

## GEOS –RRP Renovator Application (Initial or Renewal)

**Note: RRP Renovator Certificates expire 3 years from the date of the training class (\$150).**

### Step 1a: Things you will need to fill out this application:

- The fee payment for the application
- The proper supporting documents are attached. **Note: Documents must be scanned into the “Submittal”.**
  - Color Passport Photo **Note: Scan photo in as a JPEG under the exact file name, “First Last ID\_Card\_Photo”**
  - If it’s an INITIAL application it must include:
    - Initial Training Certificate
  - If it’s a RENEWAL application it must include:
    - Refresher Training Certificate

**Step 1b: Verify you have a GEOS account. If not, you must first create one. Follow the steps in the GEOS Account Creation User Guide.**

### Step 2: Create the Submittal (i.e. Application).

“Submittal” → “Start a New Submittal” → “Start” on the correct Application Type (i.e. **Application for Renovator Certificate**)

The screenshot displays the GEOS web application interface. The top navigation bar includes 'My Dashboard', 'Submittal', and 'My Account'. The 'Submittal' menu is open, showing options like 'Start a New Submittal', 'My Favorite Submittals', 'Edit Pending Submittals', 'Submitted Submittals', 'Track Submitted Submittals', 'Manage Permits/Certs.', 'Correspondence Msg', 'Email History', 'Link Paper Submission', and 'Search Public Submittal'. The 'Start a New Submittal' option is highlighted with a red box. Below the menu, the main content area shows a 'Submittal Type List' with various application types, each with a 'Start' button. The 'Start' button for the 'RRP Renovator' application type is highlighted with a red box.


Click “Next” button

Note: save your data entries at the end of each page before clicking the next button.

**SUBMITTAL FORM LIST (SUBMITTAL ID: 237657)**

Please click on the “Next” button to start the application

**All Applicable Forms List**


 Application for Renovator Certific

Exit Save **Next**

**Step 3:** Fill out the application. This is just data entry. Note: Use the drop down menus when available.

**APPLICATION FOR RENOVATOR CERTIFICATION (SUBMITTAL ID: 237657)**

Please fill out the form below.

Don't forget to click the save button or green check mark  for tables to save your input!

**I. Applicant Information**

Initial - \$150 for 3 years  Renewal - \$150 for 3 years  Provisional - \$300 for 1 year

This application cannot be used for a Lead Inspector, Lead Risk Assessor, Lead Worker, Lead Project Designer, or Lead Supervisor.

\* Applicant First Name      \* Applicant Last Name      Title

\* Applicant Home Address

\* Applicant Home City      \* State      \* Zip

\* Applicant Date of Birth      \* Gender      \* Height - Feet      \* Inches      \* Weight (Lbs)

Home Phone Number      Cell Phone Number

\* E-Mail Address      \* Current RRP Discipline Certification Number

**II. Renovation Firm Information**

Same as Applicant Information?

Exit Save Previous **Next**

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If there were supporting documents, such as a training certificate or a picture, upload here. If not, click “Next”

## ATTACHMENT (SUBMITTAL ID: 237657)

To include your attachment(s), click on the "Upload" button and follow the instructions to upload.

"Upload" button can be clicked multiple times to attach multiple files under each category.

### Attachment

The maximum file size allowed is 1MB. Please make sure the file you want to upload is smaller than 1MB.

Training Certificate (Required)	<input checked="" type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
Passport Size Photo for ID Card - 2" X 2" (Required) Only .jpg and .jpeg file types are accepted for your ID photo. Please only upload a 2" by 2" photo. You MUST name your saved file as "ID_Card_Photo"	<input type="radio"/> Online <input checked="" type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
Other Supporting Documents (Optional)	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A

Note: Make sure you have green check marks on all needed attachments.

## VALIDATION (SUBMITTAL ID: 188272)

Review your Submittal and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

### Application Form(s) Summary

Online Lead Discipline Individual Application Lead Discipline Individual Application - Form View

### Attachment(s) Summary

- Training Certificate
- Third Party Exam Results
- Other Supporting Documents
- Passport Size Photo for ID Card - 2" X 2"

Enter payment information.

## PAYMENT (SUBMITTAL ID: 237657)

Select a payment method; provide the required information and then click on the NEXT button below.

### Outstanding Balance

Application for Renovator Certification (View Fee Schedule)  
GOV1130\_Application for Renovator Certification  
 Renovator Certification\_1111

### Payment Method

Fee Amount:	\$150.00
Amount Due:	\$150.00
<b>TOTAL PAYABLE:</b>	<b>\$150.00</b>

Payment Method:

Check/Money Order/Coupon No.:

Comments:

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click “Submit”

## SUBMIT SUBMITTAL (APPLICATION ID: 237656)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your Submittal.

### Disclaimer

The GEOS system, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. GA EPD and GEOS system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any such information.



Print Confirmation Page for your records.

### CONFIRMATION OF SUBMITTAL

1. Your application has been received and will be reviewed shortly.
2. Check your account, email and text message for system notification at various mile stones. Thank you for using the GEOS system.

Please click [HERE](#) to print your receipt.

Submittal ID: **237657** (Please remember the Submittal ID for any future references.)

Submitted By:	Owner Info:
Ashley Aspinwall GA EPD 4244 International Pkwy Atlanta GA 30354	Ashley Aspinwall GA EPD 4244 International Pkwy Suite 104 Atlanta GA 30354

Facility / Property Name: N/A

**Collected by:**  
paper submission

**Form Detail**  
• Application for Renovator Certification

**Attachment Detail**  
[Training Certificate \(Required\) -- Other](#)  
[Passport Size Photo for ID Card - 2" X 2" \(Required\) -- Other](#)  
[Other Supporting Documents \(Optional\) --](#)

**Payment Detail**

Processing Fee	Convenience Fee	Payment Method	Paid Amount	Date Paid
-	-	Check	\$0.00	05/09/2018
<b>Total Amount Due:</b>			\$150.00	

**Now EPD must review your application and supporting documents. When it has been approved the Certificate of License will be available to you for printing from you GEOS Dashboard.**