



## TEMPORARY INITIAL LICENSE APPLICATION INSTRUCTIONS

### **Application Checklist:**

To avoid any delays in processing, please ensure that you have completed all fingerprint and application requirements at the time of submission.

**Fingerprint-Based Background Check**

“First Time Applicants” must include an additional \$52.00 Fingerprint Background Check Fee. The fingerprint fee is in addition to your License/Permit fee and it must be included along with your application fee. Applicants must obtain their fingerprints from a “Fieldprint” facility. Fieldprint instructions and contact information are on the next page of this application packet. Follow their instructions closely. Your application will not be completed until we receive the results of your fingerprint check from the Oregon State Police. Fingerprint fees are non-refundable. You will also be charged a fee to capture and process your fingerprints at the Fieldprint office. If you have further questions concerning this process please call Fieldprint at 1-877-614-4364.

**License Application**

(Complete all the information asked for on the application. Incomplete applications will be returned.)

**1- Passport Size Photograph of Yourself.**

(Only professional like quality photos will be accepted. No computer generated photos.)

**Application Processing Fee.**

\**Temporary License Fees* are \$30.00 and the license is good for 6- Months.

\**Permanent License Fees* must be calculated from the main page of our website located at:

(<http://www.oregon.gov/obmi/Pages/index.aspx>) by using our Fee Calculator

(<http://www.oregon.gov/OBMI/Pages/Fee-Calculator.aspx>).

(Initial Payment must be a Personal Check, Money Order, or Cashier’s Check Only. Sorry No Cash. Make Payment Payable To: OBMI)

**Photocopy of your National Registry Credential Card(s).** (This only applies to Permanent License Applicants.)  
(If you are registered with more than one registry include photocopies of all of them.)

**Detailed Report(s) of All Past or Present Criminal History.** (Incomplete Applications Will Be Returned.)

If you were ever Cited or Summoned to appear in Court you must provide all of the following documents.

- 1.) Police Reports (For each separate incident.)
- 2.) Court Documents (For each separate incident.)
- 3.) A Letter of Explanation (In your own words write specifics about each separate incident.)

Exactly what arrest information about past criminal history is the Board looking for?

Read the last page on this application titled “[Criminal Background Checks Frequently Asked Questions](#)”.

**Detailed Report(s) of Any Disciplinary Action Taken Against You By Another State.**

If you have had a license denied in any other state, or if you have had any Board action taken against you or your license, you must include a photocopy of that Agency/Board Order action with your application.

*Falsifying an application, supplying misleading information or withholding information may be grounds for denial or revocation of licensure. Failure to disclose may result in a monetary fine including permanent disciplinary action on your record. (OAR 337-030-0010 (3)(D)(g)).*

*Before taking medical images, Oregon law mandates that all medical imaging technologists have an active license, or permit for Limited X-Ray (LXMO) issued by the Oregon Board of Medical Imaging. Any failure to comply with Board statutes and rules may result in civil penalties and a permanent record of disciplinary action against a license or permit.*



## INSTRUCTIONS FOR USING FIELDPRINT

To obtain electronic fingerprints for the Board of Medical Imaging for fingerprinting from a location within or outside the State of Oregon.

[To schedule a fingerprinting appointment, please follow these simple instructions listed below:](#)

1. Visit [www.FieldprintOregon.com](http://www.FieldprintOregon.com).
2. Click on “Schedule an Appointment” button.
3. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue.”
4. Enter this Employer Code for the Board of Medical Imaging:  
**FPORBdMedImagingLicDAS.**
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
  - a. If you have any questions or problems, you may contact our customer service team at 1-877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).



**OREGON BOARD OF MEDICAL IMAGING**  
**800 NE Oregon Street – Suite 1160A**  
**Portland, OR 97232-2162**

Phone: (971) 673-0215 / Fax: 971-673-0218

Website: <http://www.oregon.gov/OBMI>

Email: [OBMI.Info@state.or.us](mailto:OBMI.Info@state.or.us)

STAPLE  
 APPLICANT'S  
 PHOTOGRAPH  
 HERE

A Photocopied Picture Will  
 NOT Be Accepted.

**TEMPORARY INITIAL MEDICAL IMAGING LICENSE**

(Temporary License Are Only Valid for Six (6) Months – Temporary License Are For Students or Recent Graduates.)

**Cost: \$30.00 License Fee + \$52.00 Fingerprint Fee = \$82.00 (Enclose This Amount)**

Mark the appropriate box with an "X" next to the temporary license modality you are applying for.

- |  |  |
|--|--|
| <input type="checkbox"/> Nuclear Medicine Technologist (0830)  | <input type="checkbox"/> Registered Radiologist Assistant (0810) |
| <input type="checkbox"/> Radiation Therapist (0818)            | <input type="checkbox"/> MRI Technologist (0826)                 |
| <input type="checkbox"/> Radiographer (0809)                   | <input type="checkbox"/> Sonographer (0822)                      |
| <input type="checkbox"/> Radiology Practioner Assistant (0810) |  |

Incomplete information, including necessary documents and funds will delay your license. Allow 5- Working Days for processing provided you do not have criminal history. Mail your completed application to the name and address listed above.

**Part 1: About You.**

Last Name:		First Name:		Middle Name:	
Other Last / Maiden Names You've Used:			Ethnic Background:		Gender:
Date of Birth:	Weight:	Height:	Eye Color:	Hair Color:	
Social Security No. (Mandatory)			Driver's License No.		State Issued In:

**Part 2: Contact Information.**

Mailing Address (or P.O. Box):		
City:	State:	Zip-Code
Cell Phone No.	Home Phone No.	
Home Email Address:	Work Email Address:	

(Protected From Release Unless Legally Compelled)

**Part 3: Education**

Name of College or Program:		Instructor's Name:	
Address of College/School:	City	State:	Zip-Code:
College/School Phone No:	Specify Diploma or Certificate:	Graduation Date:	

**Part 4: Education Verification.**

(For applicants enrolled in an Oregon school who have not yet graduated, your school director must complete Part 4. For all applicants who have graduated from an Oregon school or who are completing classes at an out-of-state school, please provide a copy of your school transcript or certificate of graduation.)

The student, \_\_\_\_\_, is in good standing and is in the process of meeting educational requirements for graduation, and is competent to work under proper supervision.

\_\_\_\_\_  
Signature of School Program Director

Date Application Was Received

For Office Use Only:	LEDS Verified	OBMI License No.
Deposit No.		Expiration Date:

**Part 5: Oregon Employer (Or Prospective).**

Oregon Employer (or Prospective):			
Employer's Address:			
City:	Zip Code:	Phone No.	Applicant's Start Date:

**Part 6: Signature of Supervising Physician or Oregon Licensed Technologist.**

I hereby certify that, \_\_\_\_\_, will be under my supervision while practicing the aforementioned medical Imaging modality at the facility listed in Part 5 of this application.

_____ Supervisor's Signature	_____ Supervisor's Printed Name	_____ Supervisor's Title	_____ Date
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**Part 7: Personal Background History** (See "[Criminal Background Checks – Frequently Asked Questions.](#)")

The Oregon Board of Medical Imaging requires a complete criminal history check for every applicant applying for a medical imaging license at the time of initial application; and at each renewal thereafter. All medical imaging applicants in Oregon are required to report any and all prior arrests, pending arrest warrants, guilty pleas, nolo contendere (no contest) pleas, deferred adjudications, pre-trial diversion, convictions, and any matter where probation or community service was and/or is involved. The only exception to this criminal reporting requirement is for routine traffic tickets that do not involve an arrest.

Criminal history is not necessarily a disqualification from licensure. Failure to fully disclose all prior criminal history may result in a monetary fine and a permanent disciplinary record. All disciplinary records are reported to any and all registry's that you are credentialed with. If your answer to Question No. 1 is "**Yes**", you must provide the following documents, and they must be submitted with your initial application or renewal.

- Mail the Board A Copy of Your **Arrest Report** for each arrest.
- Mail the Board A Copy of Your **Court Document** for each arrest.
- Mail the Board A Copy of Your **Personal Letter of Explanation** for each arrest.

- 1.) **Have you ever been Arrested (Detained) and/or Convicted for any Crime (except Minor Traffic Violations)?** (See "[Criminal Background Checks Frequently Asked Questions.](#)")  **YES**  **NO**
- 2.) **Do you have any pending disciplinary investigations, or have you ever had any other professional license subject to disciplinary action in Oregon, or another state, or by any licensing agency?**  **YES**  **NO**

**Part 8: Agreement**

In consideration of my receiving a permanent license from the Oregon Board of Medical Imaging, I do hereby agree to abide by Oregon laws and administration rules pertain to the practice of Medical Imaging. (ORS 688.405 to 688.605; ORS 688.915 to 688.990; OAR Chapter 337.)

I AM AWARE THAT IF ANY CHANGES OCCUR IN MY EMPLOYMENT AND/OR HOME ADDRESS AND PHONE NUMBER, THE BOARD MUST BE NOTIFIED. I UNDERSTAND THAT AN ONLINE UPDATED INFORMATION FORM IS AVAILABLE ONLINE AT THE FOLLOWING WEBSITE ADDRESS: <http://www.oregon.gov/obmi>

By signing this application below I certify that the information appearing on this application is accurate and true to the best of my knowledge. I am also aware that the Board will conduct a criminal history background records check through the Oregon State Police, Law Enforcement Data System (LEDS) and if necessary, a fingerprint card may be required for a nationwide records check.

Signature of Applicant:	Date:
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ALL APPLICATION FEES ARE NON-REFUNDABLE  
Allow 5- Working Days for Processing Once All Required Documents Are Received.

Mail Complete Application and Fee To:  
**OBMI – 800 NE Oregon Street, Suite 1160A – Portland, OR 97232**

Make Check(s) Payable to: OBMI.

If you need help filling out this application or have questions – please call us at: **971-673-0215**  
Or email us at: [OBMI.Info@state.or.us](mailto:OBMI.Info@state.or.us) with your questions.

**OREGON BOARD OF MEDICAL IMAGING**

**CRIMINAL BACKGROUND CHECKS FREQUENTLY ASKED QUESTIONS**

**WHY DO WE REQUIRE CRIMINAL BACKGROUND CHECKS?**

The Board reviews criminal history as part of the application process, including police records, court records, and an applicant's letter of explanation for each incident. Because OBMI issues licenses for people to work in a highly-specialized profession that deals with patients who may be in a vulnerable position, the Board needs to know if applicants have engaged in certain kinds of conduct, as listed in ORS 688.525.

**WILL PAST CRIMINAL ACTION DISQUALIFY MY APPLICATION?**

Prior criminal history does not automatically disqualify an applicant from licensure. The Board evaluates each application on an individual basis.

**WHAT DO I NEED TO REPORT?**

You must report all prior arrests and criminal court actions that have not been previously reported to the Board, along with a letter of explanation for each incident. Here are some examples:

	<b><u>REPORT IT?</u></b>
• Arrested by the police while a juvenile.....	Yes
• Arrested and/or convicted <i>long ago</i> ...several decades ago.....	Yes
• Drunk driving arrest, but received diversion from the court.....	Yes
• Arrested for a domestic disturbance for which no complaint was ever filed.....	Yes
• I completed all probation requirements and the case was dropped or dismissed.....	Yes
• Arrested and/or convicted but the incident has not shown up on any prior background checks.....	Yes
• The charges were later dropped or dismissed.....	Yes
• I received a citation for a simple misdemeanor, but was <u>not</u> detained by police.....	Yes
• The police later admitted that they arrested me by mistake.....	Yes
• Stopped for a speeding violation or other minor traffic violation .....	No

**WHAT IF MY ATTORNEY TOLD ME THAT MY RECORD WAS “EXPUNGED”?**

Some applicants confuse *dismissal* with *expungement*, but they are not the same. The only action that can fully erase a criminal arrest and conviction in Oregon is an *expungement*. There is a statutory process for having a record expunged. You do not need to report an arrest/conviction that has been expunged; but if it has not been expunged, you *must* report it with your application.

**HOW DOES OBMI COMPLETE THE CRIMINAL BACKGROUND CHECK?**

For *first-time* license and permit applicants, the OBMI submits your fingerprints to the FBI and the Oregon State Police, to complete a comprehensive background check that will uncover most any prior arrest or court action from any state, no matter how minor or how long ago it occurred, including arrests in which the charges were later dropped. For renewal applicants, the OBMI completes a criminal background check through the Oregon State Police.

**WHAT IF I AM UNABLE TO OBTAIN ARREST RECORDS AND COURT RECORDS?**

We require copies of any available police reports and court documents for each incident in which you were involved, if there was an arrest and/or court action. If you are having a difficult time obtaining records from a police department or courthouse, please call our office at 971-673-0215 and let us know. Even if you cannot obtain records, you *must* report the arrest and/or conviction on your application, along with a letter explaining what happened.

**WHAT IF I REPORTED THE ARREST/CONVICTION ON A PREVIOUS APPLICATION?**

If you have already reported an incident on your initial application or renewal application, you do not need to report that information to us again.

**WHAT HAPPENS IF I FAIL TO REPORT AN ARREST OR COURT ACTION?**

Any failure to fully disclose criminal history will be reviewed by the Board and may be subject to a civil penalty and permanent disciplinary action against your license.

**IF YOU HAVE QUESTIONS:**

Do not hesitate to call the OBMI office a 971-673-0215. Or you may Email Us at: [OBMI.Info@state.or.us](mailto:OBMI.Info@state.or.us)