

Dental Radiation Technologist Even-Numbered Certificate
2018 Renewal
Renew Your Certificate On-Line
January 1, 2018 Through March 1, 2018

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

Even-Numbered Certificate Holders: The renewal fee for those certificate holders ending in an even-number (0,2,4,6, or 8) is \$68.00. Even-numbered certificate holders will expire within two years on March 1, 2020. If you hold an even numbered certificate and you completed the required 2-hour Board-approved course in infection control prior to your 2017 one-year, one-time renewal, you will not be required to complete the course for the 2018 renewal. It must, however, be completed prior to your 2020 renewal.

To avoid delays you are strongly urged to begin renewing your certificate on or shortly after January 1, 2018. To expedite processing your Maryland dental radiation technologist certificate renewal, please use the Board's Dental Radiation Technologist On-Line Renewal System, and follow the instructions below:

Before you renew online, you will need the following:

1. Your Maryland Dental Radiation Technologist Certificate and Social Security Number.
2. A printer, to print a copy of your Application or Receipt.
3. Internet Access.
4. Your Visa or Master Credit Card only (no cash accepted).
5. **If you wish to pay by check or money order** you must complete a hard copy of the dental radiation technologist certificate renewal application form and submit to the Board on or before March 1, 2018. You can download the certificate renewal application form from the Board's web site: **www.health.maryland.gov/dental** and click on Forms and Applications Tab at the top of the page and scroll down to Dental Radiation Technologist.

To Renew On-Line:

1. Go to the Board's web site at www.health.maryland.gov/dental and select the, LICENSE RENEWALS tab.
 - a. In order to begin the renewal process, **all certificate holders must click the register button.** The next screen will then prompt you to the Registration page.
2. **Registration Page:** Enter your certificate number and your full social security number without any dashes, then click Search. (Don't remember the Certificate Number? Return to the Home Page of our website and click the License Verification tab on the left, enter your first and last name. The next screen will then provide that information to you. You will then return to the renewal site and follow step 1 again. Please do not use your old username and password from the previous renewal).
3. The Registration Page will now display your record information. Scroll down to User ID section and create a new User ID and Password. (Password must be six characters or more) Confirm your password. Click the register button.
4. On the left had side under Menu, click Login Page
5. **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.
6. License Renewal Home Page: 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 one more time.
7. Remember to press 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 click on the **Pay Fees** button.
8. Upon completion of your online renewal application, please remember to print your receipt for your records.

IF YOU WISH TO RENEW BY MAIL YOU MUST:

1. Complete a hard copy of the Dental Radiation Technologist renewal application form.
2. Attach 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 2nd.
4. You may download the certificate renewal application form from the Board's website (www.health.maryland.gov/dental) by clicking on the Forms & Applications tab.

Payment Method:

1. Select Visa or MasterCard credit card payment. Applications will be processed within 1-2 business days. This system does not accept American Express or Discover.

IMPORTANT NOTICE:

1. You may only renew on-line between January 1st and April 2nd. The renewal fee for those certificate holders ending in an even-numbered (0,2,4,6, or 8) is \$68.00. 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. Please note, if the Board receives a renewal application between March 2nd and April 2nd, a late fee of \$50.00 is applied.
2. If you are unable to complete your application on-line for any reason, please go to our web site at www.health.maryland.gov/dental to download a hard copy of the dental radiation technologist certificate renewal application form for the 2018 cycle. You may not use the on-line system after April 2, 2018.
3. If the Board receives a renewal application between March 2nd and April 2nd, a late fee in addition to the renewal fee is due. 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.
 - a. **EVEN-NUMBERED CERTIFICATE HOLDERS ENDING IN (0,2,4,6, or 8)**: The renewal fee for dental radiation technologists is \$68.00. Therefore, dental radiation technologists who renew their certificates between March 1, 2018 and April 2, 2018 will be required to pay an additional \$50.00 late fee. (\$68.00 + \$50.00 = \$118.00). Dental radiation technologists that do not renew by April 2nd are considered to be practicing without a certificate and may be subject to Board disciplinary action.

PLEASE CONTACT:

On-Line Renewal Assistance
and Payment Questions **ONLY**

Radiation Technologist Renewal Questions

The Maryland State Board of Dental Examiners

Monday – Friday 10:00 a.m. – 12:00 p.m.
and 2:00 p.m. – 4:00 p.m.
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