

NORTH DAKOTA MEDICAL IMAGING AND RADIATION THERAPY BOARD

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LICENSE PROCEDURES FOR NEW GRADUATES

If you have already graduated and received your exam results or registry card, you will apply for an initial license. You will complete the Application for Initial Licensure or Conditional License and send the fee. The fee is \$175 payable to NDMIRTB by check or money order. The background check forms will be mailed to you when the Board office receives your application.

Temporary License vs. Conditional License

Temporary License Procedures:

Temporary licenses are issued for qualified individuals who need to take the exam or are waiting for the exam results. **A temporary license can be issued for a new graduate of the following modalities:**

Radiographer, Nuclear Medicine Technologist, Radiation Therapist, Radiologist Assistant, and MRI.

- A completed and fee is received from applicant. The fee is \$65 payable to NDMIRTB by check or money order.
- Before a license is issued, the applicant must send a notarized letter from the program director that they have completed the program or have an official and final transcript sent from the college.
- The Board office mails out the background check forms to the home address on the application. Once the completed background check forms are received, they are mailed to BCI for processing. It generally takes about 2 weeks before the results are returned to the Board office.
- If the background check results are clear and all documents have been submitted, the temporary license is issued and mailed out.

To receive your permanent license: Upon passing the registry exam, you will need to submit a completed initial application for licensure, the remaining fee of \$110, and a copy of your registry card. Each time you renew your registry (ARRT, NMTCB, etc.), you must send a copy of your new registry card to the NDMIRTB office.

Conditional Licenses Procedures:

Conditional licenses are issued for qualified individuals who need to take the exam. **A conditional license can be issued for a new graduate in sonography or cardiovascular invasive specialist (CIS) or cardiac electrophysiology specialist (CES).**

The applicant may be in one of the following scenarios:

1. Applicants pending/preparing to take ND state exam.
 2. Applicants working on completing work experience requirements of their program.
 3. Sonographer applicant finishing program and pending ARRT sonography or ARDMS exam.
 4. CIS & CES applicants with CCI registry pending.
- A completed *Application for Initial Licensure or Conditional License* and fee is received from applicant. The fee is \$175 payable to NDMIRTB by check or money order.
 - The Board office mails out the background check forms to the home address on the application. Once the completed background check forms are received, they are mailed to BCI for processing. It generally takes about 2 weeks before the results are returned to the Board office.
 - If the background check results are clear and all documents have been submitted, the conditional license is issued and mailed out.

To receive your permanent license: Upon passing the registry exam, you will need to submit a copy of your registry card to receive your full license. Each time you renew your registry (ARRT, NMTCB, etc.), you must send a copy of your new registry card to the NDMIRTB office.