

Applying for a Temporary Student Radiography License:

1. Download [Temporary Student Radiography License Application](#)
2. Complete application, assure that each question is answered, each section is complete and that the application is signed and dated. Mail complete application to address listed at top of application; at this time, there is not a process for submitting the temporary application electronically.
3. Page 2 lists the documents required to be submitted to complete the application:
 - **Verification of Student Status form:** Complete the top portion and the signature portion on the “Verification of Student Status”. Your program director must complete and sign Education Information section and email the completed form to kbmirt@ky.gov.
 - **Employer Acknowledgement form:** Complete the top portion and the signature portion on the “Employer Acknowledgement” and provide the manager / director a copy of 201 KAR 46:045 (pages 6 & 7). The manager or director must complete and sign Employment Information section and email the completed form to kbmirt@ky.gov.
 - **A copy of your government issued photo identification:** Applicants may submit a legible copy of their current driver’s license, US Passport, or any other government issued photo ID.
 - **Results of criminal background check** completed within six (6) months of the application. As part of the application process, you will need to submit a criminal background report for any state that you have lived in or worked in within the past five (5) years. A nationwide criminal background check would also meet requirements. Please note, results that only provide county or city background check will not suffice. The Board does not have specific requirements as to where you obtain the background check. If your prospective employer in Kentucky requires a background check, they may be able to provide you with the background report to submit with the application.
If you have only lived/worked in Kentucky in the past 5 years, you may obtain a Kentucky background check through [Kentucky Court of Justice](#) or [Kentucky State Police](#).
At this time, the Board does not have an agreement with Identigo; and, therefore, cannot retrieve reports from this organization.
 - **Check or money order** written to the Kentucky State Treasurer for temporary license fee (\$50).
4. A few reminders to avoid any delays in processing:
 - **IF YOUR NAME IS DIFFERENT** on any of the information you submit, include legal documentation of the reason for name change (i.e. marriage license/certificate, divorce decree, legal name change document, etc)
 - **DO NOT** staple application documents
 - **ONLY** submit documents that are printed single side on 8 ½ x 11 paper, not front/back
 - **PLEASE** submit documents in a large manila envelope, avoiding folding documents
 - **DO NOT** fold each paper individually
 - **ASSURE** your form of payment (check or money order) is included
5. Once KBMIRT office staff have received all components of your application, processing may take up to two (2) weeks, although, under certain circumstances, processing can take longer. Applications are processed in the order in which they are received; there is no process for expediting an application.

THE SUBMISSION OF AN APPLICATION TO PRACTICE MEDICAL IMAGING OR RADIATION THERAPY IN KENTUCKY DOES NOT AUTHORIZE YOU TO PRACTICE; YOU MUST HOLD A CURRENT AND ACTIVE LICENSE PRIOR TO PRACTICING MEDICAL IMAGING OR RADIATION THERAPY IN ACCORDANCE WITH [KRS CHAPTER 311B](#).