

Submitting Applications on Behalf of Personnel

ALRP Licensing and Permitting Portal | July 2025

Use this guide to learn how to submit applications for company personnel in the Asbestos and Lead Regulatory Program Licensing and Permitting Portal. The person you are submitting an application for must have an existing account in the Portal. Log onto the portal at <https://vtalrp.imagetrendlicense.com/lms/public/portal#/login>.

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

Get Assigned as a Primary Contact

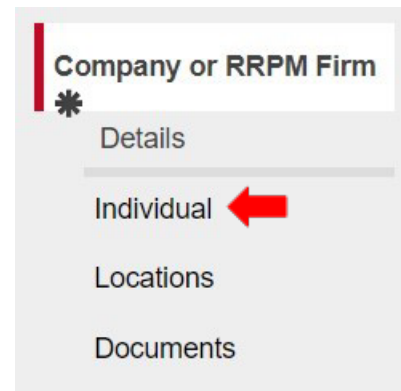
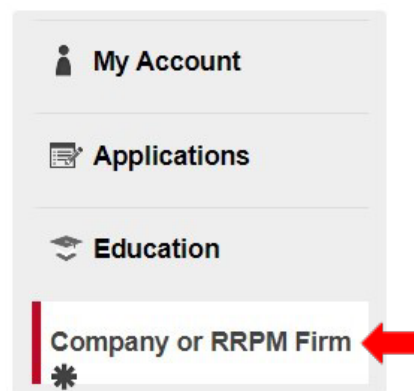


- You must be assigned as a Primary Contact for your company or RRPM firm in the Portal in order to submit applications for personnel. There will be at least one individual assigned as a Primary Contact for your company.
- Primary contacts can add or remove other primary contacts on their company or RRPM firm by completing the Change Primary Contact form. You can find this form in your company or RRPM firm applications.
- Learn more about Primary Contacts [here](#).

Navigate to Company or RRPM Firm Roster



- Once you have been assigned as a Primary Contact in your Portal account, log into your account. Navigate to the Company or RRPM Firm Roster. Select “Individual” from the Company or RRPM Firm menu options.




- Now you can see the company or RRPM firm roster. You can only apply for licenses on behalf of personnel listed on the company or RRPM firm roster. You can adjust the number of names displayed per page by changing the “Per Page” number in the lower right corner of the page.
- Note: Personnel rosters do **not** always show the most current license information for a user. To view licensing information for a personnel member:
 - Select the blue “Docs” icon in the row with their name. Select the License Certification Card document of the license type you want to view and the most recent upload date to view the license. The expiration date of the license is listed on the license certificate.

Adding and Removing Personnel from the Roster





- To add personnel to the roster, search for their last name under Add an Existing Individual to the Company or RRPM Firm Roster. Select the desired user and then select “Add existing individual to Company Name.”

Add an Existing Individual to Company or RRPM Firm Roster


Individual: Add Existing Individual to Vermont Department of Health 

Search by Individual name or License number

- To remove personnel from the roster, check the box next to their name, locate the “I Want To” dropdown box and select “Remove Selected Users” then “Go.”

Select I Want To  Go 

Select I Want To

 Remove Selected Users

Pay License for Selected Users

Apply Licenses to Selected Users

Save License Numbers for Selected Users

Download roster to CSV

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Assign the Applications



- Identify the applicant(s) you want to submit an application for. If you are submitting applications on behalf of several applicants, be sure to group applicants by license type. Select the checkbox by each person's name.

- Once you have selected all applicants you want to assign a certain type of license to, find the “I Want To” dropdown box in the lower left corner of the page.
- Open the dropdown menu and select the option that says “Apply Licenses to Selected Users” and select “Go.”

- You will see a dropdown menu of available licenses for the selected users.

Apply Licenses to Selected Users

* Available Licenses: Asbestos Abatement Worker or Supervisor Application

Licenses may be hidden from this menu based on license rules, Bulk Apply settings or Limited Application settings (if some of your selected applicants currently have open applications for this license)

Bulk Apply

- To apply the license type to the users you selected from the company or RRPM firm roster, click the “Bulk Apply” button.
- To go back and modify your user selection, select the blue “Back to Company or RRPM Firm” button and repeat the steps above.

Complete the Application(s)



- Once you have assigned the application(s) using the steps above, you will be able to access them through the Applications “Review” menu option.

My Account

- Applications** ←
- Start
- Continue 1
- Checkout
- Transaction
- Review 4** ←
- History

- Once on the Review webpage, select “Start” to begin the application and begin the form as instructed. The person you are submitting an application for will be listed to the right of the application type.

Review Applications

Select the grey header bar to view the forms associated it. Use the filters and search box at the top of the page to search your applications. Select **Go** to perform the search and **clear** to remove the search.

Select Application Status

▼ **Asbestos Abatement Worker or Supervisor Application - (Account, Example)** ←

Status: In Process
Number: Asb-W/S-000002
Level(s):
Forms: 0 of 1 completed

Initiated On: Jul 31, 2025
Issue Date:
Expiration Date:

Form	Requested	Completed	Action
Asbestos Abatement Worker or Supervisor Application	Jul 31, 2025		<input type="button" value="Start"/> ←

- When completing the form, make sure you select “Yes” to the question, “Is someone other than the applicant completing this application on behalf of the applicant?” Type your first and last name in the textbox for the question.




- If you are submitting multiple applications, repeat the steps in this section to complete the remaining applications.

Submitting Online Payment for Applications



- After you have submitted the application(s), you must make a payment for the application to be processed.
- To pay with a credit card online, navigate to the Company or RRPM Firm roster by selecting “Company or RRPM Firm” and then “Individual” from the menu options.

- Company or RRPM Firm
 - * Details
 - Individual 
 - Locations
 - Documents

- Select the name of the applicant(s) you submitted an application for, then choose the “Select I Want To” dropdown menu from the lower left corner of the webpage.

Select I Want To

Select I Want To

Remove Selected Users

Pay License for Selected Users

Apply Licenses to Selected Users

Save License Numbers for Selected Users

Download roster to CSV

Go

- Select “Pay License for Selected Users” then select “Go.” You will be navigated to the Personnel License Payment page.

Personnel License Payment

Pay License

License:

Asbestos Abatement Worker or Supervisor Application

Please select a specific license you would like to pay for

License Name	Name	Amount Due	Payment Amount
Asbestos Abatement Worker or Supervisor Application			
	Account, Example	60.00	<input type="text" value="60.00"/>
		Total: 60.00	60.00

← Back

Continue

- Filter the application type you want to pay for in the “License” dropdown menu.
- You can modify the Payment Amount to make a partial payment. Select “Continue” when the fee amount is set.
- Fill out the Payment Detail page with your payment method and billing information. Select “Submit Transaction” to submit the payment.

If you have any questions, email the Asbestos and Lead Regulatory Program at ALRP@vermont.gov.