



GENERAL INFORMATION FOR COMPLETING THE NCT TRAINING PROGRAM APPLICATION

Curriculum: Under item 11B, if the curriculum/topics are not titled the same as the topics cited in the rules, then a list must be attached to the application form. In one column list the required topics and in the second column list the titles of the classes/courses which fulfill the requirement.

Instructors: Use of additional instructors by the training program is not permitted without notifying DSHS in writing. The notification shall include the same information listed on item 12 of the application form.

Communications: All correspondence or other communication from the training program to DSHS must be made by the program director. Likewise, communications from DSHS to the training program will be to the training program director.

Training Program Director: Duties and responsibilities of the training program director shall not be delegated to other persons. Should it be necessary to designate another person as the training program director, the program shall notify DSHS immediately, in writing, of an anticipated change. The change in program director designation must be accepted and acknowledged by DSHS before the person can assume the training program directorship.

FAILURE TO CONDUCT TRAINING IN ACCORDANCE WITH REGULATIONS AND THE APPROVED APPLICATION. A program which is conducted in a manner which is not consistent with the regulations or the information submitted on the application materials is subject to revocation of training program approval or other disciplinary action.

Every effort should be made to notify DSHS of changes occurring in the training program such as, but not limited to, personnel, locations, hours of operation, etc.

Location of Training Program: If the training program will be conducted at more than one location, please list the locations on a separate sheet of paper labeled as "Addendum to item 5." If the exact location is not known at the time of application, please explain and give the anticipated date when a specific location will be identified. The specific locations must be provided to DSHS before the classes are conducted.

Application Materials: In submitting application materials, please have pages consecutively numbered.

Only submit two notebooks containing program information.



Budget #ZZ124
Fund124
Fee \$700.00

**MEDICAL RADIOLOGICAL TECHNOLOGIST CERTIFICATION
 NCT TRAINING PROGRAM APPLICATION
 (512) 834-6617**

This application and application fee, **MUST** be submitted to Texas Department of State Health Services (DSHS) at least 45 days **prior to** the starting date of the training program. An approval letter must be issued by DSHS before the training program begins. **An inspection of the facility will be done before the license for the program is issued.** All entries must be typed or printed in ink.

1. Name of Training Program Director (TPD)		
2. Name of Training Program		
3. Mailing Address _____		
City	State	Zip
4. Telephone Number (Include Area Code) ()		
5. Physical Address where training program will be conducted. (If same as above, write "same")		

\$700.00 NON-REFUNDABLE Money Order or Cashier's Check Application Processing Fee Must Accompany this form. No Checks, No Cash.
 Refer to §143.4(b)(17) of the rules. Use the payment coupon enclosed.

6. Beginning date of Program _____ Anticipated end date _____
 If there is no specific ending date, please explain on an attached sheet.
7. Number of Programs or cycles to be conducted during a one year period, Concurrently? _____
 Consecutively? _____
8. Maximum Number of Students per Program _____
9. Hours and days of operation _____
10. Circle the anatomical parts to be included in the training program curriculum: **skull chest spine extremities**
11. **To complete your application**, please provide the following information. In the space provided to the left of each item, the TPD shall place his/her initials indicating acknowledgement of the requirements.
- ____ A. written policies concerning admissions/discharge in accordance with §143.17(f)(8)
- ____ B. curriculum indicating a pre-planned learning experience covering required topics and including specific outcomes in accordance with §143.17(f)(9)
- ____ C. compliance letter or exemption status letter from Texas Workforce Commission §143.17(f)(10)

12. List Instructors (include TPD)	License #	ARRT #
a.	_____	_____
b.	_____	_____
c.	_____	_____

13. **List Practitioners Participating and indicate type: MD/DO/DC/DPM** (Attach an additional page if necessary)

a Name _____ License # _____ Type _____

b Name _____ License # _____ Type _____

c. Name _____ License # _____ Type _____

d. Name _____ License # _____ Type _____

14. **List names of Management and Administrative Personnel** (Attach an additional page if necessary.)

A. _____

B. _____

C. _____

15. **WRITTEN AGREEMENTS**

The TPD shall read the following section and place his/her initials in the space provided to the left of each item indicating acknowledgment of the following requirements:

_____ A. Provide the training as set out in 143.17(d)

_____ B. Limit the size of each class to not more than 75 students per instructor in the classroom, refer to 143.17(f)(11)(A);

_____ C. Advise students that they are prohibited from performing radiologic procedures which have been identified as dangerous or hazardous in accordance with 143.16 of this title (relating to Dangerous or Hazardous Procedures) unless they become an LMRT, MRT or a practitioner, refer to 143.17(f)(11)(B);

_____ D. Use written and oral examinations to periodically measure student progress, refer to 143.17(f)(11)(C),

_____ E. Keep an accurate record of each student's attendance and participation in the program, accurate evaluation instruments and grades for not less than five years. Such records shall be made available upon request by the department or any governmental agency having authority, refer to 143.17(f)(11)(D);

_____ F. Issue to each student who successfully completes the program a certificate or written statement including the name of the student, name of the program, dates of attendance and the types of radiologic procedures covered in the program completed by the student, refer to 143.17(f)(11)(E);

_____ G. Retain an accurate copy for not less than five years and submit an accurate copy of the document described in subparagraph (E) of this paragraph to within 30 days of the issuance of the document to the student, refer to 143.17(f)(11)(F);

_____ H. Permit site inspections by employees or representatives of TDH to determine compliance with 143.17(f)(11)(G) of the rules.

16. **THIS SECTION MUST BE SIGNED WHILE IN THE PRESENCE OF A NOTARY PUBLIC**

I certify that the information provided on this application is true and correct. I have read, understand and agree to abide by the Medical Radiologic Technologist Certification Act and the rules adopted by the Texas Department of State Health Services Title 25 Texas Administrative Code Chapter 143. I agree to conduct the training program in accordance with the information provided on and with this application.

I understand that providing false information of any kind may result in the voiding of this application, failure to be granted approval, or revocation of program approval. I understand that the \$351.00 application fee submitted is non-refundable. I agree to notify the department in writing within 30 days if any information on this form changes.

Signature of Training Program Director

Date

THE STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and being by me first duly sworn declared that the statements therein contained are true and correct.

Given under my hand and seal of office, this _____ day of _____ ,

(Signature of Notary)

(SEAL)

**Application forms and fees should be sent to:
DSHS/FUND 124/BUDGET ZZ124
P. O. Box 12197
Capitol Station
Austin, Texas 78711-2197**

§143.17 Mandatory Training Programs for Non-Certified Technicians.

(a) Purpose. The purpose of this section is to set out the minimum standards for approval of mandatory training programs, as required by the Medical Radiologic Technologist Certification Act (Act), §2.05(f), which are intended to train individuals to perform radiologic procedures which have not been identified as dangerous or hazardous. Individuals who complete an approved training program may not use that training toward the educational requirements for a general or limited certificate as set out in §143.7 of this title (relating to Types of Certificates and Applicant Eligibility). Effective January 1, 1998, before a person performs a radiologic procedure, the person must complete all the hours in subsection (d)(1)(A) - (D) of this section, and at least one unit in subsection (d)(2)(A) - (G) of this section.

(b) Instructor direction required. All hours of the training program completed for the purposes of this section must be live and inter-active and directed by an approved instructor. No credit will be given for training completed by self-directed study or correspondence.

(c) Approved instructors.

(1) For purposes of this section, an individual is approved by the Texas Department of Health (department) to teach in a training program if the individual meets the requirements of §143.9(h)(1)-(2) of this title (relating to Standards for the Approval of Curricula and Instructors). The application for the training program must demonstrate that the instructors meet the qualifications. No application for individual instructor approval is required.

(2) A limited medical radiologic technologist (LMRT) may not teach, train, or provide clinical instruction in a portion of a training program which is different from the LMRT's level of certification. For example, an LMRT holding a limited certificate in the chest and extremities categories may not participate in the portion of a training program relating to radiologic procedures of the spine. The LMRT may participate in the portions of the training program which are of a general nature and those specific to the specific categories on the limited certificate.

(d) Training requirements. In order to successfully complete a program, each student must complete the following training:

(1) courses which are fundamental to diagnostic radiologic procedures:

(A) radiation safety and protection for the patient, self and others - 40 classroom hours;

(B) radiographic equipment, including safety standards, operation and maintenance - 25

(5) the location, mailing address, phone and facsimile numbers of the program;

(6) the name of the training program director;

classroom hours;

(C) image production and evaluation - 25 classroom hours; and

(D) methods of patient care and management essential to radiologic procedures, excluding CPR, BCLS, ACLS and similar subjects - 8 classroom hours; and

(2) one or more of the following units of applied human anatomy and radiologic procedures of the:

(A) skull (five views: Caldwell, Townes, Waters, AP/PA, and lateral) - 16 classroom hours;

(B) chest - 15 classroom hours;

(C) spine - 20 classroom hours;

(D) abdomen, not including any procedures utilizing contrast media - 8 classroom hours;

(E) upper extremities, - 15 classroom hours;

(F) lower extremities, - 15 classroom hours; and/or

(G) podiatric - 5 classroom hours.

(e) Application procedures for training programs. An application shall be submitted to the department at least 30 days prior to the starting date of the training program. Official application forms are available from the department and must be completed and signed by an approved instructor, who shall be designated as the training program director. The training program director shall be responsible for the curriculum, the instructors, and determining whether students have successfully completed the training program.

(1) Official application forms must be executed in the presence of a notary public and shall be accompanied by the application fee in accordance with §143.4 of this title (relating to Fees). Photocopied signatures will not be accepted.

(2) Application forms and fees shall be mailed to the address indicated on the application materials. The department is not responsible for lost, misdirected, or undeliverable application forms. An application received without the application fee will be returned to the applicant.

(f) Application materials. The application shall include, at a minimum:

(1) the beginning date and the anticipated length of the training program;

(2) the number of programs which will be conducted concurrently and whether programs will be conducted consecutively;

(3) the number of students anticipated in each program;

(4) the daily hours of operation;

(7) a list of the names of the approved instructors and the topics each will teach, and a list of management and administrative personnel and any practitioners who will participate in conducting the program;

(8) clearly defined and written policies regarding the criteria for admission, discharge, readmission and completion of the program;

(9) evidence of a structured pre-planned learning experience with specific outcomes;

(10) a letter or other documentation from the Texas Workforce Commission, Proprietary Schools Section indicating that the proposed training program has complied with or has been granted exempt status under the Texas Proprietary School Act, Texas Education Code, Chapter 32 and 19 Texas Administrative Code, Chapter 175; and

(11) specific written agreements to:

(A) provide the training as set out in subsection (d) of this section and provide not more than 75 students per instructor in the classroom;

(B) advise students that they are prohibited from performing radiologic procedures which have been identified as dangerous or hazardous in accordance with §143.16 of this title (relating to Dangerous or Hazardous Procedures) unless they become an LMRT, medical radiologic technologist (MRT) or a practitioner;

(C) use written and oral examinations to periodically measure student progress;

(D) keep an accurate record of each student's attendance and participation in the program, accurate evaluation instruments and grades for not less than five years. Such records shall be made available upon request by the department or any governmental agency having authority;

(E) issue to each student who successfully completes the program a certificate or written statement including the name of the student, name of the program, dates of attendance and the types of radiologic procedures covered in the program completed by the student;

(F) retain an accurate copy for not less than five years and submit an accurate copy of the document described in subparagraph (E) of this paragraph to the department within 30 days of the issuance of the document to the student; and

(G) permit site inspections by employees or representatives of the department to determine compliance with this section.

(g) Application approval.

(1) The administrator shall be responsible for reviewing all applications for training program

(5) A training program which does not renew the approval shall cease representing the program as an approved training program. The program director shall notify, or cause the notification of currently enrolled students that the training program is no longer approved under this section. The notification shall be in writing and must be issued within ten days of the expiration of the approval.

(6) The training program may reapply for approval and meet the then current requirements for

approval. The administrator shall approve any application which is in compliance with this section. A letter of approval shall be issued for a period of one year.

(2) A program shall be denied approval if the application is incomplete or not submitted as set out in this section. The training program director shall be notified in accordance with §113.1 of this title (relating to Processing Permits for Special Health Services Professionals.)

(3) If approval is proposed to be denied, the training program director shall be notified in writing of the proposed denial and shall be given an opportunity to request a formal hearing within ten days of the training program director's receipt of the written notice from the department. The formal hearing shall be conducted according to the department's formal hearing procedures in Chapter 1 of this title (relating to Texas Board of Health). If no hearing is requested, the right to a hearing is waived and the proposed action shall be taken.

(h) Application processing. The department shall use the same process as described in §143.6(f) of this title (relating to Application Requirements and Procedures), except the time periods are as follows:

(1) letter of acceptance - 30 days;

(2) letter of application deficiency - 30 days;

(3) letter of approval - 42 days; and

(4) letter of denial of approval - 42 days.

(i) Renewal.

(1) The training program director shall be responsible for renewing the approval of the training program on or before the anniversary date of the initial application.

(2) The department shall send a renewal notice to the training program at least 60 days prior to the anniversary date. The department is not responsible for lost, misdirected, undeliverable or misplaced mail.

(3) The renewal is effective if the official renewal form and fee in accordance with §143.4 of this title are postmarked or delivered to the department on or before the anniversary date.

(4) Failure to submit the renewal form and renewal fee in accordance with §143.4 of this title by the deadline will result in the expiration of the training program's approval.

approval under this section.

(j) Previously completed training. A person who has completed part or all of the training described in subsection (d) of this section shall be considered to have completed an approved training program for part or all of the training but shall be required to complete the remainder of the training program described in subsection (d) of this section prior to the person's placement on the registry, as set out in §143.18 of this title (relating to Registry of Non-Certified

Technicians).

(1) Unless the person is a registered nurse or certified physician assistant, the previously completed training shall be acceptable only if completed within two years of the time of the person's initial placement on the registry.

(2) Previously completed training shall be acceptable only if it was:

(A) completed at an education program approved under §143.9 of this title;

(B) live, inter-active, and instructor-directed and meets the requirements for acceptance as continuing education credit for MRTs and LMRTs as set out in §143.11 of this title (relating to Continuing Education Requirements); or

(C) accepted for continuing education credits by the Board of Nurse Examiners.

(3) If a person has completed part of the training described in subsection (d) of this section, the program director of the training program shall verify that the previously completed hours comply with this section.

(4) If a person has completed all of the training described in subsection (d) of this section, the department shall verify that the previously completed hours comply with this section at the time of the person's placement on the registry.

(5) Verification of previously completed training shall be made by reviewing only original certificates, official transcripts, printed course curriculum, syllabi, outlines or other documentation acceptable to the department issued in the name of the person who is seeking credit for previously approved training. Photocopied certificates or transcripts will not be accepted for review.

(6) This subsection shall expire on January 1, 1998.

(k) The Board of Health shall consider adopting rules later this year to describe the training programs for RNs, PAs, and podiatric procedures.