

# West Virginia Radiologic Technology Board of Examiners

P. O. BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WV 25825  
PHONE: (304)787-4398 - FAX: (304)787-4398

The Honorable Cecil H. Underwood  
Governor of West Virginia  
State Capitol  
Charleston, West Virginia 25305

Dear Governor Underwood:

In accordance with West Virginia Code 30-1-12, The West Virginia Radiologic Technology Board of Examiners presents herein our agency's Annual Report for Fiscal Year 1997-98, which includes itemized statements of our receipts and disbursements for that time period.

We have also enclosed a complete list of those persons licensed by our agency during the 1998 Fiscal Year.

Other information included is a list of our current Board Members, activities of the Board as recorded in our minutes, a listing of our Schools of Radiologic Technology and various other information.

Respectfully submitted,

Grady M. Bowyer  
Board Chairman

Susan Bellomy  
Board Secretary

xc: file

xc: Ken Heckler  
Secretary of State

xc: Darrell Holmes  
Clerk of the WV Senate

xc: Gregory M. Gray  
Clerk of the WV House of Delegates

xc: Barry Koerber  
Assistant Attorney General

**WEST VIRGINIA  
RADIOLOGIC TECHNOLOGY  
BOARD OF EXAMINERS**

**ANNUAL REPORT FY 1997-98**

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**I. LIST OF BOARD MEMBERS**

# West Virginia Radiologic Technology Board of Examiners

P. O. BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WV 25825  
PHONE: (304)787-4398 - FAX: (304)787-4398

## BOARD MEMBERSHIP

Grady M. Bowyer, Chairman Environmental Health Services 815 Quarrier St., Suite 418 Charleston WV 25301-2616 PHONE: 304-558-2981 FAX: 304-558-1291	Radiologic Health Program	06/30/01
Susan Bellomy, Secretary 6130 Fairview Avenue Huntington, WV 25705 PHONE: 304-525-1107 FAX: 304-526-1131	Radiologic Technologist	06/30/00
Alice Stansberry Belmont Betty Puskar Breast Care Center P.O. Box 8064 Morgantown, WV 26506-8064 PHONE: 304-293-1849 FAX: 304-293-6703	Radiologic Technologist	06/30/01
W. Alva Deardorff, M.D. 1417 Robin Hood Road Charleston, WV 25314 PHONE: 304-766-7121 FAX: 304-768-0939	Radiologist	06/30/1999
Gary Marano, M.D. Radiological Consultants Associates 700 Village Drive Fairmont, WV 26554 PHONE: 304-366-2600 FAX: 304-366-2080	Radiologist	06/30/01
Patrick J. Oliverio, M. D. Radiological Consultants Associates 700 Village Drive Fairmont, WV 26554 PHONE: 304-366-2600 FAX: 304-366-2080	Radiologist	06/30/00
Mark S. Wilcox 1310 Lyndale Drive Charleston, WV 25314 PHONE: 1-800-446-4135 FAX: 304-525-5682	Radiologic Technologist	06/30/99

**II. BOARD MEETING MINUTES FY 1997-98**

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# WEST VIRGINIA RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

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P. O. Box 638  
1715 Flat Top Road  
Cool Ridge, West Virginia 25825

Minutes  
November 19, 1997

**MEMBERS PRESENT:**  
Deborah Smith  
Alice Belmont, Secretary  
Mark Wilcox,  
Grady Bowyer, Chairman  
W. Alva Deardorff, MD  
Patrick J. Oliverio, MD

**MEMBERS EXCUSED:**  
Gary Marano, MD

**GUEST PRESENT:**  
Donald Slayton  
Dennis Roebuck  
Mary Casto, Exe. Sec.

The meeting of the West Virginia Radiologic Technologist Board of Examiners was held at the Western Steer in Flatwoods, WV on November 19, 1997. The meeting came to order at 6:05 pm.

TOPIC	DISCUSSION
Approval of minutes	Minutes of the June 10 and July 10, 1997 meetings were distributed. Minutes were approved as read for July 10, and approved with correction for the June 10. Alice will make corrections and forward minutes to Mary Casto.
Introduction of guests	Dennis Roebuck, President of the West Virginia Society of Radiologic Technologists, and Donald Slayton, Membership Secretary Treasurer of the same organization
Financial Report	There was a discussion about the decreasing bottom line. The report was accepted as written.
Dedicated FAX Line	The need for a dedicated FAX line was discussed. At present, anyone wishing to send a FAX to the office must first telephone and Mary switches to receive the FAX. After hours when the message is in place, a FAX cannot be sent to the office. As a matter of practicality, a dedicated FAX line would improve office operations.

The board requested that Mary monitor the number of incoming FAX's to determine the urgency of this request. In light of the declining bottom line, this item was put on hold until the outcome of the schedule of fee's changes has been voted on.

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Obtaining a WV Purchasing Card for WV Board of Examiners Office

The office has received a letter from the Governor encouraging use of a WV Card for purchases. There is no charge for use of the card. The auditors office reviews use by all agencies. It was moved and seconded that Mary obtain a card for purchases.

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Full time status for board secretarial position

Mary Casto has been employed since 1984 by the board, but does not have full time status. The significance of full time status would affect the amount of vacation time accrued and her incremental pay. The impact to the board budget for full time status would be \$25.00. It was approved by vote to move Mary to full time status.

---

Pay Increase for Board Secretary

The last pay increase for the board secretary occurred three years ago. A discussion was held concerning base pay, current salary, and it was moved and seconded to increase the salary by 5%. This would amount to \$63.64 monthly, and \$762.68 to her annual salary.

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United Hospital Center School of Radiologic Technology Accreditation

The JRCERT has awarded accreditation to the UHC School of Radiologic Technology for 5 years. In 1997, the JRCERT began to offer 8 year accreditation. There was a discussion that schools awarded 8 year accreditation may need to have periodic checks by the Board to verify ongoing compliance.

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Annual Report

Mary Casto distributed the annual report, and summarized highlights for the board. The newsletter update to technologists of the state will be provided via the WVSRT Tech-Neek which Dennis Roebuck (WVSRT President), a guest at this meeting stated would be mailed to all technologists in the state. Mary Casto will provide mailing labels and some of the postage.

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Who should be notified of upcoming Board meetings

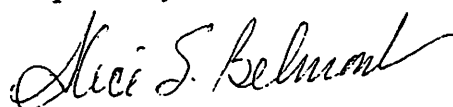
It was decided that Mary would notify anyone who personally contacts the board office and requests notification.

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Status on Rules & Regulations Changes	The board will be notified when the changes submitted by this board is going to come before the Legislative Rule-Making Review Committee. Status as of now is that they are in process.
National Standards	The question was raised about why some states are still not enforcing the 1981 law concerning ionizing and non-ionizing radiation. The question was raised as to whether the licensure board should have expanded responsibility for other modalities such as nuclear medicine. It was stated that this would have to be mandated by state statute, and is on a state by state basis. In order to begin work for WV, a copy of the 1981 Federal law will be distributed to board members. The board needs to submit documentation for modality licensure that WV Legislature may want to put into place.
CME Documentation	There was a discussion about the need to develop a mechanism and documentation for tracking state technologists CME. It was decided to hold this discussion until after the next meeting to give time for the rules and regulations changes to be voted upon.
Other Business	Mary received 2 complaints yesterday. One was regarding technical assistants being used in an x-ray department improperly, and the second concerned technologists working for a company who brings a mobile van into WV to take x-rays. Mary will document and distribute to the discipline committee members for investigation.
Next meeting	The next board meeting will be held in June, 1998 Mary Casto will notify members of date and location.
Adjournment	There being no further business, the Board adjourned at 7:31 pm.

Prepared by,



Alice S. Belmont

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# WEST VIRGINIA RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

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P.O. BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WEST VIRGINIA 25825

MINUTES  
APRIL 28, 1998  
5:00 P.M.

**MEMBERS PRESENT:**

Grady Bowyer, Chairman  
Susan Bellomy  
Deborah Smith  
Mark Wilcox  
W. Alva Deardorff M.D.

**MEMBERS EXCUSED:**

Gary Marano, M.D.  
Patrick Olivero, M.D.

**GUEST:**

Mary Casto, Exe. Sec.  
Eva Hallis  
Mary Holder  
Denise Smith  
Dennis Roebuck  
Olivia Klee  
Jeff Boone  
Barry Koerber

Alice Belmont - Past Board member

The meeting of the West Virginia Radiologic Technology Board of Examiners was held at the Radiologic Board of Health in Charleston, WV on April 28, 1998. The meeting came to order at 5:05 p.m.

**TOPIC**

Introductions

**DISCUSSION**

The Board welcomed, new board member, Susan Bellomy. Susan was appointed by the Governor as a replacement for Alice Belmont. Susan is from the Huntington area and is employed by St. Mary's Hospital. Many other guest were present: Dennis Roebuck, President of West Virginia Society of Radiologic Technologists (WVSRT), Mary Holder, Chairman of WVSRT, Eva Hallis and Denise Smith WVSRT Board of Examiner representatives. Jeff Boone, concerned Radiation Therapist. Olivia Klee, CASRT.

Financial Report	<p>Mary Casto reviewed the 1997 annual and year-to date financial statements. The report was accepted as written. The balance of \$7,123.60 will cover operational expenses. Board discussed the need to cover cost of sending everyone a letter about the legislative changes. It was the boards decision to mail in several increments. Board members volunteered to help with the mailing and folding of letters. Letters to the membership will start by end of May. Active licensees will be mailed a letter first. Then at a later date the inactive will be mailed a letter. Mary has sent a letter to those who are grandfathered, explaining the new continuing education requirements.</p>
Lay Members	<p>The passage of Senate Bill 358 requires each board of examiners to have lay members. Grady has spoke to the Governor's assistants about two appointments.</p>
Reappointments	<p>Deborah Smith will notify Grady of her reappointment.</p>
Complaints	<p>Complaint 01-98 Barry from the Attorney General's Office will draft a letter in response with interpretation of law to the Physician's attorney. Disciplinary committee will review letter.</p>
Committee Appointments	<p>Susan Bellomy will assume duties on the disciplinary committee. Deborah Smith will be interim secretary.</p>
Dissemination of Information	<p>Grady will call the Board of Medicine and discuss best way to distribute information to the physicians in the state of West Virginia concerning roles of radiologic technologist</p>
Bone Densitometrist	<p>Deborah Smith discussed the need for mobile services entering West Virginia to have proper credentials. The law allows for 10 days total in one year allowance. Enforcement records are needed to validate total days of activity in the state.</p>
Attendance	<p>With the passage of the new Rules and Regulations it is imperative for members of the board to be available for meetings to conduct the business of the Board.</p>

## Guest comments

Jeff Boone, Radiation Therapist, expressed concerns about the lack of communication to individuals about the legislative changes. Jeff thanked the Board for their effort. Dennis Roebuck, President of WVSRT, offered assistance to the Board in the process of efforts. Both Deborah Smith and Mark Wilcox, expressed concerns about using the WVSRT as a voice for the Board of Examiners. Both has received numerous concerns, from other licensees who are not members of the WVSRT, that the Board of Examiners not use the WVSRT as the means of communication to the 3000 radiologic technologist in the state. The Board of Examiners is not the professional voice of the Radiologic Technologist, but placed by the Governor to protect the public. Playing the roles of professional voice and protection of the public can be a conflict of interest. Eva Hallis thanked the Board for all of their efforts to protect the licensure law in West Virginia.

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Other Business

The ASRT had published that WV has limited licensure. This is a mistake and a call will be made to DuVonne Campbell, ASRT Government Relations to discuss correction.  
Discussed concerns of Technical Assistants and dental hygienist and assistants being exempt from the law.

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Copies of Rules and Regulations

Copies of the Rules and Regulations must be obtained for the capitol.

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Approval of Minutes

Minutes of the November 19, 1997 meeting were distribute. Minutes were approved as distributed.

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Next meeting

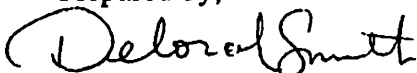
The next board meeting will be in June, 1998. Mary Casto will notify members of date and location.

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Adjournment

There being no further business, the Board adjourned at 6:40 p.m.

Prepared by,



Deborah L. Smith Ph.D., R.T.(R)

# WEST VIRGINIA RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

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P.O. BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WEST VIRGINIA 25825

MINUTES  
June 22, 1998  
5:00 P.M.

**MEMBERS PRESENT:**

Grady Bowyer, Chairman  
Susan Bellomy  
Deborah Smith  
Mark Wilcox  
W. Alva Deardorff M.D.

**MEMBERS EXCUSED:**

Gary Marano, M.D.  
Patrick Olivero, M.D.

**GUEST:**

Mary Casto, Exe. Sec.  
Eva Hallis  
Mary Holder  
Roger Rhodes  
Dennis Roehuck  
Barry Koerber

The meeting of the West Virginia Radiologic Technology Board of Examiners was held at the Radiologic Board of Health in Charleston, West Virginia on June 22, 1998. The meeting came to order at 5:00 pm.

<b><u>TOPIC</u></b>	<b><u>DISCUSSION</u></b>
Introductions	The Board members and guest each introduced themselves.
Approval of Minutes	Minutes of the April 28, 1998 meeting were distributed. Minutes were approved as distributed.
Financial Reports	Mary Casto reviewed the financial year-to-date statements. The report was accepted as written. The current balance was \$4,201.00.
Office Equipment	The board office must have sufficient office equipment to fulfill the business requirements of the board. -Mary Casto has acquired quotes for purchase and/or lease rental of a copier, postage scales, postage meter, filing cabinets and a phone line for the fax machine." Board approval was given to purchase equipment as the budget finances allocate sufficient funds.

## Licensing Complaints

Case #01-98 Board received documentation and investigation completed. Resolved.

Case #02-98 Board received documentation and investigation completed. Grady Bowyer will follow-up with letter to physician. Resolved.

## Case #03-98

Report of unlicensed personnel operating bone densitometry unit. Grady Bowyer will investigate further and discuss with facility about personnel and equipment. He will follow-up with a letter to the disciplinary committee for further evaluation.

## Reappointment

A letter has been sent to the Governor requesting an appointment for Deborah Smith and two lay members. Deborah Smith thanked the board members for their support and the opportunity to work with such professionals. She ask to not be reappointed due to new and changing obligations.

## Membership mailing

As of June 1, 1998, 3500 letters were sent to licenssees. A return of 610 came back with no forwarding addresses. Letter content contained information related to the fee increases, CE requirements and a copy of the 1997 Newsletter.

## Freedom of Information Protocol

Barry Koeber explained the protocol for Freedom of Information. Mary Casto put together an interoffice policy. It was agreed by the board accpet with the deletion of #5. See attached.

## Hiring of Inspector

The Board discussed the hiring of a per deim and/or contract insr actor. The Board will further investigate the liability, compensation, insurance and bonding issues. It was suggested that possible technologist in strategic locations may be interested in working to do license inspections. Proper training and investigative skills will be required. Grady Bowyer will put together a task force to further evaluate the process that could be adopted by the Board.

## WVSRT Concerns

Dennis Roebuck, President of WVSRT, ask for issues related to the use of technical assistants be closely monitored by the Board. See attached statement submitted by the WVSRT. Grady Bowyer explained that the Board had no control over the use of technical assistants. In the event that technical assistants are taking x-rays then they would be in violation of the law. Grady Bowyer expressed that he and members of the board are opposed to limited licensure.

## Election of Officers

Election of officers results are:  
Grady Bowyer - Chairman

Susan Bellomy - Secretary

Grady Bowyer thanked the members of the Board who worked for the 1998 legislative efforts. Without the diligence of board members and concerned technologists in the state, the Board of Examiners financial status would have resulted in the Board Office not being able to operate.

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Next Meeting

The next board meeting will be arranged. Mary Casto will notify members of date and location.

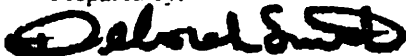
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Adjournment

There being not further business, the board adjourned at 6:05 pm.

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Prepared by:



Deborah Smith Ph.D., R.T. (R)

Xc: Bd. Members 7/15/98

**III. FINANCIAL STATEMENT FOR FY 1997-98**



# West Virginia Radiologic Technology

## Board of Examiners

P. O. BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WV 25825  
PHONE: (304)787-4398 - FAX: (304)787-4398

### FINANCIAL STATEMENT

July 1, 1997 - June 30, 1998

Beginning Balance as of July 1, 1997 \$ 17,415.70

#### Income for 1997-98 FY

Permanent License Fees	151 issued	\$ 5,550.00
Renewal License Fees	681 issued	19,380.00
Reciprocity License Fees	2 issued	50.00
Reinstatement Fees	40 issued	600.00
Temporary License Fees	73 issued	1,185.00
Change of Name Fees	10 issued	28.00
Duplicate License Fees	5 issued	10.00
Licensee List	3 issued	90.00

Total Income Received 1997-98 FY 26,893.00

Total Revenue for 1997-98 FY \$ 44,308.70

#### Disbursements for 1997-98 FY

001 Payroll	\$ 16,099.68
010 Administrative Fees	162.84
011 Social Security Matching	1,168.91
012 P/E Insurance Agency	4,914.80
014 Workers' Compensation	153.02
015 Dept. of Employment Security	174.70
016 P/E Retirement System	1,402.50
020 Office Expense	661.41
021 Printing	524.46
022 Office rent	4,200.00
023 Utilities	1,090.37
024 Telephone	841.08
025 Office of the Attorney General	532.00
026 Travel Expense	640.78
027 WVFIMS, IS & C Services	240.70
031 Association Dues	420.00
032 WV Bd. of Risk & Insurance Management	1,000.00
038 Maintenance Contracts	278.58
053 Postal Expense	2,420.00
054 Computer Supplies	63.00
061 Office & Communication Equipment Repairs	105.00

Total Disbursements for 1997-98 FY \$ 37,093.83

Balance in Account 8543-0915-099 as of June 30, 1998 \$ 7,214.87

xc: Board Members

**IV. LIST OF ACTIVE LICENSEES BY COUNTY  
WEST VIRGINIA**

ACTIVE LICENSEES BY COUNTY (WEST VIRGINIA) ----- '1,760

BARBOUR	9	MONRCE	8
BERKELEY	36	MORGAN	8
BOONE	15	NICHOLAS	19
BRAXTON	11	OHIO	58
BROOKE	19	PENDLETON	3
CABELL	139	PLEASANTS	5
CALHOUN	6	POCAHONTAS	11
CLAY	0	PRESTON	20
DODDRIDGE	4	PUTNAM	66
FAYETTE	48	RALEIGH	117
GILMER	1	RANDOLPH	25
GRANT	8	RITCHIE	5
GREENBRIER	36	ROANE	8
HAMPSHIRE	5	SUMMERS	10
HANCOCK	28	TAYLOR	7
HARRISON	116	TUCKER	5
JACKSON	29	TYLER	8
JEFFERSON	13	UPSHUR	8
KANAWHA	297	WAYNE	31
LEWIS	16	WEBSTER	4
LINCOLN	9	WETZEL	14
LOGAN	75	WIRT	7
MARION	73	WOOD	111
MARSHALL	36	WYOMING	24
MASON	22		
MCDOWELL	13		
MINGO	18		
MINERAL	14		
MONONGALIA	82		

**IV. COPIES OF APPLICATION FORMS**

**WEST VIRGINIA RADIOLOGIC TECHNOLOGY  
BOARD OF EXAMINERS**

P.O. BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WEST VIRGINIA 25825  
TELEPHONE AND FAX (304) 787-4398

**APPLICATION FOR RADIOLOGIC TECHNOLOGIST LICENSURE**

(Please Print or Type)

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ SS #: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(County) (City) (State) (Zip)

Telephone: ( ) \_\_\_\_\_ Marital Status: Single: \_\_\_\_\_ Married: \_\_\_\_\_ Divorced: \_\_\_\_\_ Widowed: \_\_\_\_\_

Gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Race/Origin: Caucasian/White \_\_\_\_\_ Negro/Black \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Other \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month / Day / Year City State

**EMPLOYMENT INFORMATION**

Employer: Primary: \_\_\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(County) (City) (State) (Zip) (County) (City) (State) (Zip)

Working as R.T. \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Number of Hours per week \_\_\_\_\_

Setting of Employment: Hospital \_\_\_\_\_ Private Practice \_\_\_\_\_ Clinic \_\_\_\_\_ Other \_\_\_\_\_

Specialty: Radiographer \_\_\_\_\_ Radiation Therapist \_\_\_\_\_ Other \_\_\_\_\_

Not working as an R.T. (Please circle appropriate number) 3. Working in another field  
4. Retired  
5. Homemaker  
6. Other \_\_\_\_\_

Have you ever been convicted of a felony in the past ten (10) years in this or any other state?

YES \_\_\_\_\_ NO \_\_\_\_\_ (If "yes", please give particulars and disposition on a separate sheet).

**DECLARATION**

I declare that the statements made herein and on accompanying papers have been examined by me and to the best of my knowledge and belief are true and correct. I further understand that a false statement knowingly made by me may be the cause for suspension and revocation of any license issued pursuant to this application and for criminal prosecution and punishment.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

SECTION I: RENEWAL OF LICENSE (complete page 1 and this section 30 days after expiration date of present license: Fee: \$ 50.00 \$ 65.00

Present License number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

SECTION II: OBTAINING A LICENSE (Complete page 1 and this section) Fee: \$ 75.00

- A: Do you have a certificate from the American Registry of Radiologic Technologists?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(If "yes", please provide a copy of the certificate or wallet card. A license will not be issued without this documentation.)
- B: Name of High School \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Address \_\_\_\_\_ or  
GED Equivalency #: \_\_\_\_\_  
City \_\_\_\_\_
- C: Have you successfully completed a 24 month course of study in Radiologic Technology approved by the West Virginia R.T. Board of Examiners, Section 18.1.4 of the Rules and Regulations?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
- D: Name and Address of Program: \_\_\_\_\_
- E: Dates attended: \_\_\_\_\_ to \_\_\_\_\_  
month/day/year month/day/year
- F: Have you ever been issued a license by the Board? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, under what name: \_\_\_\_\_
- G: Have you ever been issued a temporary permit by the Board? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, under what name: \_\_\_\_\_

SECTION III: OBTAINING A TEMPORARY PERMIT (Complete page 1 and SECTION II Parts B-G) Fee: \$ 25.00

To obtain a temporary permit, you must qualify and be scheduled for an examination. Please provide a copy of your diploma with this application. If an diploma is not available, provide a transcript of grades along with a letter from the program director verifying completion of the program.

DO YOU WANT A TEMPORARY PERMIT? Yes: \_\_\_\_\_ No: \_\_\_\_\_

THE LICENSE FEES ARE ON AN ANNUAL BASIS AND THE FEE STRUCTURE IS AS FOLLOWS:

APPLICATION FEE:	\$ 75.00
LICENSE RENEWAL FEE	\$ 50.00
TEMPORARY PERMIT FEE	\$ 25.00
REINSTATEMENT FEE (DELINQUENT)	\$ 15.00
RECIPROCITY FEE	\$ 25.00
DUPLICATE LICENSE	\$ 10.00
CHANGE OF NAME	\$ 10.00
ROSTER OF ACTIVE LICENSE	\$ 25.00
MAILING LABELS (NAME & ADDRESS PER 1000)	\$ 50.00

**WEST VIRGINIA RADIOLOGIC TECHNOLOGY  
BOARD OF EXAMINERS**

P. O. BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WEST VIRGINIA 25825  
TELEPHONE AND FAX (304) 787-4398

**LICENSE RENEWAL APPLICATION**

(Please Print or Type)

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Street or PO Box)

\_\_\_\_\_  
(County) (City) (State) (Zip)

Telephone: ( ) Marital Status: Single: \_\_\_ Married: \_\_\_ Divorced: \_\_\_ Widowed: \_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Employer: Primary: \_\_\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(County) (City) (State) (Zip) (County) (City) (State) (Zip)

Working as R.T. \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Number of Hours per week \_\_\_\_\_

Setting of Employment: Hospital \_\_\_ Private Practice \_\_\_ Clinic \_\_\_ Other \_\_\_\_\_

Specialty: Radiographer \_\_\_ Radiation Therapist \_\_\_ Other \_\_\_\_\_

Not working as an R.T. (Please circle appropriate number) 3. Working in another field  
4. Retired  
5. Homemaker  
6. Other \_\_\_\_\_

FEE: \$ 50.00 THIRTY (30) DAYS AFTER EXPIRATION OF PRESENT LICENSE: \$ 65.00

Have you ever been convicted of a felony in the past ten (10) years in this or any other state?

YES \_\_\_\_\_ NO \_\_\_\_\_ (If "yes", please give particulars and disposition on a separate sheet.)

**DECLARATION**

I declare that the statements made herein and on accompanying papers have been examined by me and to the best of my knowledge and belief are true and correct. I further understand that a false statement knowingly made by me may be the cause for suspension and revocation of any license issued pursuant to this application and for criminal prosecution and punishment.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

**VI. LIST OF INDIVIDUALS LICENSED DURING FY 1997-98**



Dawn Adams  
Route 1, Box 317  
Harts WV 25524

Christine Adkins  
3716 Brierwood Drive  
Catlettsburg KY 41129

Mary Adams  
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5002 Elmhaven Circle  
Charleston WV 25313

Pamela Wood  
P. O. Box 757  
Chesapeake OH 45619

Tina Withee  
911 16th Street  
Vienna WV 26105

Jeffrey Woolley  
1126 Wilkie Drive  
Charleston WV 25314

Wendey Withrow  
252 Deck Street  
Mount Hope WV 25880

Jill Wooten  
2204 Teal Trace  
Pittsburgh PA 15237

Kent Witters  
5507 Ampere Drive  
Cross Lanes WV 25313

Stephanie Wooten  
370 Scott Avenue  
Morgantown WV 26505

Laura Wix  
Box 141  
Glen White WV 25849

D. Dawn Workman  
P. O. Box 401  
Crab Orchard WV 25827

Deidre Wolfe  
907 Cassingham Avenue  
Cochocton OH 43812

Daril Workman  
Route 1, Box 102-A  
Marlinton WV 24954

Elizabeth Workman  
HC 64, Box 116  
Hillsboro WV 24946

Charles Yoho  
131 Golf Drive  
Fairmont WV 26554

Charles Workman, Jr.  
Route 4, Box 674  
Princeton WV 24740

Donna Yoho  
R. D. #2, Box 190-B  
Moundsville WV 26041

Carla Wright  
Route 1, Box 551  
Milton WV 25541

Christoph Young  
R. R. #3, Box 245-E  
Princeton WV 24740

Jeffrey Wright  
693-B Fairhaven Drive  
Charleston WV 25306

Jennifer Young  
113 Belcher Road  
Charleston WV 25311

Dennis Wyckoff  
910 Old Shepherdstown  
Martinsburg WV 25401

James Yurick  
R. D. #1, Box 81-A  
Ohiopyle PA 15470

Nora Wyckoff  
P. O. Box 111  
Reynoldsville WV 26422

Judith Zavatsky  
90 Leatherwood Lane  
Wheeling WV 26003

Mary Wymer  
69856 The Meadows  
St. Clairsville OH 43950

Judith Yahn  
123 Euclid Avenue  
Wheeling WV 26003

Mildred Yahya  
P. O. Box 376  
Cool Ridge WV 25825

Tereasa Yates  
2380 Derricks Creek  
Sissonville WV 25320

VII. SUMMARY OF COMPLAINTS/INVESTIGATIONS



**VII. SUMMARY OF COMPLAINTS/INVESTIGATIONS**

**1. CLINIC USING UNLICENSED PERSONNEL TO OPERATE BONE DENSITOMETRY UNIT.**

**A. Investigated by Disciplinary Review Committee.**

**B. Board's attorney advised that this was in non-compliance. Physician will operate in the future.**

**C. Case Dismissed**

m, **2. Clinic using unlicensed personnel to administer x-rays. Doctor stated he was not aware of the law and will administer the x-rays in the future.**

**A. Case Dismissed**

**3. Clinic using unlicensed personnel to administer x-rays.**

**A. Investigated by Disciplinary Review Committee**

**B. Since it was a nurse operating the equipment the complaint was also submitted to the LPN Board. The Nursing Board took action against the nurse.**

**C. Physician's attorney stated that the doctor would perform all x-rays in the future.**

**D. Case Dismissed.**

V I I I . LISTING OF WEST VIRGINIA SCHOOLS OF RADIOLOGIC TECHNOLOGY

# West Virginia Radiologic Technology Board of Examiners

P. O BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WV 25825  
PHONE: (304)787-4398 - FAX: (304)787-4398

## WV ACCREDITED SCHOOLS OF RADIOLOGIC TECHNOLOGY

Bluefield State College (304)325-7102  
210 Rock Street  
Bluefield, WV 24701  
Program Director: Melissa O. Haye

Camden-Clark Memorial Hospital (304)424-2111  
800 Garfield Avenue  
Parkersburg, WV 26102  
Program Director: Teresa J. Woollard

Ohio Valley Medical Center (304)234-8421  
2000 Eoff Street  
Wheeling, WV 26003  
Program Director: Catherine M. Ball

Southern WV Community College (304)792-4367  
P. O. Box 2900  
Mount Gay, WV 25637  
Program Director: Mary M. Holder

St. Mary's Hospital (304)526-1140  
2900 1st Avenue  
Huntington, WV 25701  
Program Director: Mark E. Adkins

United Hospital Center, Inc. (304)624-2250  
P. O. Box 1680  
Clarksburg, WV 26301  
Program Director: Aimee J. Phillips

University of Charleston (304)357-4800  
2300 MacCorkle Avenue, SE  
Charleston, WV 25304  
Program Director: David Goddin

Wheeling Hospital (304)243-3000  
Medical Park  
Wheeling, WV 26003  
Program Director: Misty D. Kahl

WVU Hospitals, Inc. (304)293-2207  
P. O. Box 6401  
Morgantown, WV 26506  
Program Director: Jay S. Morris

**IX. SCHOOL INSPECTIONS FY 1997-98**

SCHOOL INSPECTIONS FY 1997-98

THE FOLLOWING INSPECTIONS WERE MADE OF RADIOGRAPHY PROGRAMS IN WEST VIRGINIA FOR FY 1997-98. THESE SCHOOLS WERE INSPECTED BY THE WEST VIRGINIA RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS IN CONJUNCTION WITH THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY, A NATIONAL ACCREDITING ORGANIZATION. THE MAXIMUM APPROVAL STATUS IS EIGHT YEARS.

<u>SCHOOL</u>	<u>SITE VISIT</u>	<u>WV INSPECTORS</u>	<u>APPROVED STATUS</u>
UNITED HOSPITAL CENTER	OCT. 26, 27 1998	MARK WILCOX	EIGHT YEARS
ST. MARY'S HOSPITAL	Accreditation extended based on progress report.		FIVE YEARS

X. TEMPORARY PERMITS ISSUED BY 1997-98

A. SCHOOL

B. NUMBER OF PERMITS ISSUED

C. AVERAGE SCORE PER SCHOOL

**X. TEMPORARY PERMITS ISSUED IN FY 1997-98**

<b>SCHOOL</b>	<b>TEMPORARY PERMITS ISSUED</b>
BLUEFIELD STATE COLLEGE	25
CAMDEN-CLARK MEMORIAL HOSPITAL	3
OHIO VALLEY MEDICAL CENTER	2
SOUTHERN WV COMMUNITY COLLEGE	9
ST. MARY'S HOSPITAL	16
UNITED HOSPITAL CENTER	5
UNIVERSITY OF CHARLESTON	11
WHEELING HOSPITAL	5
WVU HOSPITALS, INC.	17

**XI. NEWSLETTER 1998**



**WEST VIRGINIA RADIOLOGIC TECHNOLOGY  
BOARD OF EXAMINERS  
P.O. BOX 638  
1715 FLAT TOP ROAD  
COOL RIDGE, WV 25825  
PHONE & FAX: (304) 787-4398**

## **NEWSLETTER 1998**

Members of the WV Radiologic Technology Board of Examiners have authorized publication of a newsletter to licensees so that they may be better informed of the operations of the Board. This is the third of such publications. We anticipate that the newsletter will be published annually and mailed during January of each year. We encourage you to submit recommendations you may have about information you would like to see included in the newsletter. Submit your comments & recommendations to the address above.

### **HISTORY OF THE BOARD**

Purpose: Chapter 30, Article 23, Section 1 of the West Virginia Code was passed by HB 483 on July 1, 1977. Our Rule and Regulations were promulgated July 1, 1978.

30-23-1 "The Legislature finds and declares that in the interest of public health the people of this state should be protected from excessive and improper exposure to ionizing radiation. It is the purpose of the article to establish minimum standards of education, training, and experience for radiologic technologists and to prescribe means for assuring that the standards are met".

Title 18 - Legislative Rules for Radiologic Technologists:

**18-1-1 Scope:** Except as otherwise specifically provided, these regulations apply to all persons in West Virginia who apply x-rays or assist in the application of x-rays to human beings for diagnostic or therapeutic purposes under the supervision of a licensed practitioner. These regulations establish the general rule for licensure of Radiologic Technologists in West Virginia.

### **RULES AND REGULATIONS**

After much research and discussion, the Board submitted to the West Virginia Secretary of State's office, the proposed changes in their Rules and Regulations pertaining to fee increases, changing renewals from bi-annual to annual and requiring Continuing Education (CE). These changes were presented to the West Virginia Legislature for their consideration and passage. Upon passage and signature by the Governor, the changes took effect May 1, 1998.

Everyone is aware of the fee changes, however, there seems to be some questions concerning the CE requirements. This section of the law is mainly to require that non-ARRT technologist (grandfathered) be required to obtain CE credits the same as the ARRT requires of its members. The law requires that twenty-four (24) CE's credits be earned over a two year period. Although this law took effect May 1, 1998, there was a provision that required that twelve (12) hours of approved CE be obtained during calendar year 1999. The ARRT technologist will be required to submit a copy of their **active** ARRT card showing that they have met the CE requirements of the ARRT. The non-ARRT operators must submit documentation (certificates, letters, etc.) that they have obtained twelve (12) hours of CE's during the 1999 calendar year. The submission of documentation will be required by everyone making application for renewal of their license in the year 2000.

After the year 2000, this law reverts to the twenty-four (24) CE credits every twenty-four (24) months. This means that all persons will be required to submit their documentation upon renewal. Again, if you are ARRT, a copy of your pocket card showing that the CE requirements have been met will be all

that is needed for renewal every year. The non-ARRT will need to submit documentation of a total of twenty-four (24) CE credits earned between January 1, 1999 thru December 31, 2001. Once this three year time frame (1999-2001) has elapsed, this documentation will be required to be submitted every two (2) years, the same as required by the ARRT.

The Board members would like to know if the technologist would like to renew their license by birth-month or stay as it is now? Please submit your preference to Mary Casto, Administrative Secretary, upon renewal in 1999. If birth-month is chosen, the fees would be prorated (\$ 4.17/month) for the renewals in 2000. In other words, if your present renewal date is February and your birthmonth is November, you would pay the prorated amount of \$ 37.53 for your license in February. Then in November, you would have to renew and pay the full \$ 50.00 for one (1) year. If your birth-month is May, and you renewal is August, you would pay \$37.53 for your license in May. This license would be good for 1 year, since you paid for the May-August period with your previous renewal in 1999.

### **FINANCIAL INFORMATION**

Beginning balance as of July 1, 1997	\$ 17,415.70
Income Received FY 1997-98	\$ 26,893.00
Total Revenue for FY 1997-98	\$ 44,308.70
Disbursements for FY 1997-98	\$ 37,093.83
Balance in account as of 6/30/98	\$ 7,214.87

### **FISCAL YEAR BOARD MEETING HIGHLIGHTS**

#### **Meeting held on July 10, 1997**

1. Discussion of the Public Hearing and decision to send copies of the proposed rules. Due to the severe financial crunch, the decision was made to mail these copies to facilities with x-ray equipment, and Program Directors of all the radiologic technologist schools in West Virginia. There was a request for this information to be distributed to their technologist. 588 copies of the rules were mailed.

#### **Meeting held on July 10, 1997**

1. Financial report indicated the decreasing amount of revenue in our account.
2. Purchasing Division requested that each agency use a WV Purchasing card. A card will be issued to the secretary to allow her to make certain purchases.
3. The Board voted to change the secretary's position to full-time and give her a 5% pay increase.



4. United Hospital Center's RT School was accredited by JRCERT and the Board for a five (5) year period.
5. Complaints received and referred to Disciplinary Committee.

Meeting held on April 28, 1998

1. The Board welcomed Susan Bellomy, R.T. to the Board. She was appointed by the Governor to replace Alice Belmont, R.T.
2. The Board voted to send all technologist licensed by the Board since 1978 a letter about the Legislative changes. Board members volunteered to help with all aspects of getting these 3,500 letters in the mail.
3. The passage of Senate Bill 358 requires every Board to have Lay Members. The Board's make-up would require two (2) people, and Grady Bowyer sent a letter to the Governor requesting that they be appointed.

Meeting held on June 22, 1998

1. Mary Casto reviewed the financial year to date. The balance was \$ 4,201.00.
2. The Board voted to lease-purchase a new copier, purchase updated postage scales and filing cabinets, as funding becomes available.
3. As of June 10, 1998, 3500 letters were mailed to the licensees containing information on the fee increase, CE requirements, and the 1997 Newsletter. 610 were returned with no forwarding addresses.

Summary of Complaints / Investigations

1. Clinic using unlicensed personnel to operate Bone Densitometry. Board's attorney advised that this was in non-compliance. Physician will operate in future.

CASE DISMISSED

2. Clinic using unlicensed personnel to administer x-rays. Doctor stated he was not aware of the law and would perform all x-rays in the future.

CASE DISMISSED

3. Clinic using unlicensed personnel to administer x-rays. This complaint was also submitted to the Nursing Board, since a nurse was accused of operating the x-ray machine. The Nursing Board took action against the nurse, and the physician's lawyer stated that the doctor would perform all x-rays.

CASE DISMISSED

LICENSE ISSUED

Permanent Licenses:	151
Renewal Licenses:	681
Temporary Permits:	73
Reciprocity License	2

BOARD MEMBERS

Grady M. Bowyer, R.T. - Chairman  
Environmental Health  
(304) 558-2981

Susan Bellomy, R.T. - Secretary  
Radiologic Technologist  
(304) 526-1107

W. Alva Deardorff, M.D.  
Radiologist  
(304) 766-7121

Gary Marano, M.D.  
Radiologist  
(304) 366-2600

Patrick J. Oliverio, M.D.  
Radiologist  
(304) 366-2600

Alice S. Belmont, R.T.  
Radiologic Technologist  
(304) 293-1849

Mark S. Wilcox, R.T.  
Radiologic Technologist

The WV Radiologic Technology Board of Examiners is required to hold two meetings in a fiscal year (July 1-June 30). One of the meetings must be held in June for election of officers, and others can be held as needed. Please call the office for Board meeting dates or with any questions concerning the operations of the Board. Direct all inquiries to:

Mary Casto, Administrative Secretary  
(304) 787-4398

.XII. AMENDED RULES EFFECTIVE MAY 1, 1998



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**TITLE 18  
LEGISLATIVE RULE  
WEST VIRGINIA BOARD OF EXAMINERS  
RADIOLOGIC TECHNOLOGISTS**

**SERIES 1  
RULES AND REGULATIONS OF THE WEST VIRGINIA BOARD OF  
EXAMINERS OF RADIOLOGIC TECHNOLOGISTS**

**§18-1-1. General.**

1.1. Scope. -- Except as otherwise specifically provided, these regulations apply to all persons in West Virginia who apply X-rays or assist in the application of X-rays to human beings for diagnostic or therapeutic purposes under the supervision of a licensed practitioner. These regulations establish the general rules for licensure of Radiologic Technologists in West Virginia.

1.2. Authority. -- W. Va. Code §30-23.

1.3. Filing Date. -- April 3, 1998.

1.4. Effective Date. -- May 1, 1998.

1.5. Definitions. -- As used in these regulations:

(a) "Board" means the West Virginia Radiologic Technology Board of Examiners;

(b) "License" means a license granted and issued by the Board for the practice of radiologic technology;

(c) "Licensed Practitioner" means a person licensed to practice medicine, chiropractic, podiatry, osteopathy or dentistry;

(d) "Radiologic Technologist" means a person, other than a licensed practitioner, who applies X-rays or assists in the application of X-rays to human beings for diagnostic or therapeutic purposes under the supervision of a licensed practitioner;

(e) "Reciprocity" means the granting of a

license or temporary permit to persons who hold a license or certificate in another state:

(f) "Supervision" means responsibility for and control of quality, radiation safety and technical aspects in the application of x-radiation to human beings for diagnostic or therapeutic purposes;

(g) "Temporary Permit" means a permit granted and issued by the Board for the practice of radiologic technology which shall expire thirty (30) days after the Board gives written notice of results of the examination held following the issuance of such temporary permit; and

(h) "Unethical Conduct" means, but shall not be limited to:

(1) Engaging in the practice of radiologic technology while in an intoxicated condition under the influence of narcotic or any other drugs which impair consciousness, judgement or behavior; or

(2) Immoral conduct while engaged in the practice of radiologic technology or behavior indicating an unfitness to practice radiologic technology; or

(3) Willful falsification, destruction or theft of property or records relating to the practice or radiologic technology; or

(4) Failure to exercise due regard for the safety of life or health of the patient; or

(5) Unauthorized disclosure of information relating to a patient or his records; or

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(6) Discrimination in the practice of radiologic technology against any person for reason of race, religion, creed, color or national origin.

1.6. Communication. -- All communications concerning these regulations and applications filed thereunder shall be addressed to the West Virginia Radiologic Technology Board of Examiners, P.O. Box 638, 1715 Flat Top Road, Cool Ridge, West Virginia 25825.

### §18-1-2. Board Functions.

2.1. Duties and powers of the Board. -- The duties and powers of the Board are defined in the W. Va. Code §30-23-1 et seq. It shall be the duty of the Board to carry out the provisions of this article to the best of its ability.

#### 2.2. Board meetings.

(a) The Board shall meet at least twice annually to conduct examinations.

(b) The Board shall hold at least one (1) annual meeting during June of each year at the place and time designated by the chairman for the purpose of electing a chairman and secretary. New officers shall take office on July 1 of that year.

(c) Meetings of the Board may be called by the chairman at any reasonable time. The chairman shall call a meeting at any time upon the request of three (3) or more Board members.

(d) Each Board member shall be notified by mail of the time and place of any meeting at least two (2) weeks prior to the date on which the meeting will be held. Notification of special or emergency meetings may be by the most expedient means. An agenda of the subjects to be discussed at each meeting will be sent to each member prior to the meeting date.

(e) All meetings of the Board shall be open to the public in compliance with the Open Meetings Statute, W. Va. Code §6-9a.

(f) All forms, revisions to licenses and other printed material necessary for the administration of this licensing agency shall be approved by the Board.

(g) No Board member shall officially for the Board or convey the impression to others that he is acting officially for the Board without prior authorization from the Board.

#### 2.3. Duties of the chairman.

(a) He shall designate the time and place of meetings of his own authority or at the direction of the (3) Board members.

(b) He shall preside at all meetings or, in the case of his absence to attend any meeting, the secretary shall serve for the meeting.

(c) He shall exercise general supervision of the affairs of the Board and shall have the usual powers, such as those of a president, and such other powers and duties as the Board may direct.

#### 2.4. Duties of the secretary.

(a) He shall assist the chairman in carrying out his duties as required.

(b) He shall preside over meetings in the absence of the chairman.

(c) He shall act in behalf of the chairman in cases of extended incapacitation or long absences of the chairman.

(d) He shall keep the minutes of the proceedings at Board meetings and the records of the Board.

(e) He shall have custody of all fees received by the Board and shall be responsible for the transfer of such funds to the treasurer.

(f) He shall receive and keep the receipts for, issue (with Board approval) account to the Auditor for the State of West Virginia for all licenses and temporary permits and keep

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duplicates of certificates handled by the Board.

(g) He shall be responsible, with the approval of the Board, for the preparation and submission of the annual budget to the Board.

(h) He shall maintain an accurate list of licenses with names and addresses.

(i) He shall maintain a list of approved schools and make this list available to interested persons.

**§18-1-3. Licenses and Temporary Permits.**

3.1. Application for licenses and temporary permits.

(a) Any person requesting an application for a license or temporary permit shall be furnished the necessary forms, and such other information or questionnaires as the Board may deem desirable.

(b) The application forms shall be designed to provide the information necessary to satisfy the Board that all requirements pertaining to the West Virginia Code are being fulfilled.

(c) All applications shall be signed by the applicant.

(d) The application shall be accompanied by a money order, certified check or personal check.

(e) Failure to complete all forms and to provide all information may be just cause for rejections of the application by the Board and cause the application to be returned to the applicant.

(f) Any person knowingly furnishing false information in such application shall be denied a license or if the applicant has already been licensed before the falsification of such information has been made known to the Board, such license or temporary permit shall be subject to suspension or revocation. In addition, the

Board may undertake prosecution of the applicant pursuant to W.Va. Code §30-23-13.

3.2. Issuance of licenses and temporary permits.

(a) The Board shall issue to each applicant a license or a temporary permit within thirty (30) days of receipt of a properly completed application and payment of the appropriate fee if the applicant:

(1) Is of good moral character;

(2) Has completed four (4) years of high school education or its equivalent;

(3) Has successfully completed a minimum twenty-four (24) month course in radiologic study in a school of radiologic technology approved by the Board;

(4) Has passed the examination prescribed by the Board, which examination shall cover the basic subject matter of radiologic technology, skills and techniques;

(5) Has not been convicted of a felony in any court in this State or any federal court in this or any other State within ten (10) years preceding the date of application for registration, which conviction remains unreversed; and not have been convicted of a felony in any court in this State or any federal court in this or any other State at any time if the offense which he was convicted related to the practice of radiologic technology, which conviction remains unreversed; and

(6) Holds a license or certificate, including the American Registry of Radiologic Technologists, to practice radiologic technology issued by any other state, the requirements for which license or certificate are found by the Board to be at least equal to those provided for a license to practice radiologic technology in this State without examination.

(b) Whenever the Board finds that an

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applicant meets all requirements for a license to engage in the practice of radiologic technology, it shall forthwith issue to him such license.

(c) The license shall be valid for a period of one (1) year from the date of issuance.

(d) The license shall be renewed every one (1) year without examination upon application for renewal on a form prescribed by the Board. The applicant shall be responsible for obtaining, completing, signing and forwarding the renewal application to the Board with the required fee.

(e) The Board may deny an application for renewal for any reason which would justify the denial of an original application for a license. In addition, an application for renewal will be considered delinquent and subject to an additional fee if it is not received within thirty (30) days after the due date.

(f) The Board may issue a temporary permit to engage in the practice of radiologic technology to an applicant who meets the qualifications of Section 3.2 (a), (b), (c) and (e) of these regulations, pending examination of such applicant.

(g) The temporary permit shall expire thirty (30) days after the Board gives written notice of the results of the examination held following the issuance of such temporary permit.

(h) A temporary permit may not be renewed or another thereof issued to the same person.

(i) The failure of an applicant to seek renewal of license within two (2) years from its dated of expiration will result in the applicant's having to become relicensed.

### 3.3. Exemptions.

(a) The following persons are not required to obtain a license in accordance with the provisions of these regulations:

(1) A technology student enrolled in or attending an approved school of technology who as part of his course of study applies x-radiation to a human being under the supervision of a licensed practitioner;

(2) A person acting as a dental assistant who under the direct supervision of a licensed dentist operates only radiographic dental equipment for the sole purpose of dental radiography;

(3) Any person engaged in performing the duties of a technologist in his employment by an agency, bureau or division of the Government of the United States; and

(4) Any licensed practitioner, radiologist or radiology residents.

(b) Any person who is engaged in the practice of radiologic technology in this State for a period of three (3) years or more within the last five (5) years prior to July 7, 1977, is eligible for a license to engage in the practice of radiologic technology without examination and without meeting the requirements of the W. Va. Code §30-23-3(a), if application for such license is made within twelve (12) months after the effective date of July 7, 1977, and if such person meets the requirements of Section 3.2 (a), (b) and (e) of these regulations.

(c) Any person who has been engaged as a radiologic technologist for at least one (1) of the three (3) years immediately prior to July 7, 1977, and passes a proficiency examination prepared by the Board is eligible for a license to engage in the practice of radiologic technology without further examination and without meeting the requirements of the W. Va. Code §30-23-3(a), if application for such license is made within twelve (12) months after the effective date of July 7, 1977, and if such person meets the requirements of Section 3.2 (a), (b) and (e) of these regulations.

(d) A proficiency test will be conducted by the Board at a time and place designated by the Board for those individuals who have worked as

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a technologist one (1) of the past three (3) years immediately prior to July 7, 1977. Those individuals receiving a satisfactory score as determined by the Board will be issued a license to practice radiologic technology.

(e) A licensure examination will be conducted twice annually at a time and place designated by the Board. Those individuals receiving a satisfactory score as determined by the Board will be issued a license to practice radiologic technology.

## 3.4. Reciprocity.

(a) Reciprocity will be considered with other states on an individual basis.

(b) A license issued to an individual by another state will not be honored in lieu of a license issued by the West Virginia Radiologic Technology Board of Examiners.

(c) Violation of laws regulating radiologic technologists in any other state by an individual licensed by this Board while he is visiting or residing in another state shall be considered as unethical conduct by this Board.

## 3.5. Responsibilities of the licensee.

(a) It shall be the responsibility of each person engaged in radiologic technology to be familiar with the requirements of the law regulating such activities in West Virginia and with the regulations of this Board.

(b) It shall be the responsibility of each person engaged in radiologic technology to make timely application for licensure or renewal of license, to complete such forms properly and to pay the fees required, and to hold himself available for examination at the times and places designated by the Board. Any information or reminders which the Board may issue shall be regarded as courtesies and shall not diminish the responsibilities of the person engaged in radiologic technology.

## 3.6. Display of license or temporary permit.

(a) Each person entitled to engage in the practice of radiologic technology in this State shall prominently display at his principal place of employment his license or temporary permit to practice radiologic technology and his current certificate of registration (a wallet-sized registration card issued annually by the Board to every person to whom it issues a license) shall be carried while engaged in the practice of radiologic technology.

(b) The current licensure and/or renewal registration card shall be exhibited when requested by and of the following:

- (1) A Board member; or
- (2) An employee of West Virginia State Department of Health's Radiological Health Program; or
- (3) Any person upon whom the licensee applies X-ray; or
- (4) An employer in whose employ the license practices or intends to practice radiologic technology.

(c) An employer, Board member or employee of the Radiological Health Program shall not accept a photocopy or other facsimile of a license or wallet-sized registration card as adequate evidence that a person is licensed to practice radiologic technology. Where, for convenience or security, a photocopy or facsimile is displayed, the original document shall be readily available for review.

## 3.7. Duplicate license.

(a) In requesting a name or address change, the current license must be returned to the Board with the required fee prior to issuance of a corrected license.

(b) In requesting a duplicate license due to loss of license, a notarized statement



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substantiating the loss must be completed and submitted to the Board with the required fee prior to issuance of a duplicate license.

**3.8. Schedule of fees for services rendered by the West Virginia Radiologic Technology Board of Examiners.**

(a) Application Fee	\$75.00
(b) Annual License Renewal Fee	\$50.00
(c) Temporary Permit Fee	\$25.00
(d) Reinstatement Fee (delinquent)	\$15.00
(e) Reciprocity Fee	\$25.00
(f) Duplicate License	\$10.00
(g) Change of Name	\$10.00
(h) Roster of Active Licenses	\$25.00
(i) Mailing Labels (Name and Address/per 1000)	\$50.00

**§18-1-4. Educational Requirements for Candidates for Licensure.**

**4.1. Standards for an approved school.**

(a) The candidate for licensure shall have studied at a school approved by the Board of Examiners of Radiologic Technologists.

(b) Acceptable schools may be conducted by an approved university, college, hospital or post secondary vocational/technical schools and institutions.

(c) In order for a school to be deemed acceptable, at least two thousand (2,000) examinations per student of a variety to allow demonstrated competency in essential procedures during the two (2) year program.

(d) School administration shall assure proper financial support for the effective operation

of the school and provide a classroom with the required teaching aids, a library and study space.

(e) When didactic and clinical education are not provided in the same institution, accreditation shall be obtained by the sponsoring institution for the total program. There shall be a written affiliation agreement between the sponsoring institution and each clinical education center, clearly defining the uniform responsibilities and obligations of each.

(f) The medical director of the school must be a radiologist.

(g) There shall be a qualified program director who shall devote full-time to the sponsoring institution with primary responsibilities for the educational program to include: Organization, administration, periodic review, continued development and general effectiveness. The program director's responsibility shall not be adversely affected by educationally unrelated functions. The program director shall be a full-time employee of the sponsoring institution/education centers. Each program shall designate a clinical instructor. In multiple affiliate programs, a clinical instructor shall be designated for each clinical education center. In programs with a total of ten (10) or less students, the program director's responsibility may include clinical education. The clinical instructor shall be responsible for clinical instruction and clinical competency evaluation of students. Responsibilities for supervision and evaluation shall not be adversely affected by educationally unrelated functions.

(h) There should be a corps of well trained technologists who are capable of assisting in classroom instruction as well as in the practical teaching of students.

**4.2. General facilities.** -- The radiology department should be housed in suitable quarters and provided with modern equipment capable of performing all types of radiologic examinations and treatments which are usually performed in a general hospital. Installations should conform to

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the requirements of the Bureau of Standards.

**4.3. Physical resources.**

(a) Classrooms should contain seating and writing surfaces for each student in the class; have sufficient space to conduct demonstrations of procedures and to use audiovisual resources appropriate to teaching radiography; be equipped with proper lighting, temperature control and ventilation; meet safety requirements; be available for all scheduled classes on a basis that allows faculty to plan a semester in advance in order to post class schedules and to prepare the room; be reasonably accessible so that travel time does not disrupt or negatively affect the educational process. Provisions should be made for students' coats, books and personal items.

(b) Documentation demonstrating that energized laboratories meet prevailing radiation safety regulations should be posted or otherwise readily available for inspection.

(c) Offices for the administrative and instructional staff should be reasonably accessible, suitably private and secure for the planning, research, evaluation and counseling responsibilities. The security of instructional materials, files and examinations should be assured.

(d) A library shall be readily accessible, containing an adequate supply of up-to-date books, periodicals and other reference materials related to the curriculum and the profession.

(e) Instructional aids, equipment and facilities for demonstration shall be provided, such as an articulate skeleton, teaching file or radiographs, anatomical models and charts, slides, etc.

**4.4. Instructional program.**

→ (a) Classroom instruction should average a minimum of five (5) hours per week.

(b) Classes are to be held regularly regardless of the work load of the department.

(c) Examination grades must be made a permanent part of the student's record.

4.5. Basic curriculum. -- The basic curriculum to be offered by an approved school to a candidate for licensure shall include, but not be limited to: Introduction to radiography, medical ethics and law, medical terminology, methods of patient care, human structure and function, radiographic procedures, principles of radiographic exposure, imaging equipment, radiographic file processing, evaluation of radiographs, radiation physics, principles of radiation protection, principles of radiation biology, radiographic pathology, introduction to quality assurance, introduction to computer literacy and clinical education. The curriculum shall include a plan for well structured competency based clinical education.

**§18-1-5. Administrative Hearing Procedures for the Board of Radiologic Technologists.****5.1. Hearing procedures.**

(a) Hearings on any suspension, revocation or denial of an application for a license that is ordered by the Board and that is contested by the applicant shall be conducted according to the W. Va. Code §30-23-10.

(b) The applicant may be represented by counsel at the hearing; the Board shall be represented by the Attorney General or his assistants. Special counsel shall be appointed to aid the Board in its rulings on the admission of evidence.

(c) The technical rules of evidence shall not apply at hearings conducted by the Board: Provided, however, That each party shall have the right to cross-examine any or all witnesses.

(d) Any concurring or dissenting opinions of Board members shall be in writing and accompany the Board's final order as outlined in the W. Va. Code §30-23-10(g).

**5.2. Procedures for judicial review. -- Any**

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person adversely affected by a decision of the Board rendered after a hearing shall have the right to pursue an appeal pursuant to the W. Va. Code §30-23-10(g).

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**TITLE 18  
LEGISLATIVE RULES  
WEST VIRGINIA BOARD OF EXAMINERS  
FOR RADIOLOGIC TECHNOLOGIST**

**SERIES 2  
CONTINUING EDUCATION**

**§18-2-1. General.**

1.1. Scope. -- This legislative rule establishes requirements for continuing education to practice radiologic technology or radiation therapy. They set forth Continuing Education Requirements for both the American Registry of Radiologic Technologist (ARRT) radiologic technologists, radiation therapist, and including WV Licensed (Grand fathered) radiologic technologists. All persons licensed by the Board to practice radiologic technology or radiation therapy must earn a minimum of 24 hours of continuing education credits during a two-year period.

1.2. Authority. -- W. Va. Code §§30-7A-5 & 64-9-17(h).

1.3. Filing Date. -- April 3, 1998.

1.4. Effective Date. -- May 1, 1998.

**§18-2-2. Definitions.**

2.1. "Approved academic course" means a formal course of study offered by an accredited postsecondary educational institution as it relates to the radiological sciences.

2.2. "Approved provider" means a local, state or national agency, organization or association recognized by the Board.

2.3. "Audit" means the selection of licensees for verification of satisfactory completion of continuing education during a specified time period; or the selection of approved providers for verification of adherence to continuing education approved provider requirements during a specified time period.

2.4. "Biennium" means a two year period.

2.5. "Category A credit" means an educational activity that has been evaluated and approved by a Recognized Continuing Education Evaluation Mechanism (RCEEM). Also, activities approved by the American Medical Association (AMA Category 1) or the American Nurses Association (through the ANCC) receive Category A credit as long as they are relevant to the radiologic sciences.

2.6. "Category B credit" means an educational activity that meets the ARRT's definition of a continuing education activity but has not received approval from a Recognized Continuing Education Evaluation Mechanism(RCEEM).

2.7. "Contact hour or continuing education activity" means an unit of measure as explained in section 3.1.

2.8. "Contact person" means a person submitting Request for Approval Form.

2.9. "Continuing education" means planned, organized learning activities engaged in following initial licensure and designed to maintain, improve, or expand a Radiologic Technologist and Radiation Therapist knowledge and skills or to develop new knowledge and skills related to Radiology/Radiation Therapy to enhance practice, education, or theory development to the end of improving the health of the public.

2.10. "Continuing education activity" means a learning activity that is planned, organized and administered to enhance the professional knowledge and skills underlying the professional

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performance that the technologist uses to provide services to patients, the public or the medical profession. To qualify as continuing education, the activity must provide sufficient depth and scope of a subject area.

2.11. "Continuing education credit" means credit earned for completing a continuing education activity.

2.12. "Directed reading" means a manuscript with appropriate post-test evaluation published in a peer-reviewed scholarly journal that meets the definition of a journal as outlined by the National Library of Medicine's journal selection criteria for Index Medicus/Medicine.

2.13. "Documentation" means proof of participation in a continuing education activity.

2.14. "Evidence of Continuing Education Program" means a comprehensive American Society of Radiologic Technology (ASRT) program providing technologists with continuing educational activities as well as a method of tracking them. All ASRT members are automatically enrolled in the Evidence of Continuing Education (ECE) program.

2.15. "Formal offering" means an extension course, independent study, or other course which is offered, for college credit, by a recognized educational institution.

2.16. "Homestudy or self-learning activity" means a stand-alone program developed for home study of self learning with the appropriate post-test evaluation. A self-learning activity cannot be printed, published or distributed as part any other publication.

2.17. "Independent study" means a program of learning designed by an approved provider for the Radiologic Technologist or Radiation Therapy Technologist who completes the program at the individual's pace, e.g., home study, programmed instruction.

2.18. "Informal offering" means a workshop,

seminar, institute, conference, lecture, short term course, or organized independent study which is offered for credit in contact hours or continuing education units.

2.19. "Institutional provider" means a hospital, medical center, clinic, physician's office or institution that provides direct patient care that has applied for recognition as an institutional provider for the exclusive benefit of its employees.

2.20. "Institutional provider number" means an ASRT-assigned code number identifying a specific institutional provider.

2.21. "Non-evaluated credit" means the designation given to activities that have not been submitted for pre-approval. These may be considered Category B activities by ARRT.

2.22. "Objectives" means what the participant will learn as a result of the educational activity. Objectives must be expressed in measurable and observable terms.

2.23. "Radiology/radiation therapy practice" means performance of radiology/radiation therapy acts under the direction of a licensed radiologist/physician or licensed dentist, for which a license to practice is required.

2.24. "RCEEM" means Recognized Continuing Education Evaluation Mechanism designated by the ARRT. A group or organization that evaluates the content and quality of continuing education activities. A RCEEM must be national in scope, nonprofit and based in the radiologic sciences. The ASRT is a RCEEM.

2.25. "Record keepers" means organizations that track continuing education credits for technologists.

2.26. "Registration" means Technologists are required to renew registration of their certificate(s) annually with the ARRT. This renewal process is called registration.

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2.27. "Request for Approval" means a form submitted by the sponsor of an educational activity to the ASRT Evidence of Continuing Education program. The Request for Approval form must be accompanied by objectives, outline, a schedule if program exceeds two hours and qualifications of the speaker(s). The ASRT either approves or denies the request. If approved, the ASRT assigns a reference number and determines the number of continuing education (CE) credits.

2.28. "Self study" means a program of learning designed by the licensee to enhance knowledge and skill and not approved by an approved provider.

2.29. "Sponsor" means an organization that plans, organizes, supports, endorses, subsidizes and/or administers educational activities. Sponsors are responsible for the content, quality and integrity of the educational activity. Sponsors can include professional societies, academic institutions, health care facilities, individuals, corporations and governmental agencies. The ASRT is a sponsor.

### §18-2-3. Continuing Education.

3.1. Each applicant for renewal of a license, if the license is currently active, or reinstatement of a license if a license is suspended or on the non-practicing list, shall verify that he or she has satisfactorily completed twenty-four (24) contact hours of continuing education during the prescribed two (2) year reporting period.

Units of measurement for continuing education courses are as follows:

- (a) 30 to 49 minutes = 0.5 CE credits
- 50 to 74 minutes = 1 CE credits
- 75 to 99 minutes = 1.5 CE credits
- 100 minutes = 2 CE credits
- Activities lasting less than 30 minutes will be no credit.

(b) 24 credits = writing an original text book related to radiologic sciences.

4 credits = writing a chapter or a text book related to radiologic sciences.

4 credits = writing an article that is published in a peer-review journal.

(c) 3 credits = Cardin-pulmonary resuscitation (CPR) certification by American Red Cross or American Heart Association.

(d) 1 academic semester hour = limited to 16 ce's/semester. Must receive a C or higher in approved academic course.

(e) 1 academic quarter hour = limited to 12 ce's/quarter. Must receive a C or higher in approved academic course.

3.2. At least 50 percent of the continuing education credits earned during each two-year period must be assigned Category A as defined by the ARRT. The remaining 50 percent may be assigned Category B credit as defined by the ARRT.

3.3. The distinction between Category A and Category B activities is based upon whether the activity is pre-approved by an RCEEM. Category A activities have been pre-approved by an RCEEM. Category B activities have not been pre-approved by an RCEEM. Activities which a licensee intends to use for Category B credits must satisfy the ARRT's definition as a continuing education activity even though they have been submitted to an RCEEM for approval.

3.4. The Board will recognize examination exceptions as defined by the ARRT as satisfying continuing education requirements for the two-year period at issues.

(a) 24 credits = Passing an entry-level examination in a discipline not previously passed.

(b) 24 credits = Passing an advanced-level examination for which you are eligible.

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3.5. During the calendar year, 1999, each licensed Radiologic Technologist and Radiation Therapist Technologist with an active license to practice radiology or radiation therapy in West Virginia shall complete a minimum of twelve (12) hours of continuing education as approved by this rule

3.5.1 Only the West Virginia (grand fathered) licensee shall report his or her continuing education activities to the Board with the application for renewal of his or her license for the fiscal year, 1999.

3.5.2. ARRT licensee shall submit only the ARRT copy of certification renewal to the Board of Examiners.

3.6. After the above one year phase-in period, each licensee with an active license to practice radiologic technology or radiation therapy in West Virginia shall complete twenty-four (24) hours of continuing education, every two fiscal years. On or before 1999, and every year thereafter, each Grand fathered licensee shall file a report of all continuing education activities with the board at the time the licensee files an application for renewal of his or her license to practice radiology or radiation therapy in West Virginia.

3.7. The board shall not grant credit for identical continuing education activities submitted during any single two (2) year reporting period. Continuing education credits from a previous two (2) year reporting period may not be used, nor shall credits be accumulated for use in a future two (2) year reporting period.

#### **§18-2-4. Exceptions to Continuing Education Requirements.**

4.1. The Board shall exempt from the continuing education requirements a licensee who qualifies for exceptions set forth below.

(a) A licensee who obtains a license for the first time in West Virginia during the first twelve months of any twenty-four (24) month reporting period shall complete twelve (12) hours

in approved continuing education activities, as set forth in this rule, before the end of the current reporting period.

(b) A licensee who obtains a license for the first time in West Virginia during the second twelve (12) months of any twenty-four (24) month reporting period is exempt from the continuing education requirements for the entire reporting period.

(c) A licensee who resides outside of West Virginia and who holds a current license to practice in a state other than West Virginia which also has mandatory continuing education must be the same or substantially similar continuing education requirements.

(d) A licensee who is enrolled in an educational program leading to an associate degree, diploma, or baccalaureate degree in radiologic technology or radiation therapy has complied with all continuing education requirements.

(e) A licensee who is a government employee working as a Radiologic Technologist or Radiation Therapy Technologist and assigned to duty outside the United States during the entire reporting period, or who is serving on active duty in the military during the reporting period has complied with the all continuing education requirements during the period of service with the government or on active duty with the military. A licensee who claims this exception shall retain evidence of Government service or active duty with the military and shall present such evidence to the board upon request. A licensee who is a government employee working as a licensee outside the United States or who is serving on active duty with the military for more than three (3) months, but less than twelve (12) months of any twenty-four (24) month reporting period is required to complete twelve (12) hours of approved continuing education activities, before the end of the current reporting period. A licensee who is a government employee working as a licensee outside the United States or who is serving on active duty with the military for more

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than twelve (12) months of any twenty-four (24) month reporting period is exempt from the continuing education requirements.

(f) The board may grant a waiver to a licensee who has a physical or mental disability or illness or who is providing direct care to a member of his or her immediate family during all or a portion of the two (2) year reporting period. A waiver provides for an extension of time or exception from some or all of the continuing education requirements. Any licensee may request an application for a waiver from the board. The board shall approve or deny an application for waiver after review of the application. The board shall not grant an exception from continuing education requirements for more than one (1), two (2) year reporting period, as set forth in this rule.

**§18-2-5. Failure to Meet Requirements or Exceptions to Requirements.**

5.1. The Board may take the following actions if a licensee fails to meet the continuing education requirements or the conditions for exceptions for renewal.

5.2. The board may place the licensee on non-practicing status without penalty and may waive the continuing education requirements, providing that the licensee notifies the board in writing of his or her desire to have the board place his or her license on non-practicing status before the last day of the reporting period. The Board shall not charge a fee to place the license on non-practicing status.

5.3. The board shall suspend the license of any person who fails to notify the board, in writing, prior to the last day of the reporting period that he or she wishes to place his or her license on the non-practicing status.

**§18-2-6. Reinstatement of a License on Non-Practicing or Suspended Status or Issuance of a Temporary License.**

6.1. A person wishing to reinstate a license from non-practicing status or from suspended

status shall comply with the following requirements. The person shall:

(a) make application for reinstatement of the license from non-practicing status or suspended status.

(b) meet the continuing education requirements as set forth, and

(c) pay the fee for reinstatement suspended license as specified in 18CSR1, Fees for Services Rendered by the Board.

6.2. A person who wishes to reinstate a license but is not able to meet requirements for reinstatement a suspended license shall request a temporary license.

6.3. A temporary license is a license which is valid for ninety (90) days, during which time the licensee shall:

(a) satisfactorily complete a refresher course recognized by an approved provider and designed for Radiologic Technologist/Radiation Therapy Technologist returning to practice after a period of absence from the work setting.

(b) secure twelve (12) contact hours of continuing education, or:

6.4. The board shall issue an unrestricted license when a licensee provides verification that he or she has met one of the above requirements. The board shall not renew a temporary license issued for non compliance with continuing education requirements.

6.5. A licensee who does not meet requirements provided under this section for license, is required to pass the national certification examination for Radiologic Technologist or Radiation Therapy Technologist which tests competency for beginning Radiologic Technologist or Radiation Therapy Technologist.



**18CSR2****§18-2-7. Audit of Licenses.**

The board may select any licensee who holds a current license to audit for compliance with continuing education requirements as set forth in this rule.

7.1. To comply with the audit request from the board, a licensee shall submit legible copies of certificates of attendance at continuing education offerings.

7.2. The licensee shall submit the required documents within thirty (30) days of the date he or she receives notification of the audit. The board may grant an extension of time for submission of the documents, on an individual basis, and in cases of hardship, providing the licensee makes a written request for an extension of time and provides justification for such request.

7.3. Licensees are required to keep certificates of attendance at continuing education offerings, letters verifying special approval for informal offerings from non-approved providers, transcripts of courses, and documentation of compliance with exceptions for a three (3) year period following submission of continuing education activities to the board.

7.4. The board shall notify the licensee of the satisfactory completion of the audit.

7.5. If a person fails to submit the audit information requested by the board, the board shall not renew a license before such audit is completed.

7.6. The board shall take action as prescribed in 18CSR1, Policies Regulating to Licensure of the Radiologic Technologist and/or Radiation Therapy Technologist, against any licensee who submits false information to the board.

7.7. A licensee who fails to notify the board of a current mailing address is not absolved from the audit requirements. The board shall not renew a license before the audit is completed.

**§18-2-8. Continuing Education - Providers.**

8.1. The Board shall recognize approved providers. Approved providers include, but are not limited to:

(a) American Diabetes Association - State Affiliates

(b) American Heart Association - State Affiliates

(c) American Medical Association - State Affiliates

(d) American Nurses Association - State Affiliates

(e) American Psychological Association - State Affiliates

(f) American Red Cross - State Affiliates

(g) Boards of Nursing - United States and Territories

(h) Commission on Aging

(i) Licensed Practical Nurses Associated of West Virginia

(j) Medicare and Medicaid Certified Long Term Care Facilities

(k) National Association for Practical Nurse Education and Service

(l) National Federation of Licensed Practical Nurses

(m) National League for Nursing - State Affiliates

(n) North Central Association of Colleges and Secondary Schools

(o) West Virginia Chiropractic Association

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(p) West Virginia Council of Home Health Agencies

(q) West Virginia Department of Education

(r) West Virginia Department of Health

(s) West Virginia Health Care Association

(t) West Virginia Hospital Association

(u) West Virginia Nurses Association

(v) West Virginia Vocational and Technical Education Centers

(w) Other West Virginia health-related licensing boards

(x) Other national, regional, or state nursing, medical, or allied health organizations

8.2. The Board shall accept courses and programs provided by accredited schools, colleges or universities and programs offered by institutions accredited by the Joint Commission on Accreditation of Health Care Organization or the American Association of Osteopathic Hospitals as well as facilities and agencies certified to receive Medicare and Medicaid reimbursement.

#### **§18-2-9. Minimum Standards for Approved Providers.**

9.1. The Board shall consider written requests to designate other local, state or national agencies, organizations and associations as approved providers.

9.2. The Board shall maintain a current list of approval providers which shall be available to the public upon request. Providers who fail to meet the minimum acceptable provider standards shall be notified, in writing, of specific deficiencies and given a reasonable period of time to correct deficiencies. An approved provider who does not correct deficiencies within the specified time

period may be removed from the list of approved providers.

Provider seeking approval shall provide the following:

A. The duration of the activity.

B. The provider shall prepare written objectives, in measurable terms, which describe what a licensee can expect to learn as designated by ARRT/ASRT guidelines.

C. The program content shall relate to the program objectives.

D. The provider shall furnish the instructor's qualifications in the subject areas to be taught to the participant, in writing, as designated by the ARRT/ASRT.

E. The provider shall establish a written method to determine whether the participant has achieved the stated objectives of the offering. Methods may include but are not limited to self-evaluation check lists or tests, as designated by the ARRT/ASRT.

F. The provider shall furnish a written statement of completion to each participant who satisfactorily completes each continuing education activity which is signed by the instructor or an individual designated by the instructor.

G. The provider shall give each participant a grade indicating satisfactory completion of each continuing education activity, as designated by ARRT/ASRT.

H. The provider shall maintain a record of individuals who attend a continuing education offering for a period of not less than three (3) years.

#### **§18-2-10. Independent or Self-Study.**

10.1. Independent or self study activities may include mediated learning, such as educational television, audio cassettes, and printed media,

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designed as programmed learning units, as designated by ARRT/ASRT.

10.2. Contact hour equivalents for approved independent study shall be based on contact hours approved by the approved provider.

10.3. Independent or Self study, may include activities which the licensee determines will enhance skills and knowledge of nursing, such as reading professional journals, watching educational television and listening to audio cassettes that are not designed as programmed learning units, and are not approved by the approved provider, as designated by ARRT/ASRT.

10.4. The board shall base contact hour equivalents for independent or self study on the actual time spent by the licensee approved by ARRT/ASRT.

10.5. The board will permit credit of a total of five (5) contact hours of self study toward the continuing education requirement for any two (2) year reporting period as designated by ARRT/ASRT.

**§18-2-11. Continuing Education Subjects.**

11.1. Continued education offerings shall reflect the educational needs for the learner in order to meet the health care needs of the consumer and may consist of one or more of the following subject areas:

(a) Radiology/radiation therapy practice areas and special health care problems;

(b) The biological, physical, social and behavioral sciences;

(c) The legal aspects of health care;

(d) Management of health care personnel and patient care;

(e) Teaching and learning process for health care personnel and patients;

(f) Subjects relating to nursing practice which are required as part of a formal radiology/radiation therapy programs and which are more advanced than those completed for original licensure.

**§18-2-12. Activities That Are Not Acceptable for Continuing Education Credit.**

1.1. The following activities are not acceptable for continuing education credit:

(a) job related clinical practice.

(b) development and presentation of programs as part of the licensee's on-going job responsibilities;

(c) orientation and update of policies and procedures specific to the licensee's employing facility; and

(d) activities which are part of a licensee's usual job responsibility.