

## General Questions

### ***How do I make an address change?***

Address changes can be submitted in writing or by email. Please make sure to include your first and last name. You may also include your license number if you know it. Phone number and email address changes may also be submitted.

### ***How do I make a name change?***

Name changes should be submitted in writing or by email. You must include a copy of the name change document, such as the marriage license or section of divorce decree.

### ***How do I get a duplicate license if I lost mine?***

You may send a written request or an email to request that a new license certificate be mailed to you.

### ***Who do I make the check payable to?***

You may write one check or money order for \$175 (\$25 Application fee + \$150 Licensure fee) payable to NDMIRTBE. The Board office cannot accept credit card payments or payment over the phone at this time.

### ***What are acceptable documents to verify US citizenship?***

Acceptable documents are a copy of a US passport, birth certificate, or Social Security Card. If you do not have any of those documents, you will need to obtain the proper document and submit it with your application to the Board office. If you have alien status, please contact the office for a list of acceptable documents.

### ***When do I have to be licensed?***

The deadline is December 31, 2015, as set by law. The Board is giving a one-month grace period. If the application and fee is postmarked on or after February 1, 2016, you will owe a \$25 late fee. The Board does not have the authority to waive late fees. It is not the intent of the Board to prevent imaging professionals from continuing to provide care after this date should extenuating circumstances occur.

### ***When does my license expire?***

Licensed individuals that receive a license 12/31/2015 will need to renew their license by 12/31/2017. The license is a two-year license. All licenses expire by December 31<sup>st</sup> of the odd-numbered years. This biennium cycle was written into the law and cannot be changed by the Board only the Legislature can change the law.

### ***Why did I not receive a letter and licensure application form from the Board, but my coworker did?***

The Board received ND databases from ARRT, ARDMS, and CCI; if you chose to "opt out" of receiving any correspondence then the Board did NOT receive your name and address to send you a letter.

## FREQUENTLY ASKED QUESTIONS

### ***What is the difference between the North Dakota Society of Radiologic Technologists (NDSRT) and the North Dakota Medical Imaging and Radiation Therapy Board of Examiners (NDMIRTBE)?***

The NDSRT is a voluntary membership society for all professionals in Radiologic Sciences. Members of the NDSRT Board are elected by the membership at the Annual Conference. As an affiliate of the American Society of Radiologic Technologists (ASRT), the NDSRT works with others to be an advocate to promote quality patient care. The NDSRT serves the needs of its members by providing education and a means to network and communicate information between its members.

The NDMIRTBE consists of nine members appointed by the Governor of North Dakota. The NDMIRTBE is a state board and must operate within the laws of North Dakota and meet all the requirements of a state board as established by the Legislature. It is the responsibility of the NDMIRTBE to issue, renew, deny, suspend or revoke licenses and carry out disciplinary actions as authorized by law. The responsibility of the board is to promote, preserve, and protect the health, safety, and welfare of North Dakota citizens having medical imaging studies performed for the purpose of medical diagnosis and therapy.

As an example, driving a car requires a valid driver's license but doesn't require membership in North Dakota AAA. Similarly, in order to perform medical imaging or radiation therapy on humans for diagnostic or therapeutic reasons, an individual is mandated to have a valid license issued by the NDMIRTBE; however membership in the NDSRT is voluntary.

### ***What is the difference between certification and registration?***

Terminology used in establishing the authority of a technologist is often confusing.

"Certification and registration" by ARRT or another credentialing body indicates that a technologist has met the initial eligibility requirements and maintains their credentials by renewing annually and reporting continuing education credits every two years. A Registered Technologist (R.T.) has satisfied the initial standards and continues to comply with the ARRT Standards of Ethics and Continuing Education Requirements.

"Licensing" is most commonly used in referring to state laws. The state, not ARRT, is the authority that administers the license and grants an individual permission to practice radiologic technology within that state. Application for and renewal of a state license are separate from ARRT and other certifying body processes.

Although the ARRT examination is a voluntary certification and registration exam, many states use the scores in licensing decisions. Approximately two-thirds of the states have licensing laws covering the practice of radiologic technology. You can find more information about them on the ASRT website. North Dakota and thirty-five other states utilize ARRT-administered exams for state licensing purposes.

***Why am I just getting a letter now when the law to create the Board was from the Legislative session that ended in April 2015? Who decided the licenses would begin on December 31, 2015?***

The Board appointments by the Governor started in August 2015 through September with the first meeting taking place in October. It took several weeks to gather databases and other information from the national registries and create letters and application forms. The timing is unfortunate, however the Board got the information out as fast as they could. The inception date was set by the NDSRT Legislative committee draft Legislative bill, not the Board, and is listed in ND Law. It is not the intent of the Board to take away someone's license or to shut down a department or facility because individuals are not licensed on December 31, 2015. The Board's purpose is to protect the public. Holding a state license will allow you to legally practice medical imaging and radiation therapy in North Dakota. The Board does have a grace period until January 31, 2016. However, you will be practicing without a current license after December 31, 2015.

***How were the licensure fees set by the state board, North Dakota Medical Imaging and Radiation Therapy Board of Examiners (NDMIRTBE)?***

NDMIRTBE is self-funded. There were no funding provisions established in the statute for the initial set-up or operations of the board. The Board feels strongly that state licensure should not be a financial burden to anyone and worked diligently to keep the license fees as low as possible. The board members researched license fee-setting by:

- Acquiring membership lists from certification entities like ARRT, ARDMS, CCI and estimating the total number of licensees expected.
- Working with the Board office and the assistant attorney general to establish a budget sheet of expenses over time. Included in the expenses are such things as office supplies and mailing fees, telephone/fax fees, management services, public notification fees, establishment and maintenance of a web site, audit fees, insurance, and legal fees.

The Board looked at several revenue/expense sheets that were generated using variable application numbers and expenditure estimations. The fees were established based on the estimation of need to maintain the balance sheet for operations. The Board worked diligently to keep the fees as low as possible.

Within this entire process, the Board did a comparative analysis of fees applied for Radiology in other licensed states as well as the license fees for other similar health occupations within North Dakota.

Oregon License -Radiology	\$120.00/biennium plus fingerprinting fees
Wyoming License -Radiology	\$225/annual
Louisiana License -Radiology	\$100.00/biennium
Montana License –Radiology	\$90.00/annual
ND Nursing	\$170.00/biennium
ND Respiratory Care	\$60.00/annual
ND Audiologist	\$75.00/annual
ND Speech Language Pathologist	\$75.00/annual
ND Physical Therapist	\$100.00/annual
ND Physical Therapist Assistant	\$60.00/annual
ND Occupational Therapist	\$150/biennium
ND Occupational Therapy Assistants	\$110/biennium
<i>Internet used as source for fee information; states cited due have a State Licensing Board</i>	

***Who must be licensed to practice medical imaging and radiation therapy in ND?***

The law now requires licensure for individuals practicing medical imaging and radiation therapy on humans in the state of ND. This includes those practicing as radiographers, radiation therapists, nuclear medicine technologists, radiologist assistants and sonographers

***What do I get for my money?***

You will receive a license certificate that will allow you to legally practice medical imaging and radiation therapy in North Dakota for the next two years. This is mandatory licensure not optional as it is now a state law.

***How much will the renewal fee be in two years?***

The Board is currently in the process of writing their Administrative Rules. Please continue to check this site for updates regarding the Administrative Rules.

***I am registered as a radiographer and a sonographer. Do I pay the fee twice?***

No. You do only have to pay one fee. The Board decision is to have one fee and not charge for multiple disciplines, however the applicants need to declare all areas they are working in.

***Why are some exempt from licensure?***

There are exemptions in the law that was passed in the 2015 Legislative Session. The Board did not create those exemptions and does not have the authority to change them, only the Legislature has that authority. You may find more information on exemptions at NDCC 43-62-03 (<http://www.legis.nd.gov/cencode/t43c62.pdf?20151008105050>).

***What if I am not currently practicing medical imaging or radiation therapy? Do I need to apply for a license now? If I don't apply now, will the requirements be different in a year?***

If you are not currently practicing in ND, it is your choice if you want to apply for a license now. When you decide to work in ND, you will need to be licensed before you begin practicing medical imaging or radiation therapy. The Board is currently writing their Administrative Rules which will include license requirements. It cannot be determined at this time if the Board will have additional requirements for licensure. The Administrative Rules will be posted on the Board's website when complete.

***What if I am no longer registered with ARRT or another certifying body? I passed the examination but did not maintain my registration and have not been CE compliant.***

According to NDCC 43-62-14(2)(c), an applicant must "[s]how evidence of compliance with continuing education or recertification requirements required for registration of certification by a certification organization recognized by the board." Therefore, the requirement is that you must meet the requirements (continuing education or otherwise) for registration of certification. So you would need to renew their ARRT registration, become CE compliant, and then apply for ND licensure. Please contact the Board office for additional information as soon as possible.

***What if I do not have my new registration card yet to submit with my initial license application?***

You may send a copy of your card that expires 12/31/2015 and a copy of your receipt or something showing your renewed your registration. The Board will also accept a screen shot of your new card or receipt. You will then need to send a copy of your new card when you receive it. Questions please contact the Board office.

**If I am working as a locum tenens or a traveler, do I have to be licensed?**

Yes, you do have to be licensed to practice in ND, even if it is only for one week or one month. Questions please contact the Board office.

***Who can apply for a temporary license? How long is a temporary license granted for?***

The board may issue a temporary license to an individual whose licensure or license renewal may be pending or if issuance is for the purpose of providing medical imaging or radiation therapy services to medically underserved areas as determined by the board. A temporary license may be issued only if the board finds it will not violate the purpose of this chapter or endanger the public health and safety. A temporary license expires when the determination is made either to issue or deny the applicant a regular license. A temporary license may not be issued for a period longer than one hundred eighty days. The temporary license fee is \$65 (\$25 application fee plus \$40 temporary license fee).

***If I am working in Montana but located close to the ND border, do I need to have dual licensure in both Montana and ND? I am practicing at a hospital in Montana and seeing patients that are ND residents.***

If a ND patient is being treated in MT, the license requirements are found under MT laws. Where you do the "job" will determine which state's license laws (or lack thereof) apply. If you are working in both licensure states, you must have a license from each state (same as all licensed healthcare professionals).

**Where are radiology schools located?**

Please contact the [American Registry for Radiologic Technologists \(ARRT\)](#) for the most current list of approved schools.

This is a list of schools in the ND and eastern Minnesota as of 12/2015:

Northland Community & Technology College  
Radiologic Technology Program  
Program Director: Debra King, MS RT(R)  
2022 Central Ave. NE  
East Grand Forks, MN 56721

Sanford Medical Center- Bismarck  
School of Radiologic Technology  
Radiology Program Director: Cindy Hanson, MS RT(R)  
300 N. 7<sup>th</sup> St  
Bismarck, ND 58501

Sanford Medical Center/Sanford Health  
School of Radiologic Technology  
Radiology Program Director: Stephen Cooper, MBA RT(R)  
801 N. Broadway  
Fargo, ND 58122

Trinity Hospital School of Radiologic Technology  
Program Director: Amy Hofmann, MBA RT(R)  
420 3<sup>rd</sup> St SE  
PO Box 5020  
Minot, ND 58702-5020

CHI St. Alexius Health  
School of Radiologic Technology  
Program Director: Kim Lennick, BSRT(R)  
900 E. Broadway  
PO Box 5510  
Bismarck, ND 58506-5510