

## GENERAL INFORMATION AND APPLICATION INSTRUCTIONS

**PLEASE READ THESE INSTRUCTIONS COMPLETELY BEFORE MAILING THE APPLICATION.**

**Any missing documents will slow the processing of your application.**

**Any reference to “licensure” in this application also means “certification” and “registration.”**

### 1) Requirements for application:

To be eligible for certification, you must have **completed** an approved radiologic technology or radiologist assistant educational program or its equivalent in the field for which you are applying. Such program must be recognized and accepted by the American Registry of Radiologic Technologists (ARRT - [www.arrt.org](http://www.arrt.org)) or the Nuclear Medicine Technology Certification Board (NMTCB - [www.nmtcb.org](http://www.nmtcb.org))

If you are **currently licensed** by a state or national organization (registry - ARRT or NMTCB) in the field for which you are applying, then you need to check “**by-endorsement**” on the application form, pay the certification by endorsement fee, and include a current copy of your license (wallet card or certificate) which shows your expiration date and type of licensure.

If you are **not currently registered**, then you need to check “**by-examination**” and pay the certification by examination fee (except for Radiologist Assistants, who are prohibited by Chapter 468, Part IV, Florida Statute, from applying by examination). This classification also must be used for those graduates of an approved program who are awaiting a national examination. We cannot grant certification until you have passed the State of Florida examination or one of the national registries as noted above, with a scaled score of 75.

### 2) **All applicants must submit:**

a. Proof of education. Submit proof of completion of the highest level of training in this field you have completed (college, university, hospital-based program, etc)

b. Verification of licensure from each state or organization where you have been disciplined or denied licensure. It is your responsibility to send the **License Verification Form, DH 4128**, to each state or organization.

3) **ALL FORMS** are available for download at: [http://www.doh.state.fl.us/mqa/Rad-Tech/rad\\_forms.html](http://www.doh.state.fl.us/mqa/Rad-Tech/rad_forms.html)

4) **HIV/AIDS AFFIDAVIT**- Florida law requires all applicants to complete an approved 4-hour HIV/AIDS education course that contains instruction on Florida’s HIV/AIDS laws. You must submit proof of completion in accordance with s. 381.0034, F.S. Courses can be located at <http://srdapps.doh.state.fl.us/RadTech/CeProviders.aspx>.

5) **APPLICANTS WHO WERE EDUCATED OUTSIDE OF THE UNITED STATES:** If an applicant cannot meet the requirements for graduation from an approved educational or training program solely because their radiologic technology education was received in a country other than the United States (U.S.), beyond the reach of U.S. accreditation mechanisms, the applicant may instead submit evidence that the radiologic technology education they received in the other country was substantially equivalent to the approved educational or training program required by the department. The department will determine, based on this evidence, whether the applicant’s education is substantially equivalent. All documents not in English must be translated by an official translator. Such evidence must include:

- A license or registration in the applicant’s name to practice radiologic technology in the other country;**
- An official transcript of the applicant’s radiologic technology education in the other country, showing all courses successfully completed, the grade received, the applicant’s full name, the graduation date, and the degree awarded; and**
- A comprehensive, course-by-course evaluation of the U.S. equivalency of the applicant’s radiologic technology education by an international credential evaluation service which is a member of the National Association of Credentials Evaluations Services, at [WWW.NACES.ORG](http://WWW.NACES.ORG).**

### 6) **DISCIPLINE OR DENIAL OF ANY HEALTH CARE LICENSE/CERTIFICATE OR BY ANY ORGANIZATION:**

Disciplinary action includes revocation, suspension, probation, reprimand, or being otherwise acted against, including being denied certification or resigning from or non-renewal of membership taken in lieu of or in settlement of a pending disciplinary denied certification or resigning from or non-renewal of membership taken in lieu of or in settlement of a pending disciplinary case.

7) **CRIMINAL BACKGROUND:** If you answered **YES** to the criminal history question (#7), you must submit the listed documentation and

- **Background History Report Form, DH 4127** for EACH incident.
- Law enforcement background check from each state where a misdemeanor or felony occurred. (For offenses committed in Florida, contact the Florida Department of Law Enforcement: [www.fdle.state.fl.us](http://www.fdle.state.fl.us))

- Letter of eligibility from the ARRT (if you applied for certification with the ARRT)
  - Copies of arrest report(s), court documents showing sentence, proof of completing all terms of sentence, including rehabilitation/treatment programs, proof of restoration of civil rights if such rights were removed due to felony conviction.
  - Reference letters and any other information/documents you would like taken into consideration.
- 8) Certificates expire the last day of your birth month, every other year. *Initial certificates will be issued for no less than 12 nor more than 24 months.* s. 468.307(1), F.S.
- 9) **ADA REQUESTS:** Please contact the ARRT at 651-687-0048
- 10) When this application is available online, education, HIV/AIDS course certificate, licensure verifications, criminal history information and specifically requested documents will need to be mailed to the department.
- 11) Examination fees are payable directly to the ARRT at [www.ARRT.org](http://www.ARRT.org). You will not be eligible to apply and pay until you are approved by the Florida Certification Office. You will receive an eligibility letter.
- 12) Your examination scores will not be mailed to you. They will be available approximately 14 days after you sit for the exam at: <http://www.doh.state.fl.us/mqa/Exam/home.htm>

### **BEFORE YOU MAIL YOUR APPLICATION...**

- Have all questions on the application been answered or marked N/A?
- Is your application filled out in ink, signed and dated?
- Have you enclosed your 4 hour HIV/Aids course documents?
- Have you enclosed a money order or cashier check for the application fee?
- If you answered Yes to the criminal history or discipline questions, have you enclosed the required documents?

#### **Contact Information:**

**MQA Call Center:** 850-488-0595

#### **General Information.**

#### **EMT/Paramedic/Rad Tech Certification Office:**

**Website:** <http://www.doh.state.fl.us/mqa/Rad-Tech/>

**E-mail:** [MQA\\_Rad-Tech@doh.state.fl.us](mailto:MQA_Rad-Tech@doh.state.fl.us)

**All Forms:** [http://www.doh.state.fl.us/mqa/Rad-Tech/rad\\_forms.html](http://www.doh.state.fl.us/mqa/Rad-Tech/rad_forms.html)

**License Verification/ Address Change/Renewal:** [www.flhealthsource.com](http://www.flhealthsource.com)

**Exam Results:** <http://www.doh.state.fl.us/mqa/Exam/home.htm>

#### **Mailing address for application and fees:**

Florida Department of Health  
EMT/PMD/Rad Tech Certification Office  
PO Box 6330  
Tallahassee, FL 32314-6330

#### **Mailing address for any correspondence containing no fees:**

Florida Department of Health  
EMT/PMD/Rad Tech Certification Office  
4052 Bald Cypress Way BIN C85  
Tallahassee, FL 32399-3285

The practice of Basic X-Ray Machine Operator, Radiologic Technology and Radiologist Assistant are regulated under Chapter 468, Part IV, Florida Statutes and Section 64E-3, Florida Administrative Code. Both are available for viewing or download on our website. <http://www.doh.state.fl.us/mqa/Rad-Tech/>



**Application for General Radiographer,  
Nuclear Medicine Technologist,  
Radiation Therapy Technologist or  
Radiologist Assistant**

Please TYPE or PRINT in CAPITAL LETTERS in ink. Please read instructions carefully before completing. All sections of this application are required to be completed unless otherwise noted. Omissions will delay processing.

Pursuant to Chapter 468, Part IV, Florida Statutes, no person shall use radiation on a human being or otherwise practice radiologic technology unless he or she is certified or licensed by the State of Florida as a radiologic technologist, radiologist assistant, basic x-ray machine operator, physician, podiatrist, chiropractor, or naturopath.

<b>1. APPLICANT INFORMATION</b>			
Last Name	First Name	Middle Initial	Date of Birth _____/_____/____
Mailing Address for correspondence	City	State	Zip Code
If your mailing address is a PO Box, provide your street address as well.			
Day time phone # (____) _____ Home phone # (____) _____ Email _____			
<b>2. PERSONAL INFORMATION:</b> This section is optional. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Ethnicity: <input type="checkbox"/> White <input type="checkbox"/> Native American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____			
<b>3. Would you be available to provide health care services in special needs shelters or to help staff disaster medical assistance teams during times of emergency or major disaster if you employer releases you to do so?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>4. APPLICATION TYPE:</b> Indicate below the type of certificate you seek and the method you wish to use to qualify for certification in Florida. Limit one method per application. Radiologist Assistant is by endorsement only.			
<b>TYPE OF CERTIFICATE</b>	<b>METHOD OF QUALIFICATION</b>		
<input type="checkbox"/> General Radiographer (GR) (7601)	<input type="checkbox"/> Exam \$50.00 (1043)	<input type="checkbox"/> Re-exam \$35.00 (1051)	<input type="checkbox"/> Endorsement \$45.00 (1031)
<input type="checkbox"/> Nuclear Medicine Technologist (NMT) (7601)	<input type="checkbox"/> Exam \$50.00 (1042)	<input type="checkbox"/> Re-exam \$35.00 (1052)	<input type="checkbox"/> Endorsement \$45.00 (1031)
<input type="checkbox"/> Radiation Therapy Technologist (NMT) (7601)	<input type="checkbox"/> Exam \$50.00 (1041)	<input type="checkbox"/> Re-exam \$35.00 (1053)	<input type="checkbox"/> Endorsement \$45.00 (1031)
<input type="checkbox"/> Radiologist Assistant (RA) (7602)	N/A	N/A	<input type="checkbox"/> Endorsement \$45.00 (1031)
<b>5. PROFESSIONAL EDUCATION (submit a copy of your graduation certificate/diploma)</b>			
Indicate the type of program you completed: <input type="checkbox"/> General Radiographer <input type="checkbox"/> Nuclear Medicine Technologist <input type="checkbox"/> Radiation Therapy Technologist <input type="checkbox"/> Radiologist Assistant <input type="checkbox"/> Other _____			
Name, city and state of Program: _____			
Type of diploma: <input type="checkbox"/> Degree <input type="checkbox"/> Certificate Graduation Date: _____			
Type of teaching facility: <input type="checkbox"/> College/University <input type="checkbox"/> Junior/Community College <input type="checkbox"/> Hospital <input type="checkbox"/> Military <input type="checkbox"/> On-the-Job Training <input type="checkbox"/> Other _____			

**6. LICENSURE/ CERTIFICATION/ REGISTRATION** (The term "licensure" as used here also means "certification" and "registration").

a. Have you ever been licensed by any state or national organization (registry) in Radiologic Technology or in any other health care field?  Yes  No

If YES complete the table below for all such licenses and attach a copy of your current license or wallet card which shows your expiration date.

b. Have you ever been denied licensure or had disciplinary action\* taken against you or your health care license?

Yes  No (\*Disciplinary action includes revocation, suspension, probation, reprimand, or being otherwise acted against, including being denied certification or resigning from or non-renewal of membership taken in lieu of or in settlement of a pending disciplinary case)

If YES, attach a written explanation for each action and have each state or organization which denied you or took action against you fill out a *License Verification Form* (DH 4128) and send directly to our office.

State or Organization	Type of License				License Number	Expiration Date	Disciplinary Action
	Radiographer	Nuclear Medicine Technologist	Radiation Therapy Technologist	Other (Specify)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No

**7. CRIMINAL BACKGROUND**

Have you ever been convicted of, pled nolo contendere (no contest) to, or had adjudication of guilt withheld for any violation of any state or federal law in any jurisdiction?  Yes  No

If YES, complete a *Background History Form* (DH 4127) for each offense and follow the instructions for submitting complete information about your criminal background, including a law enforcement background check.

**8. HIV/AIDS COURSE**

Have you completed the Florida-approved 4-hour HIV/AIDS course required under s. 381.0034, Florida Statutes?  Yes  No

If YES, please enclose a copy of the course certificate. (If NO, please see instructions for information on where to obtain this course.)

**9. OATH: (Must Be Completed)**

I, the undersigned, state that I am the person referred to in this application for certification in the State of Florida. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind and I declare under penalty of perjury that my answers and all statements made by me herein and attached are true and correct. Should I furnish any false information in this application I hereby agree that such act shall constitute cause for denial, suspension or revocation of my certificate to practice as a Application for General Radiographer, Nuclear Medicine Technologist, Radiation Therapy Technologist or Radiologist Assistant in the State of Florida.

I hereby agree to abide by all the rules and regulations of the State of Florida and to permit the State or its duly authorized representative, at all reasonable times, opportunity to inspect my certificate.

I understand that Florida law requires me to immediately inform the certification office of any material change in any circumstances or condition stated in the application which takes place between the initial filing and the final granting or denial of the certificate and to supplement the information on this application as needed.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_







