Complete Form

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NEW MEXICO
ENVIRONMENT DEPARTMENT

Radiation Control Bureau

The New Mexico Medical Imaging
& Radiation Therapy Program

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http://www.nmenv.state.nm.us/nmrcb/radtech.html

RON CURRY
Secretary

SARAH COTTRELL
Deputy Secretary

DEAR APPLICANT: The Renewal Application Form shall be used by all individuals who currently have a valid NM License or whose NM License has not lapsed for a period not greater than one year from the expiration date of the last valid NM License. Individuals whose NM License has expired for more than one year from the last expiration date must apply as a New Applicant and must use the New Application Form. All current versions of forms may be located on our website @ http://www.nmenv.state.nm.us/nmrcb/radtech.html.

Supporting documentation is required for Renewal of Full Licensure or Limited X-ray Machine Operator's Licenses. Do not send in your application packet until your have included the required supplemental information listed below and a check or money order for the fees. PROCESSING TIME is typically within ten (10) business days after receipt provided that all required supporting documents and fees are properly submitted.

(1) Include a copy of your current ARRT or NMTCB wallet card. Submit both if they are current. This is NOT required for individuals applying for a Full Limited X-ray Machine Operators License; (2) Proof of completion of 24-RCEEM approved continuing education credits (CEU's) completed within the current NM Biennium (beginning 24 months from your current NM Biennium expiration date appearing on your current NM Certificate of Licensure (ASRT or SNM members may submit one CEU report)). Only copies of certificates of completion for all RCEEM approved continuing education events that include the date of completion, number of approved CEU's, and the RCEEM name and the assigned reference number(s) can be accepted; (3) A copy of an official government issued identification or passport; (4) Applicable fees.

Please mail completed forms and ***ALL*** other supporting documents and fees to the address above to the attention of Stephen Sanchez. Hand-delivered applications are accepted but may not be processed on the same day without a scheduled appointment. If you decide to use an express courier that does NOT deliver to a post office box, the physical address is: 1190 ST. FRANCIS DRIVE Room S. 2100, Santa Fe, NM 87505.

Please make checks or money orders payable to NMED. Cash and credit cards can ***NOT*** be processed at this time. For further information, check our Frequently Asked Questions (FAQs) at http://www.nmenv.state.nm.us/nmrcb/radtech.html, or you may access the regulatory requirements @ http://www.nmcpr.state.nm.us/nmac/parts/title20/20.003.0020.htm.

The *New Mexico Medical Imaging and Radiation Therapy Program* began using a "***NM REGISTRATION NUMBER***" as an alternative to identify all existing customers of the program. This number is computer-generated, and is unique to each individual and may be used as a unique NM identification number.

The ***REGISTRATION NUMBER*** is ***NOT*** your NM License Number. The ***REGISTRATION NUMBER*** may be used for all inquires regarding your NM Licensure Status or other pertinent information. All new applicants ***MUST*** continue to provide their social security number when applying for initial services, because your social security number is used to generate the ***REGISTRATION NUMBER*** and for purposes of compliance with the *Parental Responsibility Act*. However, once you have been assigned the ***REGISTRATION NUMBER*** you will no longer need to disclose your social security number.

Renewal Application

General Information: Please complete this form electronically and then print out the completed form, sign, date and return it with the supporting documents listed on the cover page of this form. [Leave fields that do NOT pertain to you or are not known to you, such as your NM Registration Number blank.] Your NM Registration Number may be used in place of your Social Security Number (SSN). ***This is NOT your NM License Number.*** If you use your NM Registration Number you ***DO NOT*** need to provide your SSN. If you want to find out what your NM Registration Number is, it may be located by viewing the Active New Mexico Radiologic Technologists (PDF) link located on our official web page. Use the web link located on the cover page of this Renewal Application Form to get to our official web page.

NM Registration Number (***NOT*** you License Number) _____ or SSN _____ Birth Date _____

Name _____

Address _____

City _____ State [Abbreviate] _____ Zip Code _____

Home No. _____ ** MAIDEN ** Name _____

Cell No. _____ Email Address _____

ARRT No. _____ ARRT Credentials (i.e., RT(R)(N)(T)(CT) (ARRT) _____

NMTCB No. _____ ARDMS No. & Credentials _____

☐ Check this box if you are requesting a legal name change and submit legal documents (i.e. marriage certificate)

☐ Check this box if your NM license has expired within twelve months of the expiration date and ADD the $25 reinstatement fee to the biennium license fee.

☐ Check this box if you are renewing a Full NM License and then enter your NM license number(s) next to the Full license types listed below. The $110 Full NM License Biennium Fee ALREADY includes the application fee.

Radiography (RRT) _____ Fusion Imaging (FUS) _____

Nuclear Medicine (NMT) _____ Radiologist Assistant (RRA) _____

Radiation Therapy (RTT) _____

☐ Check this box if you are renewing a Full Limited X-ray Machine Operator's License and then enter the license number(s) next to the Limited License types listed below. The $70 Full NM Limited X-ray Machine License Biennium Fee ALREADY includes the application fee.

Chest & Thorax (LXT) _____ Cranium (LXC) _____

Podiatric (LXP) _____ Visceral Column (LXV) _____

Extremities (LXE) _____

☐ Check this box if you are requesting additional copies of your certificate of licensure.

Enter the number of additional original certificates requested. Please add an additional $5 for each additional certificate requested to the biennium license fee. _____

OFFICE USE ONLY Check Date _____ Check No. _____ Check Amount _____

CERTIFICATE OF DISPLAY: Section 20.3.20.300 NMAC states that original certificates ***MUST*** be displayed at ***EACH*** place of employment. Where additional certificates are required due to multiple posting locations, a valid duplicate certificate must be posted. Duplicate original certificates are available ONLY by the Department. The cost is $5 for each duplicate certificate. Your $110 Biennium fee for a Full NM License, which ALREADY includes the Application fee, will include ONE original NM Certificate of Licensure. You do NOT need to submit additional Biennium fees if you are registered in more than one modality. If you are a Limited X-ray machine Operator your $70 Biennium fee, which ALREADY includes the Application fee, will include ONE original NM Certificate of Licensure. for a Full NM Limited X-ray Machine Operators License in more than one area you do NOT need to submit a by using this form [posting invalid duplicate certificates violates regulatory requirements, and may be subject to disciplinary action and/or fines by the Department]. Please provide the name, physical address and telephone number of all facilities where you are applying ionizing radiation on humans for diagnostic purposes; if it is more than one facility, attach a typed list to this application form that includes the name, physical address and telephone number, including telephone extension.

Facility Name, Physical Address, * INCLUDE* TELEPHONE NUMBER AND EXT.

☐ If you are not currently employed in NM check this box.

FEES

Biennium Certificate of Licensure Fee - There are two different fee amounts for Biennium Certificate of Licensure Fee, which are determined by your type of Full NM License:

Full NM License Biennium Fee $110. The fee includes one original certificate of licensure. Notwithstanding, the various areas of specialization for which a person has qualified, only one renewal fee shall be applicable to each biennial renewal. (i.e., if you currently have a NM Full License in Radiography and Nuclear Medicine or Radiation Therapy and only need one original certificate, the total fee amount due would be $110, which ***ALREADY*** includes a $10 Application Fee and the $100 Full NM License Biennial fee) Please Note: if you work in more than one NM facility you are required to have an original certificate posted prior to operating equipment that emits ionizing radiation. If this applies to you, please add an additional $5 for each additional certificate requested.

Full Limited X-ray Machine Operator Biennium Fee $70. The fee includes one original certificate of licensure. Notwithstanding, the various areas of specialization for which a person has qualified, only one renewal fee shall be applicable to each biennial renewal. (i.e., if you currently have a NM Full Limited X-ray Machine Operator License in the areas of Chest & Thorax, Extremities, Cranium, Visceral Column, and/or Podiatric and if you only need one original certificate, the total fee amount due would be $70, which ***ALREADY*** includes a $10 Application Fee and the $60 Full NM License Biennial fee) Please Note: if you work in more than one NM facility you are required to have an original certificate posted prior to operating equipment that emits ionizing radiation. If this applies to you, please add an additional $5 for each additional certificate requested.

Reinstatement Fee $25. A Reinstatement Fee shall apply to ALL individuals whose NM Full Certificate of Licensure has expired within twelve months of their last expiration date or to ALL individuals whose applications are submitted after the expiration date. A $25 fee is assessed in addition to the Biennium Certificate of Licensure. (i.e., if the post office mark is dated after your expiration date of your FULL NM License Biennium the total fee amount would be $135; or, if the post office mark is dated after your Full NM Limited License Biennium the total fee amount would be $95.)

Duplicate Certificate of Licensure Fee $5 - for each additional certificate. This fee does NOT apply if you do not need more than ONE Certificate of Licensure. It is only applied to individuals who need more than one Certificate of Licensure. (i.e., if you work in three separate facilities you will need a total of ***THREE*** original certificates, the total fee amount due would be $120, which ***ALREADY*** includes a $10 Application fee, a $100 Biennium Certificate of Licensure Fee, the $5 Duplicate Certification of Licensure Fee[each] for the two additional original certificates) If, at any time during your biennium additional original or replacement certificates are needed they ***MUST*** be requested using the Duplicate Or Replacement of Certificate of Licensure Application, which will require an additional or separate Application Fee.

Legal Name Change Fee $15. This fee is only assessed if your request occurs after Certificate of Licensure has been issued. It does NOT apply if you are currently applying for a Renewal NM License. Please remember to submit a legal document, such as a marriage certificate, when making this request. If a Legal Name Change is needed after your renewal request has been processed, you ***MUST*** submit the Legal Name Change Application, at which time you will be subject to the $15 Legal Name Change Fee and the $10 Application Fee.

Fee Calculator: After reviewing the fee schedule listed above, ADD all the applicable fees and enter the sum total in the "Total Fee Amount Due" box listed below. (i.e. if you are requesting a renewal of your Full NM Biennium and your license has expired and needs to be reinstated and you need 4 duplicate certificates the amount you would enter in the "Total Fee Amount Due" box is $155. This fee amount is the sum of $110 for the Full NM Biennium Fee [which ALREADY includes a ten dollar application fee] + $25 for the Reinstatement Fee + $20 for the 4 Duplicate Certificates.)
** Please make checks or money orders payable to: NMED. Cash and credit cards can ***NOT*** be processed at this time. Also, please review the cover page of this renewal application form and submit ***ALL*** the supporting documents that are listed.

Enter Check Number or Money Order Number:

Total Fee Amount Due:

I certify that I am in compliance with all Radiation Protection Regulations, and that all information provided is true to the best of my knowledge.

Signature

Date