

2020-2021 Renewal Notice for Medical Imaging & Radiation Therapy Licenses

PLEASE READ THIS NOTICE FOR IMPORTANT INFORMATION ABOUT YOUR LICENSE! Your license to practice as a **medical imaging professional in ND expires December 31, 2019.** You may go to the Board's website, www.ndmirtboard.com. On the homepage, click on the link titled **"9/1/2019 - Online license renewal available now!"** under the "News" heading. Click on the link on the following page and it will take you to the Renewal page. Carefully read the information below and on the renewal page before renewing online. Renewing online could renew your license without little waiting and will be processed quicker than paper forms.

Your license will expire December 31, 2019, if not renewed. **Renewing only your national registration (ARRT, ARDMS, etc.) does not allow you to legally practice in North Dakota.** To continue practicing medical imaging and radiation therapy, you must also renew your license in North Dakota.

Prior to beginning the online renewal application, please ensure you have the correct information and documents to upload:

***To login to the renewal, you will need your NDMIRTB license number, last four digits of SSN, and your last name on file with the Board.** Your license number is NOT your national registry (ARRT, ARDMS, CCI, NMTCB, etc) number. If you do not know your license number, you may find it by verifying your license. Go to the Board's website above, click on the *Public* tab and go down to *Verify a License* and then over to *Verification: Search*. Enter only your first and/or last name to find your license number. If you are unable to login, please contact the Board office.

*A copy of your current registry card(s) with a national certifying agency (ARRT, ARDMS, CCI, NMTCB, etc.).

*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. Documentation should include a criminal judgment for all convictions.

IF YOU ARE NOT ABLE TO RENEW ONLINE: A 2020-2021 Renewal of License form is available on the Board's website. Go to the renewal page by following the directions above. The link for the paper renewal form is at the bottom of the page under "Related Information." If you need a form mailed to you, please contact the Board office by email or phone above. A completed 2020-2021 Renewal of License form, \$150.00 renewal fee, and a copy of current registry card(s) must be *postmarked* on or before December 31, 2019. **The \$150 renewal fee must be paid by check or money order (no credit cards are accepted for paper forms) payable to NDMIRTB. You must include a copy of your current national registration card (ARRT, ARDMS, CCI, NMTCB, etc.) to the Board office with the renewal form and fee.**

Late Renewals: The late fee amount will depend on if you are practicing after January 1, 2020. Expired license but not practicing late fee: \$50 additional fee if postmarked on or between January 2 and March 1. **Continued practice with an expired license late fee:** \$150 additional fee if postmarked on or between January 2 and March 1.

All information and forms, including the renewal application, are available at the Board's website, www.ndmirtboard.com. Please contact the Board office if you have any questions.

Sincerely,
NDMIRTB Office