Complete Form

NEW MEXICO ENVIRONMENT DEPARTMENT

ENVIRONMENTAL HEALTH DIVISION

SUSANA MARTINEZ
Governor

JOHN A. SANCHEZ
Lieutenant Governor

Radiation Control Bureau
The New Mexico Medical Imaging
& Radiation Therapy Program
PO Box 5469
Santa Fe, New Mexico 87502-5469
Telephone (505) 476-8600
http://www.nmenv.state.nm.us/nmrcb/radtech.html

DAVE MARTIN
Cabinet Secretary

BUTCH TONGATE
Deputy Secretary

This RENEWAL APPLICATION 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.

LICENSE RENEWAL REQUIREMENTS: Processing time is typically ten (10) business days or less after receipt, provided that all required supporting documents and fees are properly submitted. Please mail completed application packet and fees to the address above to the attention of Stephen Sanchez [please note: walk-ins will not be processed without a scheduled appointment]. The following items MUST be received in order to process your License Renewal: 1. "Renewal Application". The Renewal Application Form must be signed and dated. PLEASE NOTE: The RENEWAL FORM must be completed and printed from the NM Environment Department Official Radiation Control Bureau Web Site. Any other RENEWAL FORMS that are obtained from any other web site or from any other internet search result page will NOT be accepted. 2. Submit proof of completion of 24 RCEEM approved CEUs. A copy of your current ARRT wallet card that states "*Status-In CE Compliance*" or a printed copy of your current NMTCB online verification will serve as proof of meeting your NM CEU renewal requirements. If you are not registered by the ARRT or certified by the NMTCB, you must submit copies of your certificates of completion for all completed category A continuing education events. Only submit COPIES of your CEU certificates on 8.5" x 11" white paper (copies that have been cut, trimmed, or submitted on other paper will not be accepted).
3. Copy of Official Issued Photo ID, such as a state issued drivers license or passport. 4. Copy of ARRT or NMTCB wallet cards. 5. Include the full payment by check or money order. Please make checks or money orders payable to: NM Environment Department or NMED. Requests for License Renewals will NOT be processed until all of the previously stated supporting documents and fees have been paid by check or money order. (Note: cash and credit cards can NOT be processed at this time.) If you have any additional questions that are not answered after reviewing FAQ's section of our web site, please contact this office at 505-476-8600.

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 an express courier is used that does NOT deliver to a post office box, the physical address is: NMED-RCB, Medical Imaging & Radiation Therapy Program, 525 Camino de los Marquez, Santa Fe, NM 87505.
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 and Instructions. 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. Please include on a single sheet of paper: a copy of an official government I.D., such as your State issued drivers license or passport, AND a copy of your current ARRT or NMTCB wallet cards, submit both wallet cards if they are current. [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*** your 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 or Money Order Number:

Total Fee Amount Due:

I hereby certify that I am in compliance with all applicable judgments and orders for child support and am in compliance with all applicable subpoenas or warrants related to paternity or child support proceedings and all other Radiation Protection Regulations, and that all information provided is true to the best of my knowledge.

Signature

Date