

# LMRT Documentation Checklist & Eligibility Requirements

This worksheet is not a guarantee of eligibility nor is it an exhaustive list of documentation that may be required. This is intended as a starting point for applicants. Please refer to Board Rules [Chapter 194](#) for complete licensure requirements.

Standard Documentation		
<input type="checkbox"/>	<b>Certified Program Transcript</b>	Required for all LMRT applicants. Program must submit directly to the TMB and transcript must reflect program completion date.
<input type="checkbox"/>	<b>Birth Document</b>	Required of all LMRT applicants. Copy of passport (can be expired) or birth certificate.
<input type="checkbox"/>	<b>DPS/FBI Fingerprint Report</b>	All LMRT applicants must submit fingerprints for state and national criminal history background checks. Please see website for instructions – <a href="http://www.tmb.state.tx.us/page/get-fingerprints">http://www.tmb.state.tx.us/page/get-fingerprints</a> . <b>All arrests/charges must be reported on the application no matter how long ago the incident occurred, the level of the arrest/charge, or the final outcome (including dismissals).</b>
<input type="checkbox"/>	<b>Alternate Name Document</b>	Required if applicant has had a name change as a result of marriage, divorce, naturalization, etc. A copy of the marriage certificate(s), divorce decree(s), etc. will be required for each alternate name.
<input type="checkbox"/>	<b>Licensure Verifications</b>	All LMRT applicants will need to request verification of MRT licenses issued by another state and any other healthcare licenses they have held, even if the license/certificate has expired.
<input type="checkbox"/>	<b>Form L Evaluations</b>	All applicants who have worked as a LMRT will be required to have Form L evaluations completed for all positions held in the past 5 years. These must be sent directly to the TMB by the evaluator. Please see <a href="#">Form L</a> for complete instructions.
<input type="checkbox"/>	<b>Passage of ARRT Limited Exam</b>	<b>Full LMRT</b> applicants must have passed, at the minimum, the Core and at least one other modality of the Limited ARRT exam to be eligible for a full LMRT certificate. An applicant for a full LMRT certificate is only allowed to perform X-rays in the areas of the exam they have passed. To sit

		for the exams applicants will need authorization from the TMB. Exam results will be downloaded directly from ARRT by Board staff. Please see the website for complete details regarding the LMRT exam - <a href="http://www.tmb.state.tx.us/page/LMRT-Exams">http://www.tmb.state.tx.us/page/LMRT-Exams</a>
<input type="checkbox"/>	<b>NPDB/HIPDB Report</b>	<b>Full LMRT</b> applicants will be required to submit a final copy of this report. The NPDB/HIPDB report can be requested online - <a href="https://www.npdb.hrsa.gov/">https://www.npdb.hrsa.gov/</a>

## Criminal History

**\*IMPORTANT\*** - Under application questions #1 - #6 applicants must report all level of arrests and/or charges on their application *no matter location of the incident, how long ago it occurred or the final outcome, including dismissals*. The following must be reported -

- All arrests, no matter how long ago or outcome, including juvenile offenses
- Citations involving drugs or alcohol, no matter how long ago
- Serious traffic offenses, no matter how long ago, such as reckless driving, hit and run, evading arrest, etc...

An applicant's failure to report their complete criminal history can be considered falsification of their application, will extend the processing time, and could result in punitive action by the Board.

If an applicant believes an offense was expunged they will be required to provide a copy of the expunction order. Please note that a non-disclosure order is not an expunction order and will not permit you to withhold information regarding an arrest, citation involving drugs or alcohol, or serious traffic offense.

If an applicant has criminal history they will be required to submit the following documentation, at a minimum. Formal review of their application will also be required once all required information has been received.

<input type="checkbox"/>	<b>Form R</b>	A separate Form R must be completed for each incident. Applicants will need to provide a detailed statement including the events that led up to the arrest/charge. Please see <a href="#">Form R</a> for detailed instructions.
<input type="checkbox"/>	<b>Court Records</b>	Applicants must request the arresting city/county send a copy of the complete court records for each

		incident directly to the TMB. If records are no longer available please have a letter sent indicating this.
<input type="checkbox"/>	<b>Arrest Records</b>	Applicants must request the arresting city/county send a copy of the arrest report for each incident directly to the TMB. If records are no longer available please have a letter sent indicating this.

### Active Practice

**Under Board Rule 194.6(i) all LMRT applicants must meet active practice requirements. Active practice is defined as actively working full time as a LMRT in at least one of the two years preceding the application date. Full time is considered a minimum of 20 hours per week for at least 40 weeks a year. If an applicant is discovered to be out of practice they may be asked to provide at a minimum the information outlined below.**

**Per direction by the MRT Board additional requirements such as completion of continuing education (CE) courses, remedial education, a period of supervised practice, and/or a personal appearance before the LMRT Licensure Committee may be required based on the amount of time out of practice.**

<input type="checkbox"/>	<b>Active Practice Statement</b>	A statement explaining how the applicant has kept current with the medical radiologic technology field, employment plans, and any CE courses completed during the two years preceding the application.
<input type="checkbox"/>	<b>Proof of Continuing Education</b>	Copies of certificates or other proof of CE course completion during the two years preceding the application.