

**INSTRUCTIONS FOR COMPLETING AN APPLICATION TO PRACTICE AS A RADIOLOGIST ASSISTANT  
IN VIRGINIA**

**THIS IS NOT THE APPLICATION FOR A RADIOLOGIC TECHNOLOGIST OR A LIMITED RADIOLOGIC  
TECHNOLOGIST**

*(This form has been designed to be used as a checklist when preparing to submit your application.)*

***APPLICATION FEES ARE NONREFUNDABLE***

BEFORE YOU PROCEED, READ THE FOLLOWING POINTS CAREFULLY!

DO NOT BEGIN PRACTICING BEFORE YOU ARE ISSUED A LICENSE.

This is the application for a license to practice as a Radiologist Assistant.

You should familiarize yourself with the qualifications required for a license by reviewing the laws and regulations governing the practice of radiologic technology in Virginia. They can be found at:

[http://www.dhp.virginia.gov/medicine/medicine\\_laws\\_regs.htm](http://www.dhp.virginia.gov/medicine/medicine_laws_regs.htm)

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until the issuance of a license is dependent upon entities over which the Board has no control. It is the applicant's responsibility to ensure that outside entities send the necessary documentation to the Board.

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 10 business days for your application checklist to be first updated on the Board's website.

Supporting documentation will be added to your checklist as it is received. Processing of documents may take up to 10 business days after they are received. If you find your checklist does not exist or does not indicate necessary documents have been received, e-mail the Board at [radtech-medbd@dhp.virginia.gov](mailto:radtech-medbd@dhp.virginia.gov), with "Radiologist Assistant Application Question" in the subject line. E-mails will be answered within 2 business days.

Your application checklist may be viewed by logging into your application and clicking on the "View Checklist" link located in the Pending Licenses section. This link will not be visible for applicants who have not yet paid the application fee. If you have submitted your application and required fee online, but no longer see your checklist in the Pending Licensing section, your license may have been issued by the Board. Before calling the Board, please visit <https://dhp.virginiainteractive.org/Lookup/Index> to view your newly issued license. This website is primary source license verification that meets the Joint Commission's requirements for license verification. If you need technical assistance with your checklist contact the agency's helpdesk at 804-367-4444. The helpdesk cannot provide assistance regarding information about your documents.

The Board of Medicine discourages the use of the United States Postal Service to send documents. If possible, and if noted below, you are encouraged to have your documents sent by pdf attachment, FAX, FED EX or UPS. The Board is unable to trace documents not delivered by the post office.

Supporting documentation sent to the Board when there is no application on file will be purged after six months.

NB: Virginia law considers material misrepresentation of fact in an application for licensure to be a Class 1 misdemeanor. Misrepresentation may be by commission or omission. Be sure of your facts and provide full responses to the Board's questions.

PROCEEDING TO THE APPLICATION SIGNIFIES THAT YOU HAVE READ AND ACCEPT THE FOREGOING  
PRINCIPLES REGARDING THE BOARD'S PROCESSES.

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR LICENSURE AS A RADIOLOGIST ASSISTANT

*(This form has been designed for use as a checklist for submitting required documentation.)*

- 1. **Complete the online application**  
[https://www.dhp.virginia.gov/medicine/medicine\\_forms.htm#RadiologistAssistant](https://www.dhp.virginia.gov/medicine/medicine_forms.htm#RadiologistAssistant) which includes paying the nonrefundable application fee of \$130.00. Application fees may only be paid using Visa, MasterCard or Discover.
- 2. **Transcripts** – Official medical school transcripts must be received by the Virginia Board of Medicine. Professional school transcripts must be official and bear the school seal. Transcripts will only be accepted if they come directly from the professional school to the Board or if sent to the Board by the applicant in the same unopened envelope in which they were received. **Official school transcript can be emailed directly by the school to the Board at LAC-Medbd@dhp.virginia.gov .**
- 3. **ARRT Certification** – Contact the American Registry of Radiologic Technologists (ARRT) at (651) 687-0048 or [www.rrt.org](http://www.rrt.org) to have a report of your ARRT certification sent to the Board. This report can be emailed to the Board at [RadTech.Medbd@dhp.virginia.gov](mailto:RadTech.Medbd@dhp.virginia.gov) .

**Items 4-6 are not required if you have never practiced your profession and you have never held licensure in another jurisdiction. If you have practiced as a Radiologist Assistant, items 4-6 are required.**

- 4. **Employment Activity** – All applicants must list all activities from the date of graduation from your professional school including but not limited to internships, employment, affiliations, periods of non-activity or unemployment, observerships and volunteer service in the “Employment Activity” section of the application beginning with your first activity following professional school graduation. If you are employed by a group practice or locum tenens/traveler company, please list all locations where you have provided service or held privileges. If additional space is needed, you may record your activities on a supplemental form:  
<https://www.dhp.virginia.gov/media/dhpweb/docs/med/forms/SupplementalForm.pdf>
- 5. **License Verification**– Verification of your radiologist assistant license from a jurisdiction within the United States, its territories and possessions or Canada in which you have been issued a license/certificate or registration must be received by the Board. **Please contact the applicable jurisdiction where you have been issued a license to inquire about having your state license verification forwarded to the Virginia Board of Medicine.** Verification must come directly from the jurisdiction and can be sent by email to [RadTech-Medbd@dhp.virginia.gov](mailto:RadTech-Medbd@dhp.virginia.gov) , faxed to (804) 527-4426, or mailed.
- 6. **NPDB Self Query** – **Complete the online Place a Self-Query Order form.** Be ready to provide:
  - Identifying information such as name, date of birth, Social Security number
  - State health care license information (if you are licensed)
  - Credit or debit card information for the \$4.00 fee (charged for each copy you request)**Verify your identity.** This can be done electronically as part of your order or by completing a paper form and having it notarized. You will receive full instructions as you complete your order.

**Wait for your response.** Once your identity is verified, the NPDB will process your order. A paper copy of your response will be sent the next business day by regular U.S. mail.

**Please note that the Board will accept a digitally-certified electronic copy of the NPDB report that is emailed to the Board, in lieu of a mailed report.**

Should you choose to mail your report, when you receive your report in the mail from NPDB, **DO NOT OPEN IT.** Place your unopened NPDB report in an oversized envelope and forward it to the Virginia Board of Medicine. The Board recommends using Fed EX or UPS for tracking purposes. The Board of Medicine is unable to track any mail or other package that is sent via the United States Postal Service.

**Any NPDB report received for an application not completed within 6 months of receipt of the NPDB report will have to be resubmitted.**

**Please note:**

▶ Applications not completed within 12 months may be purged without notice from the board. Applications not completed within one year are considered inactive. Applicants who would like to continue the process after one year will be required to submit a new application and fee.

▶ Virginia is a direct verification state. All supporting documents must come from the original source unless specifically noted in the instructions.

▶ Additional information not already listed may be requested at any time during the process.

▶ Application fees are non-refundable.

▶ The Board's mailing address is:

**The Virginia Board of Medicine  
Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233**

▶ Email inquiries are normally responded to within 2 business days. Send your email inquiries to [RadTech.Medbd@dhp.virginia.gov](mailto:RadTech.Medbd@dhp.virginia.gov) with Radiologist Assistant Application Question in the subject line.

▶ Submission of an application does not guarantee a license. A review of your application could result in the finding that you may not be eligible pursuant to Virginia laws and regulations.

\*Website: [www.dhp.virginia.gov](http://www.dhp.virginia.gov)