



State of West Virginia

Board of Medicine

101 Dee Drive, Suite 103
Charleston, WV 25311
Telephone (304) 558-2921
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RADIOLOGIST ASSISTANT CERTIFICATION APPLICATION AND INSTRUCTIONS

The West Virginia Board of Medicine is authorized to issue Radiologist Assistant Certifications to eligible radiologist assistants ("RAs") who seek to provide services to patients in West Virginia. A Radiologist Assistant Certification authorizes the RA to work under the supervision of a radiologist. The Radiologist Assistant's supervising radiologist(s) must be licensed by the West Virginia Board of Medicine and must be Board-certified in radiology by a member board of the American Board of Medical Specialties.

An RA is eligible to apply for a Radiologist Assistant Certification issued by the Board if all of the following requirements are met:

1. The applicant is currently certified by the American Registry of Radiologic Technologists as a radiologic technologist;
2. The applicant is currently certified by the American Registry of Radiologic Technologists as a RA;
3. The applicant has unencumbered licensure, certification or registration status in all jurisdictions where the applicant holds or held licensure, certification or registration;
4. The applicant has a qualified supervising radiologist; and
5. The applicant submits a job description, subject to approval by the Board, that delineates the RA duties that will be performed by the applicant, and which is signed by both the applicant and the supervising radiologist(s).

INSTRUCTIONS

To apply for a Radiologist Assistant Certification, please complete the following steps.

1. **Application.** Complete the Radiologist Assistant Certification Application in full. You must identify at least one (1) supervising radiologist and may identify up to three (3) supervising radiologists. Please do not delegate completion of your application to any other person; it is solely the responsibility of the applicant. Provided, the applicant's job description (see below) must be approved and signed by the supervising radiologist(s). Please review the entire application to verify that each entry is correct and complete. Illegible applications will be returned.
2. **Application Fee.** The initial application fee is \$100.00. The West Virginia Board of Medicine accepts online credit card payments for all fees. Please do not send payment with your application. **Upon receipt of your application, the Board will send payment instructions via email.**
3. **Proof of Identity.** Submit a copy of your birth certificate, certificate of naturalization, or passport with your application.
4. **Evidence of Professional Education.** Submit a copy of your original diploma and/or certificate showing completion of your RA program of education.
5. **Evidence of ARRT Certifications.** Submit documentation verifying that you are currently certified by the American Registry of Radiologic Technologists as: (1) a radiologic technologist; and (2) as a radiologist assistant.
6. **Verification of Licensure/Registration/Certification.** You must verify each of your current and former professional licenses, registrations and/or certifications in all jurisdictions as a radiologic assistant and/or radiologic technologist. Verifications must be sent to this Board directly from each issuing board. Please follow the requirements of the issuing board(s) to request verification of your licenses, registrations and/or certifications. Some boards may contract with VeriDoc, www.veridoc.org, for this service. A processing fee may be required by the issuing board.
7. **Job Description.** You must submit a job description signed by both you and your supervising radiologist(s) which lists in numerical order the duties you are requesting to perform as an RA. A standard job description and list of duties is set forth in the Board's legislative rule, W. Va. Code R. § 11-9-14, which is attached herewith for your reference. The job description must be approved by the Board.
8. **Mail Application.** Because your original signature is required, your application must be mailed. The Board does not accept applications via facsimile or email. Please keep a copy of your complete application for your records. Mail your completed application form, identity document, and professional diploma/certificate to:

WEST VIRGINIA BOARD OF MEDICINE
101 Dee Drive, Suite 103
Charleston, WV 25311

Your application is not complete until all component parts, including all documentation, verifications, a job description and payment of the application fee, have been received. You may not provide radiologist assistant duties to patients located in West Virginia while your application is pending. Once your application is complete, it will be reviewed for eligibility. Thereafter, the Board will notify you, via email, of the disposition of your application.