

WEST VIRGINIA MEDICAL IMAGING AND RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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IMPORTANT NOTICES - PLEASE READ

CE INFORMATION FOR LICENSE RENEWAL

All licensed technologists are required to submit evidence of **twenty-four (24) hours** of continuing education before licenses are renewed. To determine what is required, please read the statements below.

If you are **ACTIVE ARRT**, make a copy of your **active ARRT card** showing continuing education requirements have been met.

If you are **ACTIVENMTCB** and working as a Nuclear Medicine or MRI technologist, make a copy of your **active NMTCB card** showing continuing education requirements have been met. Submit the copy of the card with your application for renewal and fee. If you have lost your card, you can go to the appropriate web page and print out and submit your credential information. This is the only documentation you will need to submit for continuing education.

After March 1, 2007, if you do not submit a copy of your active card or documentation of the appropriate CE information with your application and fee, your application and fee will be returned and a license WILL NOT be issued until everything required is submitted. If this causes your license to expire, you will be charged a reinstatement fee.

If you are **ACTIVE ARRT or NMTCB AND RENEW ON-LINE**, your CE biennium will be checked by the Board's staff on the appropriate web page. If you are not listed on the web page, you will need to submit documentation of twelve (12) hours of continuing education earned since your previous renewal or twenty-four (24) hours earned in the previous two (2) years before your annual license can be mailed to you.

If you are **NON-ACTIVE ARRT OR A GRAND FATHERED LICENSEE**, you must submit documentation that you have obtained twelve (12) hours of continuing education earned since your previous license renewal or twenty-four (24) hours earned in the previous two (2) years. **DOCUMENTATION OF CE COMPLIANCE IS REQUIRED.** This CE documentation cannot be handwritten information but must be provider certificates or some other official document.

If the appropriate documentation is not submitted with the renewal application and fee, a renewal license will not be issued until the requirements are met.

EXPIRED FEE FOR RENEWALS

If the postmark indicates a license has expired, a \$25.00 reinstatement fee must be paid before the license can be renewed. **There will be no exceptions to this rule.** It is your responsibility to make sure you have a valid license. If you work on an expired license, you are subjecting yourself, and your employer, to possible sanctions. You should allow a minimum of five (5) days turn-around time with the postal service. All licenses are mailed out of the office the day they are received unless there is a problem with the application, CE documentation or the amount of the fee submitted.

NEW --- RENEWAL POSTCARDS — NEW

DUE TO THE INCREASES IN POSTAGE AND WEIGHT RESTRICTIONS, THE BOARD IS DOING AWAY WITH MAILING A RENEWAL APPLICATION TO ALL LICENSEES. THIS HAS BEEN DONE AS A COURTESY AND IS GETTING VERY COSTLY. THE BOARD VOTED AT THE JUNE, 2007 MEETING ON THIS PROPOSAL AND WILL START SENDING THE POSTCARD NOTICES IN DECEMBER, 2007. THE CARDS WILL STATE THE DATE YOUR LICENSE WILL EXPIRE AND WILL BE MAILED ABOUT SEVEN (7) WEEKS BEFORE YOUR LICENSE EXPIRES SO YOU WILL HAVE SUFFICIENT TIME TO RENEW. YOU CAN GO ON-LINE AND RENEW BY CREDIT CARD, DOWNLOAD AN APPLICATION OFF THE WEB PAGE AND MAIL IT TO THE OFFICE ALONG WITH YOUR CE INFORMATION, OR CALL AND REQUEST AN APPLICATION BE MAILED, EMAILED OR FAXED TO YOU.