

# Instructions on how to Apply for a new LRT or LRTA License

To practice RT/TR in NC, all individuals must be licensed **prior** to beginning practice.

Applicants may apply online or by submitting a hard copy application by mail. Applications are processed upon completion and receipt of all documents required. **NCBRTL does not accept emailed documents.**

Required documentation includes:

- A completed application, (all fields filled in)
- Official Transcript with degree awarded in RT, or TR option
- A Clinical Appraisal and Summary Reference Form (CPASRF) signed by agency intern supervisor (no matter how many years internship was completed or out of state)
- A **color** head & shoulders photo
- Proof of Exam Passage (either a copy of successful passage notification or copy of NCTRC certificate) is accepted for TR exam passage. There is not a separate state exam.
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- \$100 fee in Cashier's Check, money order or pay online
- An Employment Form and Job description is needed if employed in NC in healthcare or related field.
- Enclose a copy of marriage certificate or other government ID if name is different than what appears on Transcript etc.

To apply online, read through the NCBRTL instructions below then click the New LRT / LRTA Application button at the bottom of the web page. You will be prompted for basic information and then be allowed to purchase an online application. Please answer all the questions. This option will still require supportive documents to be mailed to the board.

Official Transcripts may be sent through school registrar's office to [becky@ncbrtl.org](mailto:becky@ncbrtl.org) or PO Box 2655 Durham, NC 27715. Student copies not accepted.

A Clinical Appraisal and Summary Reference Form signed by agency intern supervisor may be sent directly from supervisor to NCBRTL or submitted with your application.

The **color** head and shoulder photo may be uploaded with your application or mailed in.

## NCBRTL Application Instructions

Please review GS Chapter 90C and NC Administrative Code Rules (NCAC) Chapter 65 before completing application forms.

**NOTICE:** Only complete applications with supportive documents will be reviewed. New licensees will be posted on the website within 48 hours upon receipt of COMPLETE APPLICATION WITH FEE, OFFICIAL TRANSCRIPTS, CPASRF, EXAM PASSAGE PROOF AND PHOTO.

Due to the numerous applications NCBRTL receives that are incomplete, the applications and fee will be held for one year and will not be reviewed until they are complete. No fees are refundable.

Once an Application is submitted for review, your status may be viewed online under "Applications" "Check Application Status" on the NCBRTL website. Incomplete or incorrect applications will not be reviewed.

**Note: Applications are accepted online or by hard copy.**

Online applications are processed quicker and the online info will still need to be entered in your online profile.

## Online applications:

Go to Applications on [www.ncbrtl.org](http://www.ncbrtl.org) home page Select LRT or LRTA

Items to remember and steps to the application process are as follows:

1. The application fee is required. Please let NCBRTL know if someone with another name pays for your application
2. All application forms are filled out completely online.
3. At the end of the application, documents can then be uploaded
  - o Upload a copy of successful passage notification of the Prometric letter or a copy of your current NCTRC Certification as proof of exam passage. (LRT applicants only) Do not print out NCTRC online verification, or email, it will not be accepted

- Upload a current color head and shoulders photograph of yourself. Be professional!
  - upload your Official transcript or have it emailed from school registrar's office to [becky@ncbrtl.org](mailto:becky@ncbrtl.org)
  - Upload a head and shoulders color photo-Be professional.
  - Upload your Clinical Performance Appraisal and Summary Reference Form (CPASRF) completed and signed by your internship supervisor. Make and keep a copy of this form in your records!
4. If currently employed in healthcare, include a NCBRTL Employment Form (describing what you are currently doing) and a copy of your current job description. Employment Found under Documents and Forms on website.

Note: If you have been married or otherwise changed names since your transcripts, please enclose a copy of marriage certificate, divorce degree or other legal documentation to support name change.

## Hard Copy Applications

Please note there will automatically be a delay in hard copy applications and you still will be required to complete online profile.

1. The application fee is required made payable to NCBRTL (cashier's check, certified check, money order or employer's check only) (No personal checks will be accepted).
2. All application forms are filled out completely
3. Mail copies of:
  - Successful Exam passage proof, only accepted documentation is: copy of Prometric letter or a copy of your current NCTRC Certification. (LRT applicants only)
  - Official Transcripts (may be emailed from School Registrar's office), Transcripts from all schools attended toward requirements are needed)
  - Color head and shoulders photo with name written on back if not attached. Licenses will be posted online and mailed. Online profile will be required to be completed.

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