



New Mexico Medical Imaging and Radiation Therapy Program

PROGRAM GUIDANCE AND FREQUENTLY ASKED QUESTIONS [FAQS]

Version No. 4.22.2010
Regulation No. 20.3.20 NMAC

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PROGRAM REGULATIONS

The New Mexico Medical Imaging and Radiation Therapy Program provides certification and licensing to qualified professionals in the fields of radiologic technology and related services. Applicants must comply with the provisions of the New Mexico Radiation Protection Regulations in addition to applicable State law. Regulatory non-compliance resulting in violations may result in monetary fees and/or other penalties, including license revocation. The Radiation Protection Act's general requirements and the medical imaging and radiation therapy program specific requirements can be accessed through the following links.

- General Provisions ----- http://www.nmcpr.state.nm.us/nmac/_title20/T20C003.htm
- Program Specific Regulations ----- <http://www.nmcpr.state.nm.us/nmac/parts/title20/20.003.0020.htm>

LICENSURE

All persons in the State of New Mexico using ionizing radiation on humans or engaged in any radiology specialties defined by the Radiation Protection Act are required to be "licensed" by the State. Licensure is obtained through an application process requiring a credential review or state examination (see applicable regulations for further information on licensing). Once a license is issued, it is valid for a biennium (2 years) period (see biennium information below). Temporary licensure is valid for a single year only.

LICENSE TYPES

There are five (5) licensure types as shown below. Application forms and related documentation and fees must be submitted for all types.

- 1) FULL LICENSURE authorizes the licensee in the areas of Radiographic Radiologic Technologist, Radiation Therapy Technologist, and Nuclear Medicine Technologist.
- 2) CERTIFICATE OF LICENSURE OF LIMITED X-RAY MACHINE OPERATION authorizes a licensee under the supervision of a licensed practitioner or a radiologic technologist to address the anatomical sites of (1) viscera of the thorax; (2) extremities; (3) vertebral column; (4) podiatric; and (5) cranium.
- 3) TEMPORARY LICENSURE authorizes temporary licensure to a radiologic technologist satisfactorily completing an approved program in radiologic technology while waiting examination results. Applicants completing a Department recognized program may apply within (12) twelve months of the program completion date. Supporting documentation must include a copy of the diploma or transcripts or an original notarized letter from a program director verifying successful program completion and the completion date. The license is valid for one year from the issue date and is not renewable or extendable. A list of approved programs may be viewed on the following website <http://www.arrrt.org>.
- 4) RADIOLOGIST ASSISTANT LICENSURE.
- 5) FUSION IMAGING LICENSURE.

Certificates of licensure are printed on 8 ½ by 11 paper. "Duplicate" or "replacement" certificates are also available (fees apply). Original or duplicate certificates must be displayed at **EACH** place of employment (copied versions of certificates do not satisfy the regulatory requirements for posting).

LICENSURE BY CERTIFYING ORGANIZATION

Licensure by examination of credentials is completed by submitting an application for Full Biennium Licensure or Limited X-ray Machine Operators Licensure.

Applicants must submit documentation of 1) current certification or registration with a nationally recognized certifying organization such as the ARRT or NMTCB and 2) current certification by another State, and 3) actively employed as a radiologic technologist or radiologist assistant for a period totaling no less than one year in the three years prior to application at a rate of no less than 1,000 hours per year. Employment must be in the radiology specialty for which certification is requested.

LICENSURE BY TESTING

Requests for examinations are completed by using the New Mexico State Examination Application form. Testing for NM Full Licensure and NM Limited X-ray Machine Operator examinations must occur within one year after successful completion of an approved radiology program. Recognized programs may be viewed on the American Registry of Radiologic Technologists (ARRT) website at <https://www.arrt.org/>, and on the Nuclear Medicine Technology Board (NMTCB) site at <http://www.nmtcb.org>. Reexamination is allowed three (3) times within one (1) year of initial testing. After this time, a new application and fees must be resubmitted.

Question Does failure of the ARRT, NMTCB, or NM state examination revoke a NM temporary license?

Answer No.

CERTIFICATE OF LICENSURE

Applications for a *certificate of licensure* will be accepted after successful completion of the NM State Examination. Licenses are valid for a two year period (biennium).

A single *certificate of licensure* is issued for all current licenses, which are listed on the certificate. One original certificate is included in the license fee. License renewal and renewal of expired licenses requires either reinstatement or re-application, depending on the duration of expiration (see Reinstatement of an Expired License below).

Question Does the State of New Mexico require individuals operating radiation-producing equipment for human use to be licensed?

Answer Yes. The State of New Mexico requires all individuals operating radiation-producing equipment for human use to be currently licensed with the State. NM Licensure may be obtained by applying to the New Mexico Medical Imaging & Radiation Therapy Program (please see 20.3.20 NMAC <http://www.nmcpr.state.nm.us/nmac/parts/title20/20.003.0020.htm> for details and exceptions).

Question May a licensed New Mexico Limited X-ray Machine Operator perform radiologic procedures involving contrast media, utilization of fluoroscopic equipment, mammography, computed tomography, bedside radiography, nuclear medicine or radiation therapy procedures, mammography examinations, and radiography of the abdomen, hip, and/or pelvis?

Answer No (please see <http://www.nmcpr.state.nm.us/nmac/parts/title20/20.003.0020.htm>).

REINSTATEMENT OF AN EXPIRED LICENSE

An expired license may be "reinstated" if the expiration date is within twelve (12) months of the expiration date shown on the most current certificate of licensure. Requests for reinstatement are completed by using the renewal licensure forms. Full Licenses expired for more than one year are not eligible for reinstatement, and an application for new licensure must be submitted.

BIENNIUM

A biennium is a two year or twenty-four (24) month period of time.

Question How is a NM biennium determined?

Answer The biennium is determined by counting back twenty-four (24) months from the NM certificate expiration date, which is located on the certificate of licensure. For example, if a NM certificate expires on September 30, 2012, the biennium is from October 1, 2010 through September 30, 2012.

CONTINUING EDUCATION CREDITS

Question Are continuing education units required to retain a NM temporary license?

Answer No. Continuing education units are not required for temporary licenses.

- Question** Are continuing education units (CEU's) required for renewal of full licensures, radiological assistants, and fusion imagery by the New Mexico Medical Imaging & Radiation Therapy Program?
- Answer** Yes.
- Question** How many continuing education units are required for NM licensure renewal?
- Answer** Twenty-Four (24) Category "A" CEU's within the current licensure biennium are required for licensure renewal.
- Question** How many continuing education units (CEU's) are required for certificate renewal in New Mexico?
- ANSWER** Twenty-Four (24) Category "A" CEU's approved by a Recognized Continuing Education Evaluation Mechanism (RCEEM) must be completed during each biennium.
- Question** What are Category "A" continuing education units (CEU's)?
- Answer** Category A CEU's are approved credits by a Recognized Continuing Education Evaluation Mechanism (RCEEM). Only CEU's approved by a RCEEM satisfy the NM renewal requirements. Each continuing education event reviewed by a RCEEM is issued a unique reference number that appears on each certificate of completion (access a list of approved RCEEM's <http://www.arrrt.org> page 9).
- Question** Are two (2) hours of Category "A" continuing education units (CEU's) in the subject of Radiation Safety or Radiation Protection required?
- Answer** No.
- Question** Are Category "B" continuing education credits accepted by the New Mexico Medical Imaging & Radiation Therapy Program?
- Answer** No.
- Question** Are AMA PRA Category 1 continuing education credits accepted by the New Mexico Medical Imaging & Radiation Therapy Program?
- Answer** No.
- Question** Are ANCC continuing education credits accepted by the New Mexico Medical Imaging & Radiation Therapy Program?
- Answer** No.
- Question** Are up to three (3) completed continuing education credits accepted for a basic cardio pulmonary resuscitation (CPR) course offered by the Red Cross or the American Safety and Health Institute?
- Answer** No.
- Question** Are six (6) completed continuing education units accepted for an Advanced Life Support (ACLS) course?
- Answer** Yes. Completion of ACLS within the current biennium is accepted as six (6) CEU's.
- Question** Does passing a primary examination in a new discipline during a current biennium satisfy the continuing education renewal requirements of the New Mexico Medical Imaging & Radiation Therapy Program?
- Answer** Yes.
- Question** Does passing a post-primary examination not previously completed during a current biennium satisfy the continuing education renewal requirements of the New Mexico Medical Imaging & Radiation Therapy Program?
- Answer** Yes.
- Question** Do academic courses offered by an accredited post-secondary educational institution satisfy the continuing education renewal requirements of the New Mexico Medical Imaging & Radiation Therapy Program?
- Answer** Yes. Successful completion of academic courses approved by ARRT satisfies continuing education renewal requirements. Each academic credit hour earned counts as sixteen (16) continuing education hours and twelve (12) continuing education hours for each academic quarter. For example, successful completion of a three (3) credit hour academic course with a grade of "C" or higher counts for forty-eight (48) continuing education hours, which meets the NM continuing education renewal requirements.
- Question** Will taking more than the required twenty-four (24) hours of continuing education credits apply to my next biennium requirements?
- Answer** No.

Question Are current members of the ARRT or NMTCB required to submit copies of continuing education units?

Answer Yes.

Question Can ASRT or SNM members submit an ASRT or SNM continuing education unit report rather than copies of continuing education certificates?

Answer Yes.

LEGAL NAME CHANGE

Requests for a name change to an existing license are made using the Legal Name Change application form.

WRITTEN VERIFICATION

Requests for an official *written verification* of certification are made using the Written Verification application form. A list of active radiologic technologists is published and available online at <http://www.nmenv.state.nm.us/nmrcb/radtech.html>.

FEES AND FEE CALCULATOR

The New Mexico Medical Imaging and Radiation Therapy Program charges fees for licensure and other related services. Use the fee calculator to indicate requested services. The example below lists all program related charges.

To use the calculator, enter a number to indicate the quantity of requested items. The total charge for a service will then show in the "total" box at the bottom of the form. The Fee Calculator shown below is an example only, and will not calculate the fees; however, the application forms will allow the entries and provide a total charge. Please see 20.3.20.604 NMAC for additional fee information (<http://www.nmcpr.state.nm.us/nmac/parts/title20/20.003.0020.htm>).

FEE CALCULATOR	QUANTITY	PRICE	AMOUNT
NM Application fee			10.00
Full Biennium Licensure		100.00	
Full Biennium Limited X-ray Machine Operator Licensure		60.00	
Temporary Licensure		35.00	
Licensure Renewal		100.00	
Limited X-ray Machine Operator Renewal		60.00	
Reinstatement		25.00	
Licensure Examination		100.00	
Temporary Licensure Examination		35.00	
Duplicate or Replacement Certificate of Licensure (each)		5.00	
Legal Name Change		15.00	
Written Verification (each)		10.00	
		Grand Total	

FEE CALCULATION EXAMPLES

Example 1: NM APPLICATION FEE
 This fee applies to all applications. The fee is charged for each application submitted. The fee is auto-calculated and no entry on the fee calculator is required.
Total Fee \$ 10.00

Example 2: FULL BIENNIUM LICENSURE
 This fee applies to full NM biennium licensure. The fee includes licensure and one (1) certificate of licensure. A single biennium fee in addition to a single application fee is charged for single licensure or multiple licensures requested within the same biennium.

Form: *NEW LICENSURE AND TEMPORARY LICENSURE APPLICATION*.
 Enter the number 1 in the box to the right of the Full Biennium Licensure category.
Total Fee \$110.00
 \$ 10.00 NM Application Fee
 \$100.00 Full Biennial Licensure

- Example 3: FULL BIENNIUM LIMITED X-RAY MACHINE OPERATOR'S LICENSURE
 This fee applies to limited X-ray machine operators only.
 The fee includes licensure and one (1) certificate of licensure.
- Form: *NEW LICENSURE AND TEMPORARY LICENSURE APPLICATION.*
 A single biennium, in addition to an application fee, is charge for single licensure or multiple licensures requested within the same biennium.
 Enter the number 1 in the box to the right of the Full Biennium X-ray Machine Operators Licensure.
Total Fee \$70.00
 \$ 10.00 NM Application Fee
 \$ 60.00 NM Biennium Licensure
- Example 4 NM TEMPORARY LICENSURE
 This fee applies to NM temporary licensure.
 The fee includes temporary licensure and one (1) certificate of licensure.
- Form: *NEW LICENSURE AND TEMPORARY LICENSURE APPLICATION.*
 Enter the number 1 in the box to the right of the NM Temporary Licensure category.
Total Fee \$ 45.00
 \$ 10.00 NM Application fee
 \$ 35.00 NM Temporary Licensure Fee
- Example 5 RENEWAL FULL BIENNIUM LICENSURE
 This fee applies to renewal of Full Biennium Licensure.
 The fee includes renewal of biennium licensure and one (1) certificate of licensure.
- Form: *RENEWAL & REINSTATEMENT APPLICATION Full Licensure Full Limited X-ray Machine Operators Licensure.*
 Enter the number 1 in the box to the right of the Licensure Renewal category.
Total Fee \$110.00
 \$ 10.00 NM Application Fee
 \$ 100.00 NM Renewal Full Biennium Licensure.
- Example 6 RENEWAL LIMITED X-RAY MACHINE OPERATORS LICENSURE
 This fee applies to renewal of biennium Limited X-ray Machine Operators licensure.
 The fee includes renewal of biennium licensure and one (1) certificate of licensure.
- Form: *RENEWAL & REINSTATEMENT APPLICATION Full Licensure Full Limited X-ray Machine Operators Licensure*
 Enter the number 1 in the box to the right of the Limited X-ray Machine Operators Renewal Category
Total Fee \$ 70.00
 \$ 10.00 NM Application Fee
 \$ 60.00 NM Limited X-ray Machine Operators licensure
- Example 7 REINSTATEMENT OF FULL BIENNIUM LICENSURE FOR EXPIRED LICENSE
 This fee applies to reinstatement of Full Biennium Licensure.
 The fee includes reinstatement of licensure and one (1) certificate of licensure.
- Form: *RENEWAL & REINSTATEMENT APPLICATION Full Licensure Full Limited X-ray Machine Operators Licensure.*
 Enter the number 1 in the box to the right of the Licensure Renewal category.
 Enter the number 1 in the box to the right of the Reinstatement Category.
Total Fee \$135.00
 \$ 10.00 NM Application Fee
 \$100.00 Renewal NM Biennial Licensure
 \$ 25.00 Reinstatement of Expired License
- Example 8 REINSTATEMENT OF A LIMITED MACHINE OPERATORS EXPIRED LICENSE
 The fee applies to reinstatement of an expired limited x-ray machine operator license.
 This fee includes reinstatement of licensure and 1 certificate of licensure.
- Form: *RENEWAL & REINSTATEMENT APPLICATION Full Licensure Full Limited X-ray Machine Operators Licensure*
 Enter the number 1 in the box to the right of the Limited X-ray Machine Operators Renewal category.
 Enter the number 1 in the box to the right of the Reinstatement category.
Total Fee \$ 95.00
 \$ 10.00 NM Application Fee
 \$ 60.00 NM Limited X-ray Machine Operator's renewal
 \$ 25.00 Reinstatement of Expired License

- Example 9 NM LICENSURE EXAMINATION
 This fee applies to NM license examinations for each assigned test window (see <http://www.nmcpr.state.nm.us/nmac/parts/title20/20.003.0020.htm>).
 The fee includes examinations (up to three (3) examinations per year, and notification of raw testing scores.
 Form: *NM STATE EXAMINATION APPLICATION FORM*.
 Enter the number 1 to the right of the Licensure Examination Category.
Total Fee \$110.00 (one license type only)
 \$ 10.00 NM Application Fee
 \$100.00 Licensure Examination Fee (one license type only; add \$100 for each additional type).
- Example 10 NM TEMPORARY LICENSURE EXAMINATION
 This fee applies to NM temporary license examinations.
 The fee includes examinations (up to three (3) examinations per year, and notification of raw testing scores
 Form: *NM STATE EXAMINATION APPLICATION FORM*.
 Enter the number 1 to the right of the Temporary Licensure examination category.
Total Fee \$ 45.00
 \$ 10.00 NM Application Fee
 \$ 35.00 Temporary Licensure Fee
- Example 11 DUPLICATE OR REPLACEMENT CERTIFICATE OF LICENSURE
 This fee applies to requests for duplicate or replacement certificates.
 The fee is based on the number of duplicate or replacements requested.
 (Certificates may also be requested the new licensure and renewal licensure processes and may be completed on these application forms).
 Form: *DUPLICATE OR REPLACEMENT OF CERTIFICATE OF LICENSURE APPLICATION*.
 Enter the quantity of certificates requested in the box to the right of the Duplicate or Replacement Certificate of Licensure category.
Total Fee \$ 15.00 (one duplicate or replacement certificate)
 \$ 10.00 NM Application Fee
 \$ 5.00 for each certificate
- Example 12 LEGAL NAME CHANGE
 This fee applies to current licensures. [Requests for legal name change may also be requested during license renewal, and there is no charge].
 The fee includes name change and one (1) certificate of licensure.
 Form: *LEGAL NAME CHANGE CERTIFICATE OF LICENSURE APPLICATION*
 The fee is auto-calculated. Entry is not required.
Total Fee \$ 25.00
 \$ 10.00 NM Application Fee
 \$ 15.00 Legal Name Change
- Example 13 WRITTEN VERIFICATION
 This fee applies to requests for written verification.
 The fee is based on the number of written verification(s) requested.
 FORM: WRITTEN VERIFICATION
 Enter the quantity of verifications requested in the box to the right of the Written Verification category.
Total Fee \$ 15.00 (one verification)
 \$ 10.00 NM Application Fee
 \$ 5.00 (each) Written Verification

APPLICATION PROCESS
 FORM AND FORM SUBMITTAL

New Mexico Medical Imaging and Radiation Therapy Program Current forms are located on our website at http://www.nmenv.state.nm.us/nmrcb/radiologictechnologists_forms.html. Forms may also be requested by calling (505) 476-3264.

Application and Payment sent via mail.

Application and Payment hand-delivered (for assistance, please make a scheduled appointment).

SUPPLEMENTAL INFORMATION

Supplement information must be submitted with an application for a new and renewal license. Only copies are required. Please note that submitted documents will not be returned. Required supplemental information includes the following.

- 1) A copy of your official state-issued I.D. or passport.
- 2) Renewal or reinstatement applicants must submit proof of completion of 24-RCEEM approved continuing education credits (CEU's) completed within the current NM biennium. The biennium begins 24 months from your current NM biennium expiration date. This date appears on the NM Certificate of Licensure (members of the American Society of Radiologic Technologist, Society of Radiologists in Training (SRT), or Society of Nuclear Medicine (SNM)) may submit one CEU report. Only copies of certificates from Recognized Continuing Education Evaluation Mechanisms (RCEEM) that include the date of completion, amount of approved CEU's, and the RCEEM name and reference number are accepted. Reinstatement applications must include 24-RCEEM approved CEU's within 24 months of the application date.
- 3) A copy of an American Registry of Radiologic Technologists (ARRT) or Nuclear Medicine Technology Certification Board (NMTCB) wallet card. Submit both cards if they are current.

APPLICATION PROCESSING

Question How long does it take to process a request for a certificate of licensure from the New Mexico Medical Imaging & Radiation Therapy Program?

Answer Certificate processing time is typically within ten (10) business days after receipt provided that all required supporting documents and fees are properly submitted

Question Can hand-delivered applications be processed on the day of delivery?

Answer Yes. Hand-delivered applications may be processed at the Santa Fe office; however, an appointment should be scheduled. To schedule an appointment please call the New Mexico Medical Imaging & Radiation Therapy Program at 505-476-3264.

Question Can application processing time be expedited?

Answer Yes. Application packets may be sent via express mail service couriers such as FedEx, UPS Next Day Air, Express, or Priority Mail through the US Post Office. Include a 9 x 12 inch self-addressed (or the name and address of where you would like your certificate mailed), prepaid or postage paid envelope (you must pay all related express service charges).

The physical address for non-postal box deliveries is 1190 St. Francis Drive – Room South 2100 Santa Fe, NM 87505.