New Jersey Department of Health Portal Directions

Submitting a Safe Building Interior Certification Expansion to Another Building Application on the NJDOH Portal
Updated 10/25/2022

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. If you have an account set up, click **Sign In**. If you don't have an account, click **Sign up** (once you receive your invitation and have set up your account you can follow the directions below).
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, there is a down arrow, click on that arrow and select *Subsequent Submission*.
6. Click *New Subsequent Submission* button on the right.
7. For "Please select a submission type", select "Expansion"
8. For "Is the expansion in the same location or a new location?", select "New Location"
9. Complete all required fields (indicated with an *) on the first page
10. Since an Indoor Environmental Health Assessment (IEHA) is required for an expansion to another building, you will need to select a Consulting firm to do the IEHA. You need to do this before you select the consultant on the application. Once you have contacted a consultant who has agreed to do the IEHA, you can click on the magnifying glass in the "Consulting Firm Name" and enter a partial name or Consultant License Number.
11. Once you have selected the Consultant, click Save & Continue.
12. 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 that email to your consultant so that they can upload it as proof of payment when the do the IEHA.

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