

# **Information for Technologists and Healthcare Organizations:**

## **LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS (LSRTBE)**

Renewal notification is mailed to the licensee address on record during the first week of March in the year the license expires. Licensee is still responsible for renewal in the event of not receiving mailed notification.

Renewing a license can only be done on-line at [www.lsrte.org](http://www.lsrte.org) with a credit card or money order. A \$3 administration fee will be added to your credit card payment at checkout. The administration fee does not go to the LSRTBE. After completing the renewal application, submitting required continuing education, and payment with a credit card, your expiration date will automatically be updated. Payment with a money order must be done at the Board office, the expiration date will be updated within three business days after being received.

Random audits of a licensee's renewal application and compliance with continuing education requirements may occur anytime during the period a licensee holds an "Active" status license. See the Licensing Auditing Policy under "Other Documents."

A complete license renewal, which is received prior to May 31st, is not considered late and delinquency fees are not assessed.

An incomplete application is one that is missing required information, ethics questions must be answered with an explanation, the Applicants Oath must be signed and dated, proper fees are paid, and 24 approved continuing education hours have been completed and documented during the proper biennium.

All licenses not completed and renewed by May 31st of the renewal year will become EXPIRED and you cannot legally practice as a Radiologic Technologist in Louisiana. Continued employment constitutes a violation of LRS 37:3200-3221. Continued employment as a Radiologic Technologist with an expired license is cause for censure, reprimand, suspension, or revocation of license. Furthermore, all employer violations are reported to the Attorney General and the Louisiana Department of Health and Hospitals.

After May 31 of the renewal year, in addition to the renewal fee, the Board has a delinquency fee structure in place for renewals received during the months of June, July, August, September, October, November and December of the renewal year.

**LICENSE VERIFICATION AND STATUS  
IS THROUGH THE LSRTBE WEBSITE  
CLICK "SEARCH LICENSEE DATABASE"  
AND FOLLOW INSTRUCTIONS**