

2024 Dental Radiation Technologist
Online Renewal Instructions
January 2, 2024 – March 1, 2024

Authority: Md. Code Ann., Health Occ. Article, § 4-505 and Code of Maryland Regulations (COMAR) 10.44.19.

Even-Numbered Certificate Holders: You may only renew online between **January 2nd** and **March 1st**. The renewal fee for those certificate holders ending in an even-number (**2, 4, 6, 8 and 0**) is **\$68.00**. Your certificate number is located in the lower left corner of the certificate, inside the box titled, “**Lic. Reg. Cert. No.**” **It is NOT the red control number in the upper right portion of the certificate.** Please note, if the Board receives a renewal application between **March 2nd** and **April 1st**, a late fee of **\$50.00** is applied.

To avoid delays, you are urged to renew your certificate during the **January 2nd** through **March 1st** renewal period. To expedite processing your Maryland Dental Radiation Technologist certificate renewal, please use the Board’s online renewal system by going to the Board’s website, www.health.maryland.gov/dental and select the **LICENSE RENEWALS** tab and follow the instructions below:

BEFORE YOU RENEW ONLINE, YOU WILL NEED THE FOLLOWING:

1. Your Social Security Number and Maryland Dental Radiation Technologist certificate number. If you do not remember your certificate number, it is located on the lower left-hand corner of your certificate, inside the box titled, “**Lic. Reg. Cert. No.**” or you may return to the home page of our website and click the **License Verification** tab on the left, then enter your first and last name, and the next screen will provide your certificate number.
2. A Windows based computer with Internet access. **Tablets and smartphones are NOT compatible with the renewal system.** You **MUST** use Internet Explorer or Google Chrome web browser. **Safari and Edge will not work.**
3. Proof of completion of a 2-hour Board-approved course on Infection Control.
4. Your VISA or MasterCard credit/debit card (cash, checks, or money orders are unacceptable for online payments.) We do not honor American Express, Discover, or Visa gift cards.
5. A printer, to print a copy of your completed application and/or receipt.

TO RENEW ON-LINE:

1. Go to the Board’s website at www.health.maryland.gov/dental and select the **LICENSE RENEWALS** tab.
 - a. In order to begin the renewal process, you **MUST** click the “**Register**” button. The next screen will then prompt you to the **Registration Page**.
2. Once on the **Registration Page**, enter your certificate number and your full Social Security Number without any dashes, then click **Search**. **Please DO NOT use an old username and password from a previous renewal period.**
3. The **Registration Page** will display your record information. (You can update your record information later in the **Demographics** section of the online renewal application.)
4. Lastly, scroll down to the **User ID** section and create a **NEW User ID** and **Password**. (Passwords must have six or more characters.) Confirm your password, then click the “**Register**” button.
5. On the left side under **Menu**, click “**Login Page**”
6. **Login Page:**
 - a. Enter the **User ID** you created in the username field.
 - b. Enter the **Password** you created in the password field. Click “**Login**.”
7. Next, the **License Renewal Home Page**, will appear. To renew a certificate, click on “**Renew License**” on the top left-hand side of this page. Then, under “**Renewable License**,” click on the word “**Renew License**” again and complete the renewal application.
8. Remember to click the **Submit, Complete, and Save/Complete** buttons at the end of each section. Please make sure that the **Demographics, Questions, CE Credits and Remarks** tabs on the left side are checked, otherwise you will not be able to enter your payment information on the **Pay Fees** page.
9. On the **Pay Fees** page, be sure to select **VISA, MasterCard or Discover** for your credit/debit card payment and click “**Submit**,” **ONLY** once. **(The system will NOT accept American Express or Visa gift cards.)**
10. Upon completion of your online renewal application, please remember to print your receipt for your records. Applications will be processed within **1-2 business days**.

IF YOU WISH TO RENEW BY MAIL, YOU MUST:

1. Complete a hard copy of the Dental Radiation Technologist certificate renewal application form. You may download the certificate renewal application form from the Board’s website at www.health.maryland.gov/dental, followed by clicking on the “**Forms & Applications**” tab.
2. Include a **CHECK or MONEY ORDER** payable to the **Maryland State Board of Dental Examiners**.
3. Submit all required documentation to the Board; all documentation must be postmarked by April 1, 2024.

IMPORTANT NOTICE:

1. You may only renew online between **January 2nd** and **March 1st**. The renewal fee for those certificate holders ending in an even-numbered (**2, 4, 6, 8 and 0**). Your certificate number is the number in the lower left of the certificate inside the box titled “**Lic. Reg. Cert. No.**” **It is NOT the red control number in the upper right portion of the certificate.**
2. If the Board receives a renewal application between **March 2nd** and **April 1st** a late fee in addition to the renewal fee will be applied. The renewal fee for Dental Radiation Technologists is **\$68.00**. Therefore, Dental Radiation Technologists who renew their certificates between **March 2, 2024** and **April 1, 2024** will be required to pay an additional **\$50.00 late fee**. (**\$68.00 + \$50.00 = \$118.00**). Dental Radiation Technologists who do not renew by **April 1st** are considered to be practicing without a certificate and may be subject to Board disciplinary action.
3. If you are unable to complete your application online for any reason, please visit our website at www.health.maryland.gov/dental to download a hard copy of the 2024 Dental Radiation Technologist certificate renewal application form. **Licensees will NOT be able to renew online after April 1, 2024.**