

# Medical Imaging and Radiation Therapy Program (MIRTP) emailed application packets frequently asked questions:

The following are the most common Frequently Asked Questions. I will continue to add to this list, if you have a question that you would like me to consider adding to this list and believe it will help other applicants, please send me an email of the question that you feel should be included in this list.

1. How do I submit a complete application packet by email if I do not have a scanner to scan all the application pages and the required supporting documents?

If you have a smart phone you may take a picture of each application page and each of the required supporting documents (please do not take pictures of the back side of the pages or supporting documents, only the front side of each page or supporting document) and then attach the photos to the following email address: [stephen.sanchez@state.nm.us](mailto:stephen.sanchez@state.nm.us) . Before sending the pictures, please view them and make sure they are legible. After you send the email, please make sure that you get a reply from me within 4 business days from the date you sent the email, stating that your email has been received.

2. How do I sign and date the application form if I do not have a digital signature?

If you do not have a digital signature, you will need to print the application form after you complete as much of it electronically, and then manually sign and date the application signature page. Also, if you are not able to check the boxes or type any of the other fields in the application form, you will need to manually check the required boxed and legibly write the information in all applicable application fields in the application form. You will then need to scan the form and create a PDF to attach to the email that you send to my email address. If you do not have a scanner, you may use your smart phone to take a picture of each application page and each of the required supporting documents (please do not take pictures of the back side of the pages or supporting documents, only the front side of each page or supporting document) and then attach the photos to the following email address: [stephen.sanchez@state.nm.us](mailto:stephen.sanchez@state.nm.us) . Before sending the pictures, please view them and make sure they are legible. After you send the email, please make sure that you get a reply from me within 4 business days from the date you sent the email, stating that your email has been received.

3. What do I do if I am not able to check the boxes in the application form?

If you are not able to check all the required boxes electronically, they may be checked manually after the application pages have been printed.

4. What is the MIRTP Registration Number?

The Medical Imaging and Radiation Therapy Program (MIRTP) Registration Number is a unique number that is assigned to initial NM medical imaging or radiation therapy license that will never change. It is NOT any of your NM Medical Imaging or Radiation Therapy LICENSE number(s), which begin with LETTERS and are followed by numbers.

5. How can I find my MIRTP Registration Number?

Your MIRTP Registration Number may be located on each NM medical imaging or radiation therapy certificates of licensure just above the signature located at the bottom center of each NM medical imaging or radiation therapy certificate of licensure. The MIRTP Registration Number may also be located by viewing the

“List of Active NM Medical Imaging and Radiation Therapy Professionals” which appears on the MIRTTP Web Page <https://www.env.nm.gov/rcb/mirtp/> below the application forms.

6. How long does it take to process my request?

The processing time varies and is usually determined by the actions of the applicant. For example, if the applicant submits an incomplete application packet, this will cause a processing delay. Each application form has a section that lists required supporting documents and application acknowledgements, and if followed, will produce a completed application packet. It depends on how many applicants I must review and process because I am the only one that processes all NM medical imaging and radiation therapy licenses and all other available services offered by the MIRTTP. In general, this usually takes two business days. Then once an invoice is created it will depend on how long it takes the applicant to complete the payment process and forward the payment confirmation email. Without the payment confirmation email, I will not be able to process your request. When I receive payment confirmation, I usually process the request within one to two business days. I then mail the original certificates of licensure or written verifications, which at that time is up to the US Postal Service. The faster I get a complete application packet and receive payment confirmation, the faster I will be able to process your requests.