

## **2019 LICENSE RENEWAL INFORMATION FOR Radiographers, Radiation Therapists, Nuclear Medicine Technologists & Radiologist Assistants**

*For inquiries, call 410-764-4705 or 1-800-492-6836 ext. 4705, Monday through Friday from 8:00 am to 4:30 pm.*

**License renewal will begin on March 4, 2019.** In order to maintain an active Maryland license, licensees are required to submit a renewal application and renewal fee of **\$161.00** to the Board by **April 30, 2019**. The online renewal application is accessible 24 hours a day, 7 days a week on the Board's website starting **March 4, 2019** through **April 30, 2019**. The online system will not be available after **April 30, 2019**.

### **New Information For Payment Of License Renewal Fee**

The Board has *discontinued* accepting checks, money orders and the American Express credit card for payment of license renewal fees. **The \$161.00 license renewal fee is payable online by Visa or MasterCard credit cards.** The Board cannot accept payment by phone. Check or money order payments mailed to the Board will be returned to sender. This will delay the processing of your renewed license.

Failure to renew by **April 30, 2019**, 11:59 p.m. (EST) will result in expiration of your license to practice in Maryland. Practitioners who fail to renew by the expiration date must apply for reinstatement of their license. If you do not want to renew your license, no action is required from you.

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

- Your Maryland license number;
- Last 4 digits of your social security number; and
- A Visa or MasterCard credit card.

#### **You cannot access the online application if:**

- Your license is expired: you must reinstate your license. Proceed back to main page and click on Download Allied Health Forms to obtain a reinstatement application.
- You have an unresolved tax liability issue with the Comptroller's Office of Maryland. Please contact the Maryland Comptroller's Office at 410-974-2432 or 1-888-674-0016. The Board cannot assist you with unresolved tax obligations.

#### **Name Change:**

- 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 and click on Download Allied Health Forms to obtain a name change application.

#### **License Printing:**

- After submission of the application and payment, you can immediately print your new license. If a printer is not available, you can return later to print the license as well as a copy of the application and receipt. This function will be available until March 1, 2021. The Board's website will reflect your new expiration date 1 to 2 business days after the Board processes your application.

#### **Continuing Education (C.E.) and Audit:**

- 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 preceding the expiration date of the license **OR** are currently registered by the American Registry of Radiologic Technologists (ARRT) or active certification by the Nuclear Medicine Technology Certification Board (NMTCB).

- **Radiologist Assistants** must certify they have completed at least 50 hours of approved continuing education earned during the 2-year period preceding the expiration of the license **OR** currently registered by the ARRT as a radiologist assistant. **(Note: radiologist assistants must also renew their radiographer license in order to continue practicing as a radiologist assistant.)**
  - The C.E. requirement is satisfied if this is your first renewal after initial licensure.
- Click here to view the CE regulations [https://www.mbp.state.md.us/licensure\\_ahrenewals.aspx#4b](https://www.mbp.state.md.us/licensure_ahrenewals.aspx#4b)

### **Continuing Education Audit**

You may be randomly selected to be audited by the Board. If you receive a pop-up notice while you are renewing your license, you are required to send your continuing education documentation to the Board by May 15, 2019. Mail or fax your continuing education documentation to:

Maryland Board of Physicians  
P.O. Box 2571  
Baltimore, MD 21215  
Attn: CE Audit  
or  
Fax to: 410-358-1298, Attn: CE Audit