

# Creating and Accessing Portal Accounts

## ALRP Licensing and Permitting Portal | July 2025

You must make an account in the [Asbestos and Lead Regulatory Program \(ALRP\) Licensing and Permitting Portal](#) if you plan to register for an [Inspection, Repair and Cleaning \(IRC\) Practices training](#) or apply for asbestos, lead and [Renovation, Repair, Painting & Maintenance \(RRPM\)](#) licenses and permits.

If you need help accessing or understanding this information, contact the Asbestos and Lead Regulatory Program at [ALRP@vermont.gov](mailto:ALRP@vermont.gov).

### How to Create an Account



- Navigate to the [Portal login page](#).
- Select the “Create account” link under the login area.

#### LOGIN ISSUES

Email [ALRP@vermont.gov](mailto:ALRP@vermont.gov)

Login

Username

[Forgot Username?](#)

Password ☐ Show

[Forgot Password?](#)

Login

[Create Account](#)

- You will be asked to fill out information about your demographics (name and date of birth), your address and your contact information (email address and phone number). Each person who makes an account must have a unique email address. You cannot use the same email address for multiple Portal account users.
- Select the “Save” button when you have filled out your account information.
- When a new account is created, you will receive an email from [NoReply@vtalrp.ImageTrendLicense.com](mailto:NoReply@vtalrp.ImageTrendLicense.com) to the email address you provided. This email has your username and instructions on how to set an account password.



Set your password as soon as possible after you receive the new account email. The link to set an account password expires after 24 hours. If you do not set the password in time, select Create Account to have the link emailed to you again. Email us at [ALRP@vermont.gov](mailto:ALRP@vermont.gov) if you need help.

## Accessing an Existing Account

- If you already have an existing account in the ALRP Licensing Portal, you will not be able to create another account. Instead, you will receive an error message that says: “User with email already exists!”
- To recover account information from the Portal, select either “Forgot Username?” or “Forgot Password?” as applicable.

### LOGIN ISSUES

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Login

Username

[Forgot Username?](#)

Password ☐ Show

[Forgot Password?](#)

Login

[Create Account](#)

- If you select “Forgot Username” you will be prompted to fill out your date of birth, home phone number and last name. Select “Lookup” to have the system send you an email containing your account username and a link to set your account password.
- If you select “Forgot Password” you will be prompted to fill out your Portal account username, email and last name. Select “Reset Password” to have the system send out the email containing your account username and a link to set your account password.
- After you set an account password, you will automatically be logged into your Portal account.

## Logging Into the Portal



To log into the Portal, type your username into the textbox that says “Username.” Next, type your password into the textbox that says “Password.” Select the “Login” button to enter your account.

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Login

Username

[Forgot Username?](#)

Password ☐ Show

[Forgot Password?](#)

[Login](#)

[Create Account](#)

## Navigating to the Individual Applications Page



- Once you have logged into your Portal account, you can access several types of applications. Select the “Applications” button from the left menu of options to view the applications available to you. Once here, select the “Start” button from the applications menu.

My Account

Applications

Start

Continue

Checkout

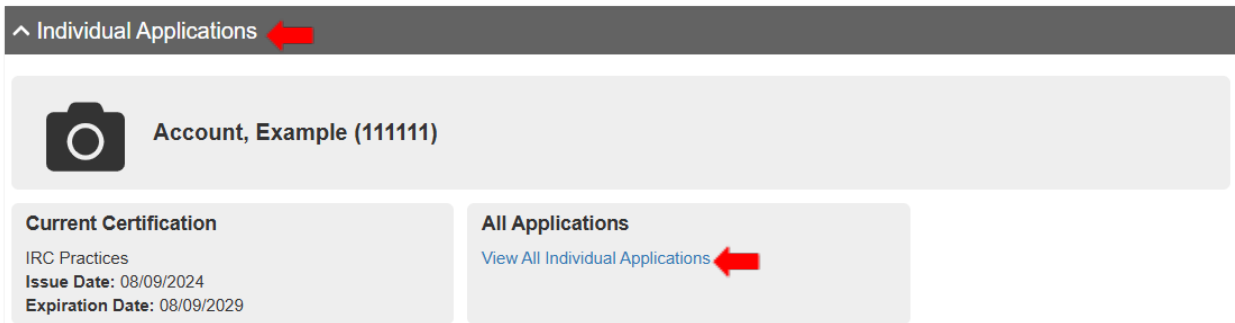
Transaction

History

Education

Company or RRPM Firm

- Scroll down until you see the box titled “Individual Applications” and then select “View All Individual Applications.”



- You will be brought to a page listing all individual-level applications available for you to fill out.
- If you start an application without submitting it, select the “Continue” option in the left menu to open it again.

## Creating Your Company or RRPM Firm in the Portal



- You can create a company account in the Portal through an individual-level application called “New Company or RRPM Firm Request.”

### \*\*New Company or RRPM Firm Request

Create a new company or RRPM firm within this licensing system. Once ALRP has approved it, you will receive an email. The company and firm level applications will appear under Company or RRPM Firm Applications.

[Apply Now](#)

- You only need to submit this application once for your company or RRPM firm. To start the application, select the blue “Apply Now” button.
- The form will ask you to provide your company or RRPM Firm’s name, address, federal tax ID, and whether you are planning to apply for the Lead-Safe RRPM Firm license.
- Once you fill out this application, you will automatically be assigned as your company or RRPM Firm’s [Primary Contact](#).
- ALRP typically processes new company or RRPM firm requests within 1 – 3 business days.

## Navigating to the Company or RRPM Firm Applications Page



- Once you have been added as a primary contact for your company or RRPM Firm, you will see a new section of applications available to you called “Company or RRPM Firm Applications.”
- To view these applications, select the “Applications” button from the left menu and then “Start.” Scroll down until you see your company's

applications and then select “View All Company or RRPM Firm Applications.”

^ Company or RRPM Firm Applications

Filter by Company or RRPM Firm:

Vermont Department of Health (None) ▾



Vermont Department of Health

280 State Drive, Waterbury, Vermont, 05671

Current Certification

All Applications

[View All Company or RRPM Firm Applications](#) 

- You will be brought to a page listing all company or RRPM-firm level applications available for you to fill out.

If you have any questions, contact the Asbestos and Lead Regulatory Program at [ALRP@vermont.gov](mailto:ALRP@vermont.gov).