

**Information for Healthcare Organizations:**

**LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS**  
**POLICY REGARDING LICENSE RENEWAL**

1. Renewal notification is mailed to the licensee address of record during the first week of March in the year, which the license expires.
2. A complete license renewal, which is received and postmarked prior to May 31st, is not considered to be late and is not assessed late fees.
3. License renewals received postmarked after May 31<sup>st</sup> are considered to be late and are assessed the appropriate late fee dependent upon when they were received.
4. The Board has a late fee structure in place for renewals received during the months of June, July, August, September, October, November and December of the renewal year.
5. Licensees who have not completed the renewal process by May 31<sup>st</sup> of the renewal year are considered to be on Probationary status pending the receipt of a completed renewal on or prior to December 31<sup>st</sup> of the renewal year.
6. The Board allows licensees with Probationary status to practice until December 31<sup>st</sup> of the renewal year.
7. A licensee that has not been renewed by December 31<sup>st</sup> of the renewal year may not legally practice as a Radiologic Technologist in Louisiana. Continued practice constitutes a violation of LRS 37:3200-3219 and violations will be prosecuted.
8. The Board notifies employers of record of any of their employees that have failed to renew their license by December 31<sup>st</sup> of the renewal year. You will be officially informed that the individual in question may not legally practice as a Radiologic Technologist until the renewal process has been completed.

The Board realizes that many hospitals and/or health organizations have policies in place that require your licensed Radiologic Technology employees to have a current license in good standing on June 1<sup>st</sup> of the renewal year in order to continue using ionizing radiation at your places of business. The Board applauds this policy and this communication is not intended to cause you to change your policies.

However, please be advised that the Board advises all licensees that we must have their renewal in our office no later than May 15<sup>th</sup> of the renewal year. It generally takes up to 10 working days to process a submitted renewal when paid with a personal check, and two days to process when paid with a money order or cashier's check. Renewals received after May 15<sup>th</sup> and paid with a personal check cannot expect to have a renewal completed by May 31<sup>st</sup> of the renewal year.

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We suggest that if it is your institutional policy that you expect a renewed license by June 1<sup>st</sup>, that you publish and reinforce this requirement among your relevant employees.

The Board now has a website that is operational for license verifications. The database will be updated daily as renewals are processed and released. We will not be able to verify whether or not we have received a renewal until processing is totally completed. The surest way to determine whether or not we have received a renewal is to send it via certified mail.

Wallet cards will no longer be automatically sent for renewals. If the licensee wishes a wallet card, one can be requested by completing the "Wallet Card Request" and submitting the proper fee.

**THE PRIMARY METHOD OF LICENSE  
VERIFICATION IS THROUGH THE LSRTBE WEBSITE.**

Should you have any questions please do not hesitate to contact the Board office at:

Voice: 504 838-5231

Fax: 504 780-1740

E-Mail: [laradbrd@bellsouth.net](mailto:laradbrd@bellsouth.net)