



Medical Imaging & Radiation Therapy Program
P.O. Box 5469
Santa Fe, NM 87502-5469
Telephone (505) 476-8633
stephen.sanchez@state.nm.us
<https://www.env.nm.gov/rcb/mirtp/>

Provisional License Application Form

Dear Applicant: ***The Medical Imaging and Radiation Therapy Program (MIRTP) strongly encourages every application packet be submitted by email to stephen.sanchez@state.nm.us and all fees paid electronically.***

Please type all required application fields and check all required check boxes that pertain to you. If you are unable to type any of the required application fields or the automated check boxes do not display the checkmark, you may print the application form and MANUALLY complete those application fields, by legibly writing in your responses or by manually placing a large "X" inside the check boxes that you select or that are required to be checked. Your certificate(s) of licensure will be mailed to the address in Section 1.

NM Provisional licenses are only permitted to be renewed once, if you have an active Provisional License and this is your 1 and only renewal, please check the following box.	
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Section 1 - General Information

Application Date:				Social Security Number:			
Name:							
Address:							
City:		State Abbreviation:		Zip Code:			
Home Phone:				Cell Phone:			
Email Address:							
Work Phone:				Birth Date:			

Section 2 – National Credentialing Pathway Information

In this section please list the national credentialing organization, such as the ARDMS, ARMRIT, ARRT, CCI, or NMTCB, and the name of the credentialing pathway or exam that you are pursuing.

National Credentialing Organization:

Name of the national medical imaging examination:

THE REMAINDER OF THE PAGE IS FOR MIRTP OFFICE USE ONLY – the MIRTP will complete the remainder of this page.

MIRTP Registration number:		New coordinated expiration date:	
Current license expiration date:		Duplicate certificates requested:	
Additional NM license(s) issued:			
Electronic Payment Due:			
Postmark or email date:		Check or Money Order Payment Information Check Date: Check Number: Check Amount:	

Section 3 - Fee Schedule:	
NM provisional biennium license fee is \$35.00, which includes a \$10.00 application fee and the \$25.00 NM provisional biennium license fee. The minimum payment amount to submit with this application is \$35.00. The \$35.00 fee amount includes 1 original certificate of licensure.	Fee Amounts: <div style="text-align: center;">\$ 35.00</div> Box 1
NM rules state that original certificates of licensure must be displayed at each place of employment in NM prior to performing medical imaging or radiation therapy procedures. Copies from your original certificate of licensure do not meet this rule requirement. If you need more than 1 original certificate, enter the number of additional certificates you are requesting in Box 2. Do not include the 1 certificate included with the biennium fee.	Box 2
Original certificates of licensure must be ordered from the MIRTTP. The cost for each additional original certificate of licensure is \$5.00. Please add \$5.00 for each additional certificate of licensure ordered and enter that total dollar amount in Box 3. If no additional certificates are requested place \$0.00 in Box 3. (For example: If you are requesting an additional 4 original certificates of licensure, the total example amount you would enter in Box 3 is \$20.00).	Box 3
In addition to any other required fees, a license reinstatement fee of \$25.00 must be added if a licensee's license has expired. Enter \$25.00 in Box 4 if your license has expired. If your license has not expired enter \$0.00 in Box 4.	Box 4
The total fee amount due will be the sum of Box 1 + Box 3 + Box 4. (For Example: If you are requesting 4 additional original certificates, in addition to the 1 original certificate that is already included in Box 1, you would add the example amount of \$20.00 that was to be used in this example to be entered in Box 3 to the \$35.00 minimum fee amount that appears in Box 1, for a sum of \$55.00, which would be the total fee amount due for this example and should be entered in Box 5. You will be sent a total of 5 original certificates, because one original certificate has already been included with the \$35.00 minimum fee amount due in Box 1). Enter the total fee amount due in box 5. ***** <u>After your application packet has been reviewed and approved by the MIRTTP, an invoice will be created, an email will be sent to the email address listed in Section 1 (that email address will be your Login ID). Please make sure it was entered correctly in Section 1, and please monitor your inbox and junk mail folders regularly.</u> *****	Box 5
If you would like to know more about how to pay your fees electronically please, click here.	

Section 4 - Payment Method			
Check this box if you are paying electronically:		DO NOT ENTER CREDIT CARD INFORMATION ON THIS APPLICATION.	
Check this box if you are paying by check or money order:		Checks and money orders MUST be payable to "NMED", if not they will be returned.	
Enter check or money order date:		Enter check or money order number:	
Enter check or money order amount:			

Section 5 – Clinical Site Information

In this section please answer the following questions regarding the location where all required clinical procedures will be completed.

Name:

Address:

City:

State:

Zip Code:

Clinical Site Direct Telephone Number:

Section 6 - Supervisor Information

In this section please list the individual who will be responsible in supervising the required clinical exams, and who will be attesting to the approved nationally credentialing organization, that all required clinical procedures have been completed.

Name:

Credentials:

Name of clinical site:

Address of clinical site:

Direct Telephone Number:

Cell Phone:

Email address:

Section 7 – Applicant Acknowledgements and Complete Application Packet Check List

A check mark must appear in each of the following items:

1. By checking the following box, I am aware that the MIRTP strongly encourages that every complete application packet be submitted by email. Completed application packets may still be sent by regular mail but may take longer to be processed. Fees that are paid by checks or money orders that were included with application packets that were sent by regular mail, may be deposited much earlier than the submitted application packet has been reviewed or processed. Deposited checks or money orders are not an indicator that application packets that have been sent by regular mail have been reviewed or processed. Checks and money orders that are received by regular mail will be deposited according to NM rules pertaining to the receipt of check or money order payments.

Notice to All Applicants: *If you are unable to type any of the required information or check any of the required boxes you may print the application form and MANUALLY complete those parts of the application form that you are not able type or if the automated check marks do not appear in any of the required check boxes.*

If you submit your application packet by email, please make sure that you get a reply within 4 business days, excluding weekends and holidays, from the date you sent the email, confirming receipt of your application packet. After your application packet has been reviewed and approved by the MIRTP, a link to the payment web page will be sent to the email address that you entered in Section 1, please verify that it has been entered correctly and monitor your inbox and junk mail folder.

**Section 7 - Applicant Acknowledgements and Complete Application Packet Check List
(Continued from Page 3)**

A check mark must appear in each of the following items:

2. By checking the following box, I attest that I will send a scan or picture of the front side of my Social Security Card. If you do not have a scanner but have a smart phone you may take a picture of only the front side the card. If you are sending a picture, please make sure it is clear and legible. Please do not scan or take a picture of the back side of your social security card.

3. By checking the following box, I attest that I will send a scan or picture of a valid official government issued photo identification card, such as my current driver's license, which does not have to be a current New Mexico driver's license. Please do not scan or send a picture of the back side of the official government issued photo ID.

4. By checking the following box, I am aware that application packets that are submitted by email, must be paid electronically. If application packets are sent by regular mail, fees may be paid electronically; **however, please make sure the box in Section 4, which indicates that you have selected this option is checked.** All fees paid by check or by money order must be made payable to "NMED", if not, they will be returned. Fees submitted are non-refundable and non-transferrable.

5. By checking the following box, I am aware that sending a completed application packet by regular mail is **strongly discouraged**; however, if I absolutely need to submit a completed application packet by regular mail, I will send it to: **NMED-RCB-MIRTP, ATTENTION: Stephen Sanchez, P.O. Box 5469, Santa Fe, NM 87502-5469.** Please do not staple application form and do not tape checks or money orders to this application form.

The MIRTP encourages all applicants to submit completed application packet by email and pay your fees electronically.

6. By checking the following box, I am aware that a NM Provisional License may be renewed only once, and after that, I must be certified and registered by a MIRTP approved registering and certifying credentialing organizations in order to meet NM requirements for medical imaging licensure. I am aware that a NM Provisional License is only available for the two consecutive biennium licensure periods.

7. By checking the following box, 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 20.3.20 NMAC rules, and that all information provided is true to the best of my knowledge.

The MIRTP will not process your request if any of the boxes listed in Section 7 are NOT checked. If you are unable to type any of the required information or check any of the required boxes you may print the application form and MANUALLY complete those parts of the application form that you are not able type or if the automated check marks do not appear in any of the required check boxes.