

NDMIRT APPLICATION CHECKLIST

North Dakota Medical Imaging and Radiation Board (NDMIRT)

****Use this checklist to assist with the licensure application process.**

Resource: ND Century Code 43-62, 12-60-24 & ND Admin Code 114



ONLINE APPLICATIONS

- ☐ Review and select appropriate ND licensure application, (Initial, Temporary, Conditional, Reinstatement, etc.) <https://www.ndmirtboard.com/lic/app/>.
 - During the online application, please do NOT use the back button in your browser.
 - The Board advises that when using the Dashboard or any time you are logging into a form on the website, you should be using a desktop or laptop computer. Website features do not always function correctly with all mobile devices. You should also be using Google Chrome or Microsoft Edge, the two most compatible browsers. The Board's applications work best in those browsers. If issues or problems occur, please email the Board office and include the type of device and browser you were using. The Board office will do our best to correct any issues. Make sure to add the Board's email, info@ndmirtboard.com, to your "Safe Sender's List" to keep updated on Board notices.
- ☐ Have all your documents ready for upload **prior** to starting (copy of registry card(s), official transcript, court documents/police reports if convictions, registry ethics review letter if convictions or actions in last 5 years, etc.)
 - Temporary application: Requirement of official transcript or a notarized letter from your Program Director stating program completion date; your upload should state you will be graduating on time and/or pending notarized letter/official transcript -*your program director should provide notarized letter. Letter should be sent no more than 30 days prior to your graduation date.*
- ☐ Copy of current national registry card(s): such as ARRT, ARDMS, CCI, NMTCB (these are national registries and NOT state licensure). *Not required if applying for a Temporary License as you will not have earned a registry yet. After exam is passed and registry is earned, please upload a copy when transitioning to full licensure.*
 - Again, a national registry is NOT the same as State Licensure.
 - **Once licensed, you MUST keep a copy of your current registry on file in your ND licensure Dashboard account at all times; so, when you RENEW your registry be sure to upload a copy into your account.**
 - **The Board will NOT do primary registry verifications, on over 2000 licensees; this is YOUR RESPONSIBILITY.** (Registries may no longer mail out cards; you must go online and print the primary verification and upload to your ND licensure account.)
 - Do NOT submit a copy of your ASRT card; this is NOT a registry. (ASRT is a voluntary paid membership to obtain continuing education credits, it is NOT a national registry and not licensure.)
- ☐ Any "yes" response in the **Personal Background History** questionnaire, must submit an explanation of the event, court documents/police reports, Ethics review letter from national registry if convictions or actions in last 5 years, and any other relevant documentation. *Answer truthfully, not disclosing will cause delays and possible denial of licensure.*
 - If you self-disclosed an incident and/or conviction to a national registry and were instructed not to report it again that only pertains to THAT national registry, state licensure is not the same as registry. **You MUST report the incident and/or conviction to each state you apply for licensure (convictions will print on FBI background check results).**

- ☐ Be sure to complete the entire online application process to the end of the payment page. *You will be provided an option to print a receipt of payment if you choose.*
- To make a change to answers on a previous page or to review your application before submitting, please use the **"Save for Later"** button to save your application, log back in and access and review the previous pages. If at any time you wish to exit the process, please click the "Exit" button located at the bottom of the page.
- If you will be away from your computer for any period of time after starting your online application, it is strongly advised that you click on the **"Save for Later"** button located at the bottom of each page to minimize the risk of losing the data that you have input into the system. You can then log back into the application later.

CRIMINAL HISTORY RECORD CHECK (CHRC) - BACKGROUND CHECKS

*A license will NOT be issued until the results of the criminal history record check are received, please complete the process below as early as possible after completing an online licensure application. Failure to do so will only result in delays.

Fingerprint background checks are mandatory for licensure in ND. The criminal history background checks are completed by the ND Bureau of Criminal Investigation (BCI); prints are run through state and FBI databases. ND BCI is a division of the ND Attorney General Office.

- **ND state law requires all criminal history background checks be processed by BCI! The board will NOT ACCEPT any criminal history background checks done by employers, schools/programs, universities, travel agencies, other state licensing agencies, etc.** Only ND BCI is acceptable, as this is state law. The FBI does not allow results from the background check to be shared with other licensing states, employers, or other entities.
- This process CANNOT be rushed, expedited or "speed up" by the Board.

Very detailed instructions, mandatory forms to print/complete, and return:

<https://www.ndmirtboard.com/lic/CHRC.asp>, review carefully to avoid delays and returned forms. (If link does not work, copy and paste into your browser.)

☐ **Mandatory CHRC Forms:** Print the two forms listed below from the Board's website, they are required by BCI and the FBI for processing; <https://www.ndmirtboard.com/lic/CHRC.asp>, click/print **"Background check Instructions and Forms"**.

- **1.) NDMIRTB Fingerprint Verification Form** -to be filled out by the fingerprint technician (*be sure to have a valid, unexpired government-issued photo ID with you; i.e.: passport or driver's license/MVD issued ID*)
- **2.) Criminal History Record Check Request ND BCI – SFN 60688** -to be complete by you the applicant applying for ND licensure

- ☐ **FBI Fingerprint Card:** this form is available at the law enforcement agency or the fingerprinting agency (this form is NOT available to email or print from the Board's website per BCI and FBI guidelines). There will be a fee to have prints completed by the agency.

- Be sure that your fingerprint cards are completed by reviewing the sample on the Board website. Your name, date and place of birth, and your identifying information should all be completed. You must sign the cards. The fingerprint technician must sign and date the cards. If the cards are missing any information, they may be returned to you for completion, further delaying your licensure process.
- Be sure to review your prints so they do not appear smudged or incomplete if so, they will be rejected by BCI and you will need to be reprinted and then resubmit causing delays.
- One common cause of poor fingerprints is dry hands. Make sure to lotion your hands an hour or so before being fingerprinted.
- You should have two cards printed, especially if you have inked fingerprints. Digital fingerprints are best as they are generally accepted by the FBI. However, not all agencies have digital prints. Even if you have digital prints, you must have them printed on a fingerprint card.
- You can NOT take your own fingerprints.

☐ **What to do after completion of fingerprinting:**

- **Fees associated:** to have your fingerprints taken by an agency and to the ND Attorney General for having BCI process the results.
- Return the following:
 - The completed and signed **FBI fingerprint card**
 - The completed **NDMIRTB Fingerprint Verification Form**
 - The completed **Criminal History Record Check Request ND BCI – SFN 60688**
 - Check or money order for processing the prints, **fee is payable to ND Attorney General** (fees listed on Criminal History Record Check Request ND BCI – SFN 60688)
 - Do not make payable to the Board, your payment will be returned and cause delays in licensure.
 - Please remember to sign your check, if you do not complete your check appropriately, it will be returned, again causing delays in licensure. *The Board office cannot and WILL NOT alter/edit your check or money order, if you did not fill it out appropriately it will be returned to you.*
- The properly completed forms AND fees to **ND Attorney General** should be immediately mailed to: *(be sure to use the appropriate postage or the USPS will return the envelope, again causing delays in licensure).*

NDMIRT Board Office
2900 E Broadway Ave Suite 3
Bismarck, North Dakota 58503

Do NOT send the background check forms/prints and payment to ND BCI directly, they MUST be sent to the Board office for processing. ND BCI will reject all forms/prints and payment if sent directly to them; everything will be returned back to you causing additional delays in the licensure process.

- ☐ The USPS mail system has become quite delayed even for Priority and Express mail. USPS First Class mail can now take up to 5 days, many times even longer. Please note this may delay receipt of mail to and from the Board office.

If you feel you need to expediate the process and not utilize the USPS, you may hand deliver the required paperwork to the Board office. Applicants may also choose to send background check forms by a different expedited process such as FedEx or UPS. This is at the applicant's expense.

- The office is open Monday through Friday, 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM. The office is closed for all State holidays.

When your completed forms are submitted to BCI for processing, it may take up to 4 weeks to get the results back. Often it is less than that, usually around 2-3 weeks.

Your license will not be issued until the Board has received your background check results and all documents. When your license is issued you will receive an email with important information about your licensure, continuing education, and license renewal.

APPLICATION STATUS CHECKS

Once your application is received and approved by the Board office, you may check your application status to keep updated on missing items and the status of your background check.

This information is updated in **REAL time** with the North Dakota Medical Imaging and Radiation Therapy Board licensure database, <https://www.ndmirtboard.com/lic/app/status/instruct.asp>. (If link does not work, copy and paste into your browser.)

- **The information may be viewed by an applicant, travel agency, human resources and/or managers.** Upon log-in, the status will reflect dates of when an application was submitted AND if documents are pending and/or missing.
 - Please note this is different than the Board's Verification Page, this is a status check in REAL time.
 - Once your license is issued, an email will be sent to you with important information about your license. After issuance, you will no longer be able to view your application status.
 - You may then verify your license on the Board's verification page - <https://www.ndmirtboard.com/verify/index.asp>. You do not need your new license number to verify your license. Entering only your last name should bring up your license.