

LICENSING INSTRUCTIONS:

1. Complete the Board of Medical Imaging and Radiation “Application for Initial Licensure” form in its entirety.

Application is completed online - [Welcome | Online Licensing \(nh.gov\)](#)
Create an account and follow instructions

2. If an applicant is applying for more than one modality they will submit one form listing each modality they wish to have on their license and one fee (\$110.00). Supporting documents that are not the same between each modality must be submitted for each separate modality. *Example if an applicant had 2 licenses in a State they would submit 2 verifications of licensure (one verification for each license type/modality).*
3. For a list of documents required for each modality see the Board’s web site under [Board of Medical Imaging and Radiation Therapy | NH Office of Professional Licensure and Certification](#)
4. FBI / NH Criminal Background – Please go to the State Police Portal and make an appointment for fingerprinting. [Criminal Records, Support Services - Division of State Police, NH DOS](#)

If out of State – Please get fingerprinted at your local police station and have mailed to the OPLC office with the [DSSP - NH Release Form](#) and a payment of \$48.25 (Made payable to State of NH Criminal Records Unit).

Our office address: **Board of Medical Imaging, 7 Eagle Square, Concord, NH 03301**

5. The verification of State licensure or authorization to practice can be done by the State on an official letter issued by the State or by using the form we have provided on our web site. [State Verification Form](#)

THE VERIFICATION MUST COME DIRECTLY FROM THE ISSUING STATE TO OUR OFFICE.

If sending by email, have the issuing State send to medimag.radtherapy@oplc.nh.gov

6. Your application and supporting documents will be reviewed by Board staff. If all information is exactly as described in the Board's Administrative Rules your license will be issued.

If there is a criminal history or any information that is different than what is explicitly stated in the Board's rules your file will be brought before the Board for review.

An application approved outside a Board meeting will be brought before the Board for final review and to have the approval ratified.

If the Board needs additional information the licensee will be given 15 days to provide that information to the Board's office.

7. An initial license shall expire on the last day of the licensee's month of birth in the second year following the year of issuance.

After the first renewal licenses expire every two years on the last day of the licensee's month of birth.

IMPORTANT:

RSA 328-J:16 – Licensees shall notify the board in writing within 30 days after a name or address change. For a change in name the licensees shall submit the legal document that changes their name.

RSA 328-J:17 Required Reporting

A licensee shall submit written notification to the board of any legal or disciplinary action other than minor traffic infractions or proceedings initiated against the institution, any professional society or association, any certification organization, any government agency, by any law enforcement agency, or any court within 30 days for acts or conduct substantially the same as acts or conduct which would constitute grounds for suspension, denial, modification, limitation, revocation, or refusal to renew a license.