-SM-B	Sheet Metal Business License			Expired	
<input type="checkbox"/>	09/06/2013	2529-AH-AT	Athletic Trainer License		12/21/2014	Expired	Renew Application
<input type="checkbox"/>	11/11/2013	20880-AH-PT	Physical Therapist License		01/11/2015	Expired	Renew Application
<input type="checkbox"/>	02/07/2014	624-SM-B	Sheet Metal Business License		02/07/2018	Current	Amendment
<input type="checkbox"/>	06/23/2014	51233-EN-ST	EN and LS PE License		06/30/2018	Current	Amendment
<input type="checkbox"/>	12/29/2014	51570-EN-M	EN and LS PE License		06/30/2018	Current	Amendment
<input type="checkbox"/>	01/16/2015	9534970-RE-B	Real Estate Broker License		04/06/2017	Current	Renew Application Amendment
<input type="checkbox"/>	03/13/2015	9535670-RE-B	Real Estate Broker License		06/30/2019	Current	Amendment
<input type="checkbox"/>	04/09/2015	9536020-RE-S	Real Estate Salesperson License		05/05/2019	Current	Amendment

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Amendment Requests via ACA cont'd



Log in (2) | Account Information | Search | Commonwealth | All Documents | DPL Contact Types | HELP | DPL Direct mail services | EN Board | SERVICE | Home | Health Services

Contact [Department of Labor Standards](#)
Contact [Division of Professional Licensure](#)

Translation Information - [Click Here](#)

To apply for an Energy and Environmental Affairs (DEP, MDAR or DCR) permit or license, please [click here](#).

Document Attachment: In order to upload required documents, this system requires Microsoft Silverlight, which can be downloaded for free [here](#).
Convenience Fee: Please note there may be a convenience fee for all online credit card transactions. There is no fee for online payment by check.

[Home](#) | [Manage Licenses, Permits & Certificates](#) | [File & Track Complaints](#)

[File an Online Application](#) | [Manage My Licenses, Permits & Certificates](#)

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

--Select a Category--
DPL
Electricians

[Continue »](#)

Amendment Requests via ACA (continued)



Types of Amendments:

- a) Select **DPL** for a Name Change/Address Change/Duplicate License request.

- b) Select the **Plumbers** if you wish to add or remove a business from your Master or Systems Contractor License

Amendment Requests via ACA (continued)



Step 1: Amendment Information

- Read the instructions and review the requirements for Name Change/Address Change/Duplicate License amendment requests
- Mark the checkbox for the type of request(s) and then click the **Continue** button

* indicates a required field.

Amendment

AMENDMENT

Change of Name:

Change of Address:

Change of Phone or Email:

Duplicate License:

Save and resume later:



Amendment Requests via ACA (continued)

Step 2: Contact Information

- Click on the **Edit** link under the row titled **Action** to update the contact information. Ensure you are updating the appropriate contact if there are multiple contacts listed.

Home | Manage Licenses, Permits & Certificates | File & Track Complaints

[File an Online Application](#) | [Manage My Licenses, Permits & Certificates](#)

DPL Amendment (name change, address change, duplicate license)

1 Amendment Information | **2 Contact Information** | 3 Duplicate License Reason | 4 Documentation | 5 E-Signature | 6 | 7

Step 2 : Contact Information > Page 1 of 1

* indicates a required field.

Contact Information

If your request includes a change to your name or address, click the "Add New" button. This will open a new window where you can provide the new information. Please note that to make changes to your address you must select the "Add Contact Address" link in the new window that will appear. Once you have provided your new information, it will appear in the list below. You may edit this information prior to submitting it, by clicking the "Edit" link.

[Add New](#)

✔ Contact updated successfully.

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Full Name	Business Name	Contact Type	Primary Phone	Fax	E-mail	Action
Prattana Nunprasit		Licensed Individual				Edit Delete
James V Damico		Affiliated Broker				Edit Delete
James V Damico		Affiliated Broker				Edit Delete

[Continue »](#) [Save and resume later:](#)



Amendment Requests via ACA (continued)

- After updating the contact information, click the **Save and Close** button.
 - Click the **Continue** button.

Step 3: Duplicate License Reason

- If duplicate license was selected as part of the request, select a reason for the duplicate request from the dropdown menu.
 - Click the **Continue** button.

Step 4: Documentation

- Read the instructions and attach documents if required.
 - Click the **Continue** button.

Step 5: E-Signature

- Mark the checkbox next to "I agree".
- Type your full name in the text box field "My full name".
 - Click the **Continue** button.

Amendment Requests via ACA (continued)



Step 6: Review

- Review the information and edit any section if necessary
 - Click the **Continue** button and follow the steps to pay the related fee
 - Once paid (if payment is required) or submitted (if no payment is required) your amendment is complete.

Notes re: Amendments:

- Address changes process automatically as do duplicate license requests. Name changes require staff intervention/ processing following the submission.
- New licenses take approximately 4 weeks to arrive in the mail.
- Address changes should NOT be done via an amendment during renewal season. Address changes can be made as part of the renewal process on-line, simply edit the address on the contact page (1st page) of the renewal.



How to see successfully loaded CE

Licenseses will be able to see their CE on the portal by clicking on their license number ("Identifying Number)on the "Manage Licenses, Permits & Certificates" page:

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<input type="checkbox"/>	<u>Date</u>	<u>Identifying Number</u>	<u>Record Type</u>	<u>Entity Name</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Action</u>
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How to see successfully loaded CE (cont'd)



This will bring them to a page that is essentially a summary of some of the information we have on the license record.

The screenshot displays the LRS interface for a Master Electrician License (Record 22573-EL-A). The left sidebar contains navigation tabs: Home, Manage Licenses, Permits & Certificates, and File & Track Complaints. The main content area is divided into two columns. The left column shows the license details, including the record number, status (Current), and expiration date (07/31/2019). The right column displays a summary of continuing education (CE) information, including a table for the Summary of Continuing Education and a table for the Continuing Education List. Both tables show no records found.

Record 22573-EL-A:
Master Electrician License
Record Status: Current
Expiration Date: 07/31/2019

Summary of Continuing Education
Total Required Hours: 0 Total Remaining Hours:

Continuing Education Name	Required Hours	Completed Hours	Remaining Hours
No records found.			

Continuing Education List
Showing 0-0 of 0

Continuing Education Course Name/Number	Provider Name	Provider Number	Licensure Cycle	Completed Hours	Action
No records found.					