



2019 Dental Radiation Technologist
Online Renewal Instructions
January 1, 2019 - March 1, 2019

Odd-Numbered Certificate Holders: You may only renew online between **January 1st** and **April 1st**. The renewal fee for those certificate holders ending in an odd-number (**1, 3, 5, 7 and 9**) 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 1st** 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.maryand.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 computer with Internet access. **Tablets and smartphones are NOT compatible with the renewal system.** You **MUST** use Internet Explorer or Google Chrome web browser.
3. 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.
4. 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.maryand.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.

OVER



- 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.
- On the **Pay Fees** page, be sure to select **VISA** or **MasterCard** for your credit/debit card payment and click "**Submit,**" **ONLY** once. (**The system will NOT accept American Express or Discover credit card or Visa gift cards.**)
- 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:

- 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.
- Include a **CHECK or MONEY ORDER** payable to the **Maryland State Board of Dental Examiners**.
- Submit all required documentation to the Board; All documentation must be postmarked by April 1, 2019.

IMPORTANT NOTICE:

- You may only renew online between **January 1st** and **April 1st**. The renewal fee for those certificate holders ending in an odd-numbered (**1, 3, 5, 7 and 9**). 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.**
- 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, 2019** and **April 1, 2019** 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.
- 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 2019 Dental Radiation Technologist certificate renewal application form. **Licensees will NOT be able to renew online after April 2, 2019.**

PLEASE CONTACT:

The Maryland State Board of Dental Examiners

Dental Radiation Technologist Renewal Questions:

Debbie Wurster, 410-402-8509
debbie.wurster@maryland.gov

Online Renewal and Payment Assistance **ONLY:**

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

Alexandria Langston 410-402-8533
alexandria.langston@maryland.gov

OR

Sandra Sage, 410-402-8510
sandra.sage@maryland.gov