



2020-2021 Renewal Information and Notice for Medical Imaging and Radiation Therapy Licenses

This renewal application is also available online at www.ndmirtboard.com, which is faster, payable by credit card and will help to expedite renewals. **If you renew online, DO NOT complete this form or send a check to the Board office!**

All medical imaging and radiation therapy licenses expire 12/31/2019.

You MUST renew your license as it is illegal to practice in ND without a current license!

TO RENEW USING THIS PAPER FORM: Please complete this form and submit fee of \$150 to NDMIRTB by check or money order. You must submit a copy of your current registry card (ARRT, ARDMS, CCI, NMTCB, etc.) with your renewal form.

Late fee: \$50 additional fee if postmarked on or between January 2 and March 1 – Expired license but not practicing.

Late fee: \$200 additional fee if postmarked on or between January 2 and March 1 – Continued practice with an expired license.

The Board’s Administrative Rules became **effective April 1, 2018** and will now be enforced by the Board.

- [114-01](#) General Administration
- [114-02](#) License Requirements
- [114-03](#) Disciplinary Process
- [114-04](#) Standards of Practice

The ND Administrative Code is promulgated by the Board with subsequent approval by the Attorney General’s Office and the Administrative Rules Committee of the legislature. Once enacted, administrative code has the full force and effect of ND law, <http://www.legis.nd.gov/cencode/t43c62.pdf?20151008105050>.

How is Administrative Code different than the Law? Administrative Code further clarifies and defines the laws.

Continuing Education (CE) Compliance NOW begins:

***General diagnostic operators (GDO), RCIS, RCES, or grandfathered licensees must submit continuing education beginning this renewal.** GDOs and grandfathered license holders should refer to their letters from the Board office for CE requirements. The letter is also accessible by logging into your on-line license profile account. *Those licensees must submit records upon each renewal as their requirements are unique to their individual practice. See NDCC 43-62-14(7) and NDAC 114-02-01-10, 114-02-02-03. RCIS/RCES personnel should see below for more information.*

***STARTING 1/1/2020 FOR ALL LICENSES: Beginning 1/1/2020 (2020-2021 renewal cycle), continuing education (CE) requirements will begin for ALL future renewals.** NDCC 43-62-14(3), NDAC 114-02-01-04 states “An individual must be continuing education compliant in each modality of practice and may practice in more than one modality and all the modalities will be acknowledged on the license.” **Do not send in CE documentation unless audited by the Board in writing. You should retain CE information for your own records.** All CE must be RCEEM (*recognized continuing education evaluation mechanism*) eligible and acceptable as registry appropriate contact hours. *(If not accepted by your national registry, it will not be accepted by the NDMIRTB.)* **You are required to be CE compliant ONLY in those modalities you are currently practicing.** NDAC 114-02-01-04 states **(5) five hours for EACH** of those which you practice but those hours may be the same hours submitted to your registry. This is a requirement for your state license renewal and is also ND state law. Travelers (locum tenens) must also adhere to this state law if renewing their ND license.

CE Compliance for RCIS/RCES: NDAC 114-02-01-05 and 114-02-01-06 -Biennially (two-year) shall complete **(12) twelve hours** of fluoroscopy safety and relevant radiation protection continuing education; must be RCEEM eligible and acceptable as registry appropriate contact hours. *(If not accepted by your national registry it will not be accepted by the NDMIRTB.)* This is a requirement for your state license renewal and is also ND state law. All CE documentation MUST be submitted upon each renewal.

Information for Cath Labs: Licensure requirements are for only those individuals PERFORMING imaging. Performing medical imaging is also considered to include “panning” and activation of fluoroscopy. If you are NOT “panning” or activating fluoroscopy you do not need to be licensed in ND. *–The Board realizes that each facility has its own policies of whom may be performing imaging in the cath lab, but ND state law is clear, if performing imaging you must be licensed.*



2020-2021 Application for Renewal of Medical Imaging and Radiation Therapy Licenses

Medical imaging and radiation therapy licenses expire 12/31/2019. You MUST renew your license to continue practicing!!

OFFICE USE ONLY: RECEIVED	AMOUNT	CHECK #
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Renewal fee: Check or money order \$150.00 payable to NDMIRTB. Complete the application and return it with payment. **The Board can ONLY accept credit card payments if renewing on-line. The Board cannot accept payment over the phone. Please do not staple or tape your payment to the application. Please print legibly or type the information. Do not use pencil! You may also chose to RENEW on-line! (If you renew online, DO NOT also mail form to the office, please chose either on-line OR mail paper form.)**

Late fee: \$50 additional fee if postmarked on or between January 2 and March 1 – Expired license but not practicing.

Late fee: \$150 additional fee if postmarked on or between January 2 and March 1 –Continued practice with an expired license.

License Number _____

Contact Information: Upon renewal of your license you will receive an email notifying your license is renewed. You will NOT receive a new certificate but may print one at the Board’s website above.

Name _____
 First Middle Initial Last Maiden

Mailing Address _____
 PO Box or Street Address City State Zip

Home Phone () _____ Date of Birth _____

E-mail Address _____

Check the primary discipline(s) in which you are currently REGISTERED and wish to renew for licensure:

Radiographer Nuclear Medicine Technologist General Diagnostic Operator (GDO)
 Radiation Therapist Magnetic Resonance Imaging Technologist
 Radiologist Assistant Registered Cardiovascular Invasive Specialist (RCIS)
 Sonographer Registered Cardiac Electrophysiology Specialist (RCES)

If Grandfathered by the Board, please list discipline(s): _____

You only pay one renewal fee (\$150) if you practice in more than one modality.

Active Military Members and Spouses
 Are you an active member of the U.S. Military _____ OR A spouse of an active U.S. Military member? _____ No
 (If “yes”, you must submit proof of your military status or your spouse’s active member status. Please submit a military issued ID noting relationship to the military member and the orders of the active military member status for you or your spouse.)

Employer Information (leave blank if not practicing) **Are you actively practicing Medical Imaging? (yes/no) _____**

Employer _____ Employer Phone () _____

Employer Street Address _____

Employer City _____ State _____ Zip _____ County _____

Locum Tenens (Travelers) *Travelers must also follow ND state law for CE Compliance requirements if renewing.
 Are you currently working as a locum tenens (one who travels, sometimes to different states, to work for short periods of time in someone’s absence or a shortage of employees)? YES NO

If YES, Company Name _____
 Address _____
 Address City State ZIP
 Phone () _____

How long will you be practicing in ND? _____



Information for Cath Labs: Licensure requirements are for only those individuals PERFORMING imaging. Performing medical imaging is also considered to include “panning” and activation of fluoroscopy. If you are NOT “panning” or activating fluoroscopy you do not need to be licensed in ND. –*The Board realizes that each facility has its own policies of whom may be performing imaging in the cath lab, but ND state law is clear, if performing imaging you must be licensed.*

Cardiovascular Invasive Specialists (CIS) and Cardiac Electrophysiology Specialists (CES) MUST be **registered** with Cardiovascular Credentialing International (CCI) or obtain a NDMIRTB Conditional license and work toward their CCI registry.

CE Compliance for RCIS/RCES: NDAC 114-02-01-05 and 114-02-01-06 -Biennially (two-year) shall complete (12) twelve hours of fluoroscopy safety and relevant radiation protection continuing education; must be RCEEM eligible and acceptable as registry appropriate contact hours. *(If not accepted by your national registry it will not be accepted by the NDMIRTB.)* You need to be earning CE hours during this 2020-2021 NDMIRTB licensure cycle to ensure you will be in CE compliance for next renewal in fall of 2021. This is a requirement for your state license renewal and is also ND state law. You will be required to submit CE documentation with your next renewal and every renewal thereafter.

Continuing Education (CE) Compliance * CE compliance will begin in this 2020-2021 cycle*****

Renewal Information: Beginning 1/1/2020 (2020-2021 renewal cycle), continuing education (CE) requirements will begin for ALL future renewals. NDCC 43-62-14(3), NDAC 114-02-01-04 states “An individual must be continuing education compliant in each modality of practice and may practice in more than one modality and all the modalities will be acknowledged on the license.”

You will not send in CE documentation unless audited by the Board. Retain CE information for your own records. *This does not apply to general diagnostic operators (GDO), grandfathered licensees, RCIS, or RCES. GDOs and grandfathered license holders should refer to their letters from the Board office for CE requirements; letter also accessible by logging into your on-line account. Those licensees must submit records upon each renewal as their requirements are unique to their individual practice. NDCC 43-62-14(7) and NDAC 114-02-01-10, 114-02-02-03.*

You will be earning CE hours during this 2020-2021 NDMIRTB licensure cycle to ensure you will be in CE compliance for the next renewal in fall 2021.

*All CE must be RCEEM (*recognized continuing education evaluation mechanism*) eligible and acceptable as registry appropriate contact hours. *(If not accepted by your national registry it will not be accepted by the NDMIRTB.)*

**You are required to be CE compliant ONLY in those modalities you are currently practicing. NDAC 114-02-01-04 states (5) five hours for EACH of those which you practice but those hours may be the same hours submitted to your registry.

This is a requirement for your State License renewal and is also State law. Travels (locum tenens) must also adhere to this state law if renewing their ND license.

*** The CE hours must be within the Board’s current licensure cycle, again beginning January 1, 2020-December 31, 2021 cycle. These hours are **NOT** in addition to your registry hours. The CE hours earned in this renewal will fulfill your CE requirement in your next renewal of January 1, 2022-December 31, 2023.

(An example, if you earn 5 CE hours related to CT, you may submit those to both your registry AND the NDMIRTB; reminder the CE hours must be obtained during the NDMIRTB biennial (two-year) licensure cycle.)

A sample list of CE Compliance ONLY modalities:

- * Cardiac-Interventional (CI)
- * Cardio-Vascular Interventional (CV)
- * Computed Tomography (CT)
- * Mammography (M)
- * Quality Management (QM)
- * Vascular-Interventional (VI)
- * Bone Densitometry (BD)
- * Others as approved by the Board

Check ONLY the other modalities you are CURRENTLY practicing AND will need to be CE compliant within (this is NOW ND state law and a requirement of renewals): - “Biennially shall complete five hours of continuing education in each modality of current practice”. – NDAC 114-02-01-04(2a)

- _____ Cardiac-interventional (CI)
- _____ Cardio-vascular Interventional (CV)
- _____ Computed Tomography (CT)
- _____ Mammography (M)
- _____ Quality Management (QM)
- _____ Vascular-interventional (VI)
- _____ Bone Densitometry (BD)
- _____ Other _____ (must be Board approved)

You will not send in CE documentation unless audited by the Board. Retain CE information for your own records.

All CE must be RCEEM eligible and acceptable as registry appropriate contact hours. *(If not accepted by your national registry it will not be accepted by the NDMIRTB.)* **You will be earning CE hours during this 2020-2021 NDMIRTB licensure cycle to ensure you will be in CE compliance for the next renewal in fall 2021.**



Credentialing

You must be currently registered in all primary modalities you are currently practicing. Please submit a copy of your current registry card(s). If you have renewed your registration and have not received the new card, a copy of the verification of your status from the registry’s website is acceptable. When you receive your new card, please send a copy of it to the Board office.

Mark all that apply:

	Registry Number	Expiration Date	CE Compliant
ARRT	_____	_____	____ YES ____ NO
ARDMS	_____	_____	____ YES ____ NO
NMTCB	_____	_____	____ YES ____ NO
CCI	_____	_____	____ YES ____ NO
CBRPA	_____	_____	____ YES ____ NO
ARMRIT	_____	_____	____ YES ____ NO
ISCD	_____	_____	____ YES ____ NO
Other	_____	_____	____ YES ____ NO

If you answered NO to CE compliance, please provide an explanation on a separate sheet. You are not eligible for license renewal if you are not currently registered and/or CE compliant.

Are you currently licensed in any other states? ____ YES ____ NO

List all states you are currently licensed in and include the license number. _____
 (Use a separate sheet if necessary.)

Personal Background History – You must answer these questions or your renewal application will be returned!

Criminal history, alcohol/drug abuse, mental health issues or disciplinary action is not necessarily a disqualification from licensure renewal. Please be honest, a YES answer does not automatically disqualify you from renewal.

- In the last 24 months, have you ever been convicted of an offense other than minor traffic violations? (Offenses include any felonies or misdemeanors including DUI, drug possession, trespassing, assault, disorderly conduct, and theft.)
 ____ YES ____ NO
- In the last 24 months, has there been any pending disciplinary investigations, or have you had any other professional license subject to disciplinary action in North Dakota, another state, or by any licensing agency?
 ____ YES ____ NO
- In the last 24 months, has any state denied, rejected, revoked, suspended, refused to renew, or otherwise restricted your certification or license?
 ____ YES ____ NO
- In the last 24 months, have you ever abused alcohol or drugs or experienced any mental health difficulties which could impair your ability to practice Medical Imaging or Radiation Therapy?
 ____ YES ____ NO
- In the last 24 months, have you ever voluntarily surrendered your certificate or license or entered into a settlement agreement of any kind in order to avoid disciplinary action by a regulatory agency?
 ____ YES ____ NO

*If you have answered “YES” to any of the above background questions, you must provide the Board with a Letter of Explanation in your own words with specifics about each separate incident, the date(s), and your signature. Your letter should include important dates, locations (if necessary), the surrounding circumstances, and the penalty, conviction, or treatment you received. You must also provide copies of all related documentation (for each separate incident) such as criminal judgments, police reports, disciplinary documents, and court documents.

****All persons with a conviction in the last 5 years should also provide a copy of the ethics letter from their certifying body (ARRT, ARDMS, etc.).** National registry requires reporting of past convictions to the appropriate ethics committee. If you are waiting for a letter from the registry’s ethics committee, please state as such in your explanation.

*****Failure to submit appropriate documentation may delay your license renewal.** The Board may request additional information and documentation as needed.

If you have self-reported the conviction to the NDMIRTB, please indicate the information disclosed, the date of disclosure, and if a settlement agreement was agreed upon.

ALL convictions should be self-reported within 60 days to the NDMIRTB.



Please review before submitting your Renewal Application:

Have you included the following?

- _____ A completed and signed application for a renewal of your license.
- _____ A check or money order payable to NDMIRTB for the \$150.00 renewal fee.
- _____ A copy of your current registration with a national certifying agency (ARRT, ARDMS, CCI, etc.).
- _____ If a RCIS, RCES, GDO, or a grandfathered licensee, include copies of required CE hours.
- _____ If you answered "Yes" to any of the questions in the Personal Background History, an explanation and any relevant documentation as requested at the end of that section must be submitted with your renewal application.
- _____ If after January 2, include the appropriate late fee. *See the bottom of this page for more info.*

Agreement - Please read the agreement carefully before signing.

In consideration of my receiving my renewed license from the North Dakota Board of Medical Imaging and Radiation Therapy Board, I do hereby agree to abide by North Dakota laws and administrative rules pertaining to the practice of Medical Imaging and Radiation Therapy. (NDCC 43-62 and NDAC 114)

I AM AWARE THAT IF ANY CHANGES OCCUR IN MY EMPLOYMENT, HOME ADDRESS, PHONE NUMBER, EMAIL ADDRESS, THE BOARD MUST BE UPDATED ON THE BOARD'S LICENSEE ACCOUNT UPDATED OR IN WRITING OR BY EMAIL.

Falsifying an application, supplying misleading information, or withholding information may be grounds for disciplinary action. By signing this application below, I certify that the information appearing on this application is accurate and true to the best of my knowledge.

 Signature of Applicant

 Date

PLEASE RETURN THE *COMPLETED APPLICATION AND \$150.00 FEE*, TO THE ADDRESS BELOW:

NDMIRTB
 PO 398
 BISMARCK, ND 58502

Checks and money orders should be payable to **NDMIRTB**. **To avoid delays in your licensure process, make sure you have enough postage on your envelope!**

It is important that you renew your license by December 31, 2019, to avoid additional late fees! Practicing without a current license is against ND state law.

Late fee: \$50 additional fee if postmarked on or between January 2 and March 1 – Expired license but not practicing.

Late fee: \$150 additional fee if postmarked on or between January 2 and March 1 – Continued practice with an expired license.

If you have any questions, contact the Board office at 701-425-0861 or info@ndmirtboard.com.