



# MEDICAL RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

*Brian D. Goretzki, Chairman*  
Shanna Farish, Executive Director  
4814 South 40<sup>th</sup> Street Phoenix, AZ 85040-2940  
Phone: (602) 255-4845 Fax: (602) 437-0704



## IMPORTANT LICENSE INFORMATION

WEBSITE: [arra.az.gov](http://arra.az.gov)

**DISPLAY OF CERTIFICATE:** A.R.S. 32-2817.B. requires every certificate holder to display a certificate at their place of employment. Your original certificate must be posted at your main place of employment. If you have secondary employment, post a copy of the original with documentation of where the original certificate is posted. **Licensees are issued only one original certificate.**

**WALLET CARDS** are **no longer** being issued.

**CERTIFICATE EXPIRATION:** Certificates expire every two years on the last day of your birth month. Licensees whose last names begin with the letters A-M renew in even-numbered years; licensees whose last name begins with N-Z renew in odd-numbered years.

**ADDRESS CHANGE:** Certificate holders should notify the Board within 60 days of an address change by submitting an address change online, or in writing to the address or FAX number at the top of this page. It is **your** responsibility to ensure your contact information is current at all times. If you hold more than 1 license be sure to update your address for all accounts. **Note: your address with ARRT, NMTCB, or CBRPA must match with MRTBE.**

**NAME CHANGE:** You must submit supporting documentation (i.e., marriage license, divorce decree), a signed statement of what you are requesting, and \$10.00 per certificate fee to the address at the top of this page. It will take 2 to 4 weeks for the replacement certificate to be issued. **Note: your name with ARRT or NMTCB must match your name with MRTBE.**

**CERTIFICATE/SEAL LOSS, THEFT OR DESTRUCTION:** A new **certificate** cannot be issued until a signed statement is submitted to the MRTBE describing the circumstances of the loss, theft or destruction of the current certificate and a replacement fee of \$10.00 per certificate is received. The signed statement and fee should be mailed to the address at the top of this page. It will take 2 to 4 weeks for a replacement certificate to be issued. For a lost, stolen or destructed **seal** submit by fax, email or mail a statement of what happened to the seal and a new one will be mailed to the address provided on file.

### **RENEWALS:**

Licenses may be renewed online at [arra.az.gov](http://arra.az.gov). A printable receipt is provided. Make sure you print or save receipt as the MRTBE office does not provide receipts for payments received. Renewals CANNOT be done on mobile devices. **MRTBE and ARRT ARE SEPERATE ENTITIES - BE SURE TO RENEW EACH ONE AT THE APPROPRIATE TIME!**

- MRTBE mails out renewal forms 2 months prior to your expiration month. The MRTBE is not under any obligation to notify you when it is time to renew your license. **It is your responsibility to ensure your license is current and your contact information is accurate.**
- In order to renew a **CTCT** or **CMT** license you **must first renew** your CRT, CTT or CNMT license.
- **CE UNITS REQUIRED TO RENEW: CRT, CTT, CNMT, CPTU, CMT, CTCT (24); CPTR (6); CPTP (2); PTBD (2)** Proof of current registration/certification with ARRT or NMTCB is acceptable in lieu of 24 general CEU's. Copies of CEU documentation must be readable and contain the date completed.
- Renewal forms must be postmarked (with US Postal Service Postmark), or received in the MRTBE office on or before the last day of your birth month to avoid a late fee and interruption in your legal ability to practice in the State of Arizona.
- Licenses may be renewed up to 30 days past the date of their expiration by including a \$50 late fee with the renewal fee. After 30 days, a new application is required. **YOU MAY NOT PRACTICE IN ARIZONA UNTIL YOUR LICENSE IS RE-INSTATED / RENEWED.**
- If you are not practicing in the field in Arizona, you may place your license on "INACTIVE" status by checking the corresponding box on your renewal application. **SEND NO MONEY!** When you are ready to start practicing again, call for your prorated renewal fees and submit with a renewal form.

### **ATTENTION**

**IF YOU ARE CHARGED WITH ANY FELONY, OR CERTAIN MISDEMEANORS INVOLVING CONDUCT WHICH MAY AFFECT PATIENT SAFETY, YOU MUST NOTIFY THE MRTBE OFFICE WITHIN 10 DAYS OF THE DATE THE CHARGES ARE FILED.** Arizona Revised Statutes §32-3208 provides more specific information about this law.