Indiana State Department of Health
Health Care Quality and Regulatory Services
Medical Radiology Services Program

Approval Process for Provisional Permit and License for Limited Podiatric Radiographer

ISDH HCQRS Program Advisory Letter
Number: MRS-2007-05
Effective Date: May 17, 2007
Created: May 17, 2007
Cancels: N/A
Reviewed: October 29, 2010
Revised: October 29, 2010

Purpose

The purpose of this program advisory letter is to inform limited podiatric radiology educational programs and students enrolled in those programs about the procedures for obtaining a provisional permit and limited podiatric license pursuant to 410 Indiana Administrative Code [IAC] 5.2.

Background Information

On September 20, 2006, the Executive Board of the Indiana State Department of Health (ISDH) adopted a revision to radiography licensing rules. The revised rules are codified at 410 Indiana Administrative Code 5.2. Pursuant to the revised rules, in order to be issued a license or permit, an individual applying for a radiography license or permit is required to have graduated from or be a student in an educational program approved by the ISDH.

Podiatrists are exempt from the requirement to be licensed to take radiographs. Anyone else who takes radiographs upon direction of the podiatrist must be licensed as a radiologic technologist or a limited podiatric radiographer. With the elimination of the On-the-Job Training program by the radiography licensing rules, the process necessary for licensure as a limited podiatric radiographer has changed. The student must have completed a formal education component through an ISDH approved limited podiatric educational program and a clinical component with the licensed podiatrist before passing an accepted examination. While completing the educational and clinical aspects of the process the student must obtain a provisional permit from the ISDH which will allow the taking of radiographs during the clinical component.

Approval Process for Provisional Permit

1. The process for obtaining a provisional radiology permit is the same as for obtaining other radiology licenses. For a provisional permit, all that is required is the application.

2. The student submits an *Application for a Provisional or Student Permit* [State Form 54176]. There is no fee for the provisional permit. Because there is no fee for this permit, the *Application*

may be submitted directly to the Medical Radiology Services Program at the Indiana State Department of Health, 2 North Meridian Street, Section 5-F, Indianapolis, IN 46204.

3. A provisional permit will be issued immediately upon verification of enrollment with the educational program. The date of issue begins the six (6) month period so the application should not be submitted by the student until the student is actually ready to begin the clinical activities designed to achieve competency.

4. The student is not required to submit supporting documentation with the application with the exception that the student must submit a written explanation if the student answers "yes" to any of the compliance information questions. The ISDH will be verifying enrollment information with the educational program.

5. Once the *Application* is approved, the applicant will receive the permit in the mail. Verification of permit status may be found online via the Indiana Professional Licensing Agency's system which is available 24 hours a day, 7 days a week at http://www.in.gov/pla/license.htm.

6. If a student withdraws or is terminated from an educational program, the student and educational program should immediately notify the ISDH of the withdrawal or termination.

Approval Process for Limited Podiatric Licenses

1. Complete an ISDH approved educational program for podiatric medical assistants. (Approved educational programs are posted on the Medical Radiology Services homepage, http://www.in.gov/isdh/23279.htm.)

2. Receive a passing score on one of the following examinations:
   a. The Podiatric Medical Assistants Certification Examination of the American Society of Podiatric Medical Assistants; or
   b. The American Registry of Radiologic Technologists (ARRT) examination.

3. Submit a *Certification of Proficiency for Limited Radiographer* [State Form 53194] signed by a podiatric practitioner.

4. Submit an *Application for a Radiology License* [State Form 27068]. There is a $60 fee that must accompany the *Application* for a limited podiatric radiographer license. The *Application for a Radiology License* may be downloaded from http://www.in.gov/isdh/23279.htm. An application may also be requested by sending an email to radiology@isdh.in.gov.

5. The ISDH will process the *Application.* Once the *Application* is approved, the applicant will receive the license in the mail. Verification of license status may be found online via the Indiana Professional Licensing Agency's system which is available 24 hours a day, 7 days a week at http://www.in.gov/pla/license.htm.

Questions about this program advisory letter may be addressed to Dave Nauth, Medical Radiology Services Program Director, phone at 317/233-7563, dnauth@isdh.in.gov.

Approved by:

Terry L. Whitson
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Health Care Quality and Regulatory Services Commission
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