



Board of Nursing

Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D., Secretary

Initial Dialysis Technician Application Checklist **FEES ARE NON-REFUNDABLE**

To ensure that your initial application is processed, the following may assist you in performing a final check of your application prior to submitting the application to the Board.

1. **Do you have the appropriate application?** An initial DT application is completed only ONCE when applying for certification in Maryland for the first time. If you have been certified as a DT in Maryland in the past at any time (including as a CNA-DT), you will need to complete a renewal application instead of an initial application.
2. **Have all data fields on the application been completed?**
3. **Have you attached a certificate of completion issued by your training program to the application?**
4. **If you answered “yes” to Questions 17, 17A, and/or 17B, has all required documentation been submitted?** Please carefully review the application for what additional documentation must be submitted. Note that if you answered “yes” to these questions, your application will be forwarded to the Background Review Department for further processing, and you are not eligible to receive a temporary certificate.
5. **Has the fee been attached to the application?** The fee for the application is \$20. You can pay by money order, cashier’s check, personal check, or facility check.
6. **Has a full-face passport-sized photo (2x2 inches), been attached to the application?** A passport-sized photograph must be placed on page 2 of the application.
7. **Have you signed the application?** Page 2 of the application must be signed.
8. **Has the administrator or faculty of your training program completed and signed the “training program certification” portion of your application?** Page 3 of the application must be completed and signed.
9. **Have you had your fingerprints taken to initiate a criminal history records check and have you attached the receipt verifying that the fingerprints have been taken to the application?** A temporary DT certification will not be issued unless the receipt showing the tracking number has been submitted with the application.
10. **The application fee is \$20.**

****Incomplete applications will not be processed. The application will be RETURNED to the applicant if any of the foregoing requirements are not met. ***

HOW TO CONTACT THE BOARD OF NURSING

- Please send an email to (mbon.dt@maryland.gov). Please include your name, social security number/TIN, and date your application was submitted to the Board.

4140 Patterson Avenue - Baltimore, Maryland 21215-2254
Toll Free: 1 (888) 202 – 9861 • Phone: (410) 585 – 1900 • TTY/TDD: 1 (800) 735 – 2258

www.health.maryland.gov/mbon

Interpreter Services are available upon request.

Tips to Avoid Delays in Obtaining Certification

The following are common omissions in completing the application, that cause a delay in obtaining certification:

- Applicant fails to provide the documentation required if the applicant answers must answer “yes” in response to any disciplinary question. If you answer “yes” to any disciplinary question, -please provide the information listed on the application.
- Applicant fails to provide proof of fingerprinting.
- Applicant does not provide proof of completing a Board approved training program (confirmation letter and certificate of completion).