

2009 RENEWAL APPLICATION AND INSTRUCTIONS FOR RENEWAL OF YOUR RADIATION THERAPIST, RADIOGRAPHER OR NUCLEAR MEDICINE TECHNOLOGIST LICENSE

License renewal will begin on March 9, 2009. In order to maintain an active Maryland license, licensees are required to submit a renewal application and renewal fee of \$82.00 to the Board by April 30, 2009.

Starting this year, all licensees will be required to file their renewal application electronically (online) on the Board's website. You will not be able to file a paper application nor request an application form be mailed to you. **Your renewal application must be filed online.** You can access the online application system from our website 24 hours day/7 days a week starting March 9th. The online system will not be available after April 30.

There are three payment options for online renewal. You will have the option of paying the renewal fee by credit card (Visa or Mastercard only, no debit cards), sending a check (or money order) from you, or a third-party payer (e.g., your employer) to the Board. If you elect to pay the renewal fee by credit card, your license is not renewed until after the Board processes the online application. Our website will reflect your new expiration date 2 business days after processing. If you choose to pay by check, your license is not renewed until payment is received and processed by the Board. At the end of the application, you will print a receipt to send along with your payment to the Board. Payment must be postmarked on or before April 30, 2009. Payment will not be accepted in person at the Board office. Credit card payments are only accepted online.

Continuing Education (C.E.):

To satisfy the continuing education requirement, practitioners must certify they have earned at least 24 hours of approved continuing education relevant to the practice of radiation therapy, radiography or nuclear medicine technology during the 2 year period immediately preceding license renewal OR are currently certified or registered by the American Registry of Radiologic Technologist (ARRT). The C.E. requirement is satisfied if this is your first renewal after initial licensure or reinstatement. Note: *Do not send C.E. documents into the Board; retain documentation of your personal records for 6 years. C.E. documentation may be requested at a later date as part of the Board's audit process.*

To login and complete the renewal application, you will need:

- Your license number.
- Last 4 digits of your social security number.
- A Mastercard or Visa credit card (debit cards are not accepted) if selecting the credit card option.

You cannot access the online application if:

- Your license is already expired (proceed back to the main page, click on Download Forms to obtain a reinstatement application).
- We do not have your SSN in our database.
- You have an unresolved tax liability issue with the Comptroller's office of Maryland.

Note: You cannot submit a name change in the online application. If you wish to change the name on your license, you must file an Allied Health name change application *separately* and follow the instructions. Proceed back to the main page, click on Download Forms.

Renew Early! Failure to renew by the April 30 deadline will result in termination of your license to practice in Maryland. Practitioners who fail to renew by the expiration date must apply for reinstatement of their license.

For additional information about continuing education or any other information concerning radiation therapists, radiographers or nuclear medicine technologists licensing, proceed back to our main page, select your practitioner link and click on Laws and Regulations or Frequently Asked Questions.