Bureau of Climate and Environmental Health (BCEH) eLicensing System

How to Renew a Diagnostic Radiography Facility Registration (DRAD) Registration

This resource provides instructions for how to Link and Renew a Diagnostic Radiography Facility license in the BCEH eLicensing system.

<u>Step 1:</u> Prior to starting a renewal application, the existing license will need to be linked to your account. To start, click Link an Existing License or Registration.



Home Screen

Note: If you have already linked your licenses, please skip to Step 7.

<u>Step 2:</u> Select Radiation Control Program for the Board/Program, Diagnostic Radiography Facility Registration for the License or Registration Type, and enter the License or Registration Number. Click Proceed.

Home > Link License/Registration	
Link License or Registration to my Account	
Step 1: Please select the license or registration type and enter the license or registration number you would like to link to your Board/Program *	account.
Radiation Control Program 1	
License or Registration Type * Diagnostic Radiography Facility Registration	
License or Registration Number *	
R10009	3
Proceed	

Link License/Registration Screen

<u>Step 3:</u> The Radiation Control Program will provide a unique **Registration Pin Code** to contacts associated with the license. Enter the code, check the **reCAPTCHA checkbox**, and click **Proceed**.

Home > Link License/Registration	
Link License or Registration to my Account	
Step 1: Please select the license or registration type and er	ter the license or registration number you would like to link to your account.
Board/Program *	
Radiation Control Program	Ŧ
License or Registration Type *	
Diagnostic Radiography Facility Registration	*
License or Registration Number *	
R10009	
Step 2: Please enter the following information to link your	license or registration.
Registration Pin Code *	
10000	
V I'm not a robot	
Cancel Proceed 3	

Link License/Registration Screen

<u>Step 4:</u> Review the license(s) information, check the **reCAPTCHA checkbox** followed by clicking **Yes**, Link.

Home > Link License/Registration								
Link License or Registration to my Account								
Step 1: Please select the license or registration type and enter the license or registration num Board/Prooram *	iber you would like to link to your account.							
Radiation Control Program	¥							
License or Registration Type *								
Diagnostic Radiography Facility Registration	*							
License or Registration Number *								
R10009								
10000 Step 3: Review your license(s)/registration(s) information The following license(s)/registration(s) will be linked to your account :								
License/Registration Type	License/Registration Number	Licensee Name	Licensee Address					
Diagnostic Radiography Facility Registration	R10009	Example	Example Example MA 02123					
Are you sure you would like to proceed with linking the license(s)/registration(s) above to you Implement the state of t	ir account?							

Link License/Registration Screen

Note: If your pin code is associated with more than one license, the additional license(s) will appear in the list to be linked to the account.

<u>Step 5:</u> The license(s) are now linked successfully. Click **OK** to proceed to the **My Licenses/Registrations** page.

Home > Link License/Registration								
ink License or Registration to my Account								
The following license(s)/registration(s) are linked to your acco	unt:							
License/Registration Type	License/Registration Number	Licensee Name	Licensee Address					
Diagnostic Radiography Facility Registration	R10009	Example	Example Example MA 02123					
Draghostic Radiography Facility Registration In 10009 Example Example Example Wrote 123 To link additional license(s)/registration(s) to your account, please click the "Link Another License/Registration" Button. If you have no additional licenses/registrations to link, click the "OK" button. Link Another License/Registration OK								

Link License/Registration Screen

Note: To link additional licenses, click **Link Another License/Registration** and complete the same steps as outlined above using the unique pin code(s) provided by the Radiation Control Program.

<u>Step 6:</u> The My Licenses/Registrations page is the homepage for licenses activities. To start an application to renew your license, click Start a Renewal Application.

Home > My Licenses/Registrations > Diagnostic Radiography Facility Registration	
This page provides details about your application(s) for Diagnostic Radiography Facility Registration . You may use this page to:	
 Start a brand new application View the status of your applications Return to an application that is in progress and not yet submitted Withdraw an application that is in progress, but has not been submitted 	
If you would like to begin or continue working on applications for a different type of license, certification or registration you may do so by navigating to this page.	
License # R10009 Example Example Example, MA 02123 (Active) Your License is Active as of 11/22/2024 and will expire on 12/31/2024.	
Start a Renewal Application	\rightarrow
Start an Amendment Application	÷
License Documents	
Diagnostic Radiography Facility Registration Wall Certificate	Download

My Licenses/Registrations Screen

Step 7: Click Start Application.



<u>Step 8</u>: The header of the application provides a numbered list of the steps required in the application. The first step is **Organization Information**. Start reviewing the information in the fields below. All required fields are denoted by a red *****. Make any needed updates.

Home > My Licenses/Registrations > Diagnostic Radiography Fac	ility Registration > Diagr	nostic Radiog	raphy Facility Regist	tration - Renewal	Application	
1 2 3 Organization Information Facility Personnel Machine	ne Information	-4 Shielding Des	ign Plan	eSignature	6 Payment	7 Submi
Application #: RRE1000003						
Organization Information						
Please review the Facility information below and update if necessary.						
Facility Name *	Facility Type *		Is this facility state	owned or state-		
Example	Dental Office	•	Yes () No			
Facility Email Address *	Facility Phone Number	*				
example@null.com	555-555-5555					
Facility Address Line 1: Example	Facility Address Line 2:					
Facility City: Example	Facility State: MA		Facility Zip Code: 0	2123		
Please enter the Mailing Address information below.						
Mailing Address 1 *	Mailing Address 2					
Example						
Mailing City *	Mailing State *		Mailing Zip Code *	,		
Example	MA	•	02123			

Organization Information Screen

Note: Changing the Facility Address is not allowed on renewal applications. As a result, these fields are non-editable.

Continue to review the **Responsible Person, Billing Contact, Facility Inspection Contact, and Inspection Report Contact** information followed by clicking **Save & Go To Next Page**.

Please enter the Mailing Address informati	on below.						
Mailing Address 1 *		Mailing	g Address 2				
Example							
Mailing City *		Mailing	g State *		Mailing Zip	Code *	
Example		MA		V	02123		
Posponsible Person							
The Responsible Person must be the owne							
First Name *	Last Name *		Email Address *			Phone Number *	
Jane	Doe		example@null.com			555-555-5555	
Dilling Contact							
Billing Contact	Last Name +	Empil (Address +		Dhana Nium	h +	
First Name "	Last Name *	Email					
John	Doe	example@null.com					
Billing Address Line 1 *		Billing Address Line 2					
Example							
Billing City *		Billing State *			Billing Zip C	ode *	
Example		MA		▼	02123		
Facility Inspection Contact							
The person RCP will contact to coordinate a	any facility inspections.						
First Name *	Last Name *		Email Address *			Phone Number *	
Example	Example		Example@null.com			555-555-5555	
Inspection Report Contact							
The person who will receive the inspection results/report.							
First Name *	Last Name *		Email Address *			Phone Number *	
Example	Example		Example@null.com	@null.com		555-555-5555	
Save & Stay On This Page Save & Go To Next	Page >>						

Organization Information Screen, Continued

Good To Know: If a required field is empty, the system prevents users from advancing to the next page. The system provides a prompt for the required field to be completed

Mailing Address Line 1 *		Mailing Address Line 2	Mailing City *
Example			
			Please complete the above field.
Mailing State *		Mailing Zip Code *	Mailing Country *
MA	•	02111	United States

Organization Information Screen, Missing Information Example

<u>Step 9:</u> For the Facility Personnel page, review information for Responsible Physician, Interpreting Physician, and Radiation Machine Operators.

Home > My Licenses/Registration	s > Diagnostic Radiography Facility Reg	istration > Diagnostic Radiography Faci	lity Registration - Renewal Application	
12	3	4	5	6 7
Organization Information Facility	Personnel Machine Inform	ation Shielding Design Plan	eSignature	Payment Submit
Application #: RRE1000003				
Responsible Physician				
First Name *	Last Name *	License Number *	License Expiration Date *	Email Address *
Example	Example	123456	12/20/2024	example@null.com
Interpreting Physicians				
Any additional physicians who interpret	X-ray results.			
Interpreting Physicians #1				
First Name *	Last Name *	License Number *	License Expiration Date *	
Jane	Doe	123456	3/21/2025	
Add Interpreting Physician				
Radiation Machine Operators				
Facility personnel who operate radiation	n machines. This includes Radiologic Techn	ologists, fluoroscopy users, and any othe	r qualified radiation machine operators.	
Radiation Machine Operators #1				
First Name *	Last Name *	License Number *	License Expiration Date *	
John	Doe	123456	4/16/2025	
Add Dediction Machine Operator				
Add Radiation Machine Operator				

Facility Personnel Screen

Note: Click Add Interpreting Physician/Add Radiation Machine Operator to add a new record.

Continue to review personnel information for **Medical Physicists** and **Consultants**, followed by **Clicking Save & Go To Next Page**.

Medical Physicists						
Medical Physicists #1 First Name *	Last Name *	Registration Number *		Registration Expiration Date		
Example	Example	123456		3/14/2025		
Add Medical Physicist						
Consultants						
Service providers for any radiation machine						
Consultants #1						
First Name *	Last Name *	Registration Number *	Registratio	n Expiration Date *	Email Address *	
Example	Example	123456	4/11/2025	e	example@example.com	
Area of Registration *		Other Area of Registration				
Calibration of radiation measurement	Diagnostic Radiology (example: mammography)	Example				
Installation and/or servicing of x-ray	Mammography Medical Physics					
Personnel dosimetry services	Shielding Design					
Therapy Medical Physics	Other					
Add Registered Consultant						
<< Go To Previous Page Save & Stay On This P	age Save & Go To Next Page >>					Exit

Facility Personnel Screen

<u>Step 10:</u> Review the machine details. Click **Add Machine** to enter additional record(s). Click **Save & Go To Next Page** after entering all the facility's machine(s) used for diagnostic radiography.

lome > My Licenses/Registrations > Diagnostic Radiography Facility Registration > Diagnostic Radiography Facility Registration - New Application							
0rganization Information	- 2 Facility Pe	rsonnel Ma	3)	4 Shielding Design Plan	eSignature	6 Payment	7 Submit
Application #: RNE1000009							
Machine Information							
Provide details for each machine use	ed for diagn	ostic radiography at this facility.					
Machine #1							Delete
Machine Type *		Manufacturer *	Model *		Serial Number *	Installation Date *	
Radiography	•	Example	Example		123456	11/3/2024	
Add Machine							
Save & Stay Control State & Stay Control State & Stay Control State & Stay Control State &	On This Page	Save & Go To Next Page >>					Exit

Machine Information Screen

<u>Step 11:</u> To report the removal of a machine, select 'Terminated', followed by entering the **Removal Date**, **Method of Disposal**, and providing any supporting documentation.

Application #: RRE1000003				
Machine Information				
Provide details for each machine used for	diagnostic radiography at this facility.			
Machine #1				
Machine Disposition *	•			
Active • Terminated				
Removal Date *				
11/21/2024	•			
Method of Disposal *	2			
Disabled/cut the x-ray cord (machine no taking x-rays)	longer capable of			
Oisposed to town's hazardous waste site				
O Waste broker				
 Transferred to another facility 				
Removal Supporting Documentation				
	Drag document(s) or cli	ick here		
Machine Type *	Manufacturer *	Model *	Serial Number *	Installation Date *
Radiography	Example	Example	123456	11/3/2024

Machine Information Screen

Step 12: Select Yes or No for the following question in the Shielding Design Plan section.

Home > My Licenses/Registrations > Mammography Facility License > Mammography Facility License - Renewal Application									
1	2	3	-4	5	6	7	8		
Organization Info	Facility Personnel	Mobile Mammography Facility Sites	Mammography Machine Information	Shielding Design Plan	eSignature	Payment	Submit		
Application #: MRE100	00003								
Shielding Design Pl	an								
Prior to construction, a 120.422.	shielding plan shall be submitt	ted to the Radiation Control Program	m for review and approval. T	'he shielding design plan shal	l meet the requirements	of Appendices "A" and "C" of CM	WR 120.420 and		
Is any construction or r	modification planned for the ro	om(s) housing radiation machines?	If so, an updated shielding	design plan must be submitte	ed. *				
◯ Yes ◯ No									
<< Go To Previous Page	Save & Stay On This Page Sav	e & Go To Next Page >>					Exit		

Shielding Design Plan Screen

If No, click Save & Go To Next Page.

Home > My Licenses/Registrations > Mammography Facility License > Mammography Facility License - Renewal Application									
Organization Info	2 Facility Personnel	3 Mobile Mammography Facility Sites	4 Mammography Machine Information	5 Shielding Design Plan	eSignature	Payment	8 Submit		
Application #: MRE100	0003								
Shielding Design Pla	an								
Prior to construction, a 120.422.	shielding plan shall be submit	ted to the Radiation Control Program	m for review and approval. T	'he shielding design plan shal	ll meet the requirements (of Appendices "A" and "C" of CN	VIR 120.420 and		
Is any construction or m	Is any construction or modification planned for the room(s) housing radiation machines? If so, an updated shielding design plan must be submitted. *								
🔿 Yes 💿 No 🚺									
<< Go To Previous Page	Save & Stay On This Page Sav	ve & Go To Next Page >> 2					Exit		

Shielding Design Plan Screen

If **Yes**, a **Shielding Design Plan** is required. Upload the shielding deign and supporting documents. Confirm the plan meets **Radiation Shielding and Safety Requirements**. To upload document(s), click within the document upload section.

Home > My Licenses	/Registrations > Mammograp	hy Facility License > Mammo	graphy Facility License - Rene	val Application				
Organization Info	2 Facility Personnel	3 Mobile Mammography Facility Sites	4 Mammography Machine Information	5 Shielding Design Plan	eSignature	Payment	8 Submit	
Application #: MRE100000	3							
Shielding Design Plan								
Prior to construction, a shi 120.422.	elding plan shall be submitted t	o the Radiation Control Progran	n for review and approval. The	shielding design plan shall m	eet the requirements of Appe	endices "A" and "C" of CMR 1	120.420 and	
Is any construction or mod	ification planned for the room(s) housing radiation machines?	If so, an updated shielding des	ign plan must be submitted.	*			
● Yes ○ No								
Upload shielding design plan	and supporting documentation. *							
Drag document(s) or click here								
Comments								

Shielding Design Plan Screen

Note: There is also an option to drag and drop a file into this document section.

Locate the document to upload (exact steps may vary e.g., Mac v. PC, etc.)

lder					• === •	
Name	Status	Date modified	Туре	Size		
Test Doc	\odot	12/1/2022 10:17 AM	Microsoft Excel W	22 KB		
Test png	\odot	6/29/2023 3:39 PM	PNG File	77 KB		
🛃 test	\odot	12/7/2022 4:08 PM	Adobe Acrobat D	7 KB	0	
test	\odot	12/7/2022 4:06 PM	Microsoft PowerPo	32 KB		
,				_		
ame: test				✓ All Files		

Shielding Design Plan Screen, Document Upload

Select a Category from the dropdown menu and click Upload.

Home > My Licenses/	Registrations > Mammogra	phy Facility License > Mammo	graphy Facility License - Ren	newal Application			
0rganization Info	2 Facility Personnel	3 Mobile Mammography Facility Sites	4 Mammography Machine Information	5 Shielding Design Plan	eSignature	7 Payment	8 Submit
Application #: MRE100000	3						
Shielding Design Plan							
Prior to construction, a shie 120.422.	lding plan shall be submitted	to the Radiation Control Progra	m for review and approval. Th	ne shielding design plan shal	meet the requirements	s of Appendices "A" and "C" of CMF	R 120.420 and
Is any construction or modi	fication planned for the room	s) housing radiation machines?	If so, an updated shielding d	lesign plan must be submitte	d. *		
Yes No							
Upload shielding design plan a	nd supporting documentation. *						2
test.pdf	Category: Shielding D	esign Plan from expert		Ţ		Remov	e Upload
Comments							

Shielding Design Plan Screen, Document Upload

Review the **Document Name**, **Category** and **Upload Date** to ensure the document is uploaded successfully. Repeat the same process to upload additional documentation, if necessary.

Home > My Licenses/Registrations > Mammograp	hy Facility License > Mammo	graphy Facility License - Ren	ewal Application			
0 Organization Info Facility Personnel	3 Mobile Mammography Facility Sites	4 Mammography Machine Information	5 Shielding Design Plan	6 eSignature	7 Payment	8 Submit
Application #: MRE1000003						
Shielding Design Plan						
Prior to construction, a shielding plan shall be submitted to 120.422.	o the Radiation Control Program	n for review and approval. Th	e shielding design plan shall	meet the requirements	of Appendices "A" and "C" of CM	R 120.420 and
Is any construction or modification planned for the room(s Yes O No 	i) housing radiation machines?	If so, an updated shielding d	esign plan must be submitte	d. *		
Upload shielding design plan and supporting documentation. \star						
Document Name: test.pdf						
Document Category: Shielding Design Plan from	expert					
Upload Date: 11/22/24						
		Drag document	(s) or click here			

Shielding Design Plan Screen, Document Upload

Note: Click the **i**con to remove a document e.g., if the wrong document was uploaded, etc.

<u>Step 13</u>: Review the **Radiation Shielding and Safety Requirements**. Indicate if the plan meets each requirement. Enter comments as necessary.

Radiation Shielding and Safety Requirements
Responses to the following statements from 105 CMR 120.420: Appendix A are required for the evaluation and official approval of the shielding requirements for a radiation installation.
A. The plans show the normal location of the x-ray system's radiation port, the port's travel and transverse limits, general direction(s) of the useful beam; locations of any windows and doors; the location of the operator's booth and the location of the x-ray control panel. *
● Yes ◯ No
Comments
B. The plans show the structural composition and thickness or lead equivalent of all walls, doors, partitions, floor, and ceiling of the room(s) concerned. *
● Yes ◯ No
Comments
C. The plans show the dimensions of the room(s) concerned. *
● Yes ◯ No
Comments
D. The plans show the type of occupancy of all adjacent areas inclusive of space above and, below the room(s) concerned. If there is any exterior wall, the plans show distance to the closest area(s) where it is likely that individuals will be present. *
● Yes ◯ No
Comments

Shielding Design Plan Screen

Step 14: Click Save & Go To Next Page after completing the section.

2c. When the viewing system is a window, the following requirements also apply: The material constituting the window shall have at least the same lead equivalence as that required in the booth's walls in which it is mounted. *
● Yes ◯ No
Comments
3. When the viewing system is by mirrors, the mirror(s) shall be so located as to accomplish the general requirements of 105 CMR 120.421: Appendix B section 4(A). *
● Yes ◯ No
Comments
4a. When the viewing system is by electronic means, the camera shall be so located as to accomplish the, general requirements of 105 CMR 120.421: Appendix B section 4.(A). *
● Yes ◯ No
Comments
4b. When the viewing system is by electronic means, there shall be an alternate viewing system as a backup for the primary system. *
● Yes ○ No
Comments
4c. When the viewing system is by electronic means, means shall be provided for the operator to be able to orally communicate with the patient at all times. *
() Yes () No
Comments
<> Go To Previous Page Save & Stay On This Page Save & Go To Next Page >> Exit

Shielding Design Plan Screen

<u>Step 15:</u> Read the eSignature statement, **check the box for I agree**, enter **Full name** followed by clicking **Save & Go To Next Page**

Home > My Licenses/Re	gistrations > Diagnostic Radio	graphy Facility Registration >	Diagnostic Radiography Facility Re	egistration - Renewal Appl	lication			
1	2			5	6	7		
Organization Information	Facility Personnel	Machine Information	Shielding Design Plan	eSignature	Payment	Submit		
Application #: RRE1000003								
eSignature 🚺								
Please read the following state Department for amendment, y written signature.	ement carefully, then acknowledg you must review the entire applic	e that you have read and appro ation to ensure the information	oved it by providing the information you have provided is truthful and	n requested at the bottom accurate. Please note that	of the page. If this application was re an eSignature is the electronic equiva	opened by the alent of a hand-		
I hereby certify that the above which I am applying.	information is true to the best of	f my knowledge and that I will c	comply with all applicable laws and	regulations of the Commo	onwealth of Massachusetts pertaining	<i>to the activity for</i>		
I also certify, under the pains a correct the information provia understand that any misrepre	I also certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application is truthful and accurate. I further certify that I have had the opportunity to review and correct the information provided in this application. I attest that any uploaded supporting electronic documents in this application are scans of original documents or certified copies from the primary source. I understand that any misrepresentation or omission of information contained in this application may be grounds for the Department to deny the application to suspend or revoke a license issued to me.							
I further attest that, pursuant contractors, and withholding a	to Mass. Gen. Laws ch. 62C, § 49) and remitting of child support.	A, to the best of my knowledge .	and belief, I have complied with all	laws of the Commonweal	th relating to taxes, reporting of empl	oyees and		
By my eSignature below, I cert	ify that I have read, fully underst:	and, and accept all terms of the	e foregoing statement. I make my e	Signature by completing t	the fields below.			
Do Not E-Sign Until You Have	e Read the Above Statements. (Information about the Massa	chusetts Electronic Signature La	w)				
I agree * ☑ Yes								
Owner or Corporate Officer *								
Example	3							
Save 8	& Stay On This Page Save & Go To I	Next Page >> 4				Exit		

eSignature Screen

<u>Step 16:</u> The **Payment** section provides an overview of the payment process. Review the **Important Note** and **Amount Due** based on the number of DRAD machines specified in the application. Click **Pay Fee** to advance to the page where payment info will be collected

Home > My Licenses/Re	gistrations > Diagnostic Ra	diography Facility Registration >	Diagnostic Radiography Facility F	Registration - Renewal Appli	cation					
0rganization Information	2 Facility Personnel	3 Machine Information	4 Shielding Design Plan	eSignature	6 Payment	7 Submit				
Application #: RRE1000003		1)							
PLEASE READ THIS	BEFORE PROCEED	ING								
You are about to be redirec	ted to a third-party paymer	nt site. This is NOT the last step i	n the application process.							
Your application will NOT b	e completed until you:									
 Click: Pay Fee below Return here after paying Click: Go to Next Page > Click: Submit 	Click: Pay Fee below Return here after paying (This will happen automatically as long as you keep your browser open) Click: Go to Next Page >> Click: Submit									
You will receive an email cont Failure to complete these ste	firming the application subm ps will result in an INCOMPLE	ission and another email receipt co TE application and you will risk lic	onfirming your payment. ense expiration for incomplete ren	newals and delays in process	ing for all other incomplete applications.					
Please make a payment onlin Please note: Online payment	ne with a credit or debit card o ts are subject to a non-refund	or an ACH payment by clicking the lable convenience fee.	"Pay Fee" button below.							
Amount Due: \$45.00 2										
<< Go To Previous Page Pay Fe										

Payment Screen

<u>Step 17:</u> Applicants are directed to the secure payment page. Note the Description, ID, and Amount in the Payment section.



Payment Details Screen

<u>Step 18:</u> Complete the **Billing Information** and **Payment Information** fields, followed by clicking **Submit Payment** at the bottom of the page

Billing Information	Payment Information
- U	Credit/Debit Card Electronic Check/ACH
International Address	Card Type
Company Name	
Enter Company Name	
0.0	Card Number
First Name	CVV Code
Lixample	
Last Name	Expiration
Name	11 🗸 202 🗸
Address 1	
100 Broadway	Check to accept both the Commonwealth of Massachusetts
Address 2	and nCourt Terms Agreements.
Enter Address Line 2	
710	
11111	
city	
Boston	
State/Territory	
Massachusetts 🗸	
Phone Number	-
(555) 555-5555	
Email	
testigtest.com	
Confirm Email	
test@test.com	
Important Information	
Transaction will appear on your financial statement as N	COURT*MADPH BCEH
Please provide the correct billing address associated wi	th the account being used to make the payment.
- To receive an email confirmation of your navement	lasse include a valid email address
to receive all email commation of your payment, p	rease morade a valid email address.
If you would like a text notification payment confirm	ation sent to your mobile phone, enter the following:
Mobile Number () -	
	Please verify the above information before submitting your
	Please verify the above information before submitting your payment. Do not click the 'Submit Payment' button more that
	Please verify the above information before submitting your payment. Do not click the 'Submit Payment' button more that one time.

Enter Payment Information Screen

<u>Step 19:</u> Following payment, applicants are directed back to the system. A receipt will also be sent to the email address provided. Please review the payment details followed by clicking **Go To Next Page**.

Home > My Licenses/Reg	istrations > Diagnostic Ra	diography Facility Registration >	Diagnostic Radiography Facility F	Registration - Renewal Appl	ication				
Organization Information	2 Facility Personnel	3 Machine Information	4 Shielding Design Plan	eSignature	6 Payment	7 Submit			
Application #: RRE1000003			1						
PLEASE READ THIS	BEFORE PROCEED	ING							
You are about to be redirect	ed to a third-party paymer	nt site. This is NOT the last step i	n the application process.						
Your application will NOT be	completed until you:								
 Click: Pay Fee below Return here after paying Click: Go to Next Page >> Click: Submit 	Click: Pay Fee below Return here after paying (This will happen automatically as long as you keep your browser open) Click: Go to Next Page >> Click: Submit								
You will receive an email confi Failure to complete these step	irming the application subm os will result in an INCOMPL	ission and another email receipt co TE application and you will risk lice	onfirming your payment. ense expiration for incomplete ren	newals and delays in proces	sing for all other incomplete applications				
Please make a payment online Please note: Online payments	e with a credit or debit card o s are subject to a non-refund	or an ACH payment by clicking the lable convenience fee.	"Pay Fee" button below.						
Amount Due: \$45.00 Amount Paid: \$45.00 Remaining Amount: \$0.00 << Go To Previous Page Go To N	2 Next Page >> 3								

Payment Screen

Step 20: The Submit screen provides a chance to application prior to submitting. Review the instructions and check the application for accuracy. Click **Submit Application**.

Home > My Licenses/Registrations > Diagnostic Radiography Faci	lity Registration > Diagnostic Rad	diography Facility Reg	istration - Renewal Applicati	ion		
(1)(2)(3)_	4		5		7	
Organization Information Facility Personnel Machin	e Information Shielding	g Design Plan	eSignature	Payment	Submit	
Application #: RRE1000003	0					
Please note that your application has not been submitted yet. You m	nust scroll to the bottom of this p	bage and click the "Su	ıbmit" button.			
Please review your Diagnostic Radiography Facility Registration - Renewal Application below. If all information is accurate, <u>click the "submit" button at the bottom of the page</u> . Three things will happen when you submit this application:						
 You will be redirected to a confirmation page on this site – please print this page or save a screenshot for your records; You will receive a confirmation email with your application number affirming the submission; and Your application will enter the review queue. 						
After you submit your application, you may log in and view it on this website, but you cannot make edits unless the Department gives permission for changes. That may happen if the reviewer has questions or needs more information. An application can be reopened for editing after submission per the applicant's request and/or upon the Department's discretion. To edit an application once it has been submitted, please email your request to RadiationControl@mass.gov.						
The review process may take several weeks. You will be notified via email	when the Department has made a	a decision regarding y	our application.			
<< Go To Previous Page Submit Application						
Payment Information						
Amount Due: \$45.00						
Amount Paid: \$45.00						
Remaining Amount: \$0.00						
Organization Information						
Facility Name: Example	Facility Type: Dental Office	Is this facility state-	wned or state-			
		operated?: No				
Facility Email Address: example@null.com	Facility Phone Number: 555-555-5555					
Facility Address Line 1: Example	Facility Address Line 2:					
Facility City: Example	Facility State: MA	Facility Zip Code: 02	123			

Submit Screen

Note: Click Go to Previous Page to make any corrections, if necessary

<u>Step 21:</u> Applicants are returned to their **My Licenses/Registrations** page after submitting the application. This page provides an opportunity to view your License(s) and complete any further actions including **starting a new application**, **viewing the status of an application**, **viewing/printing an application**, **downloading Wall Certificate(s)** and more.

Home > My Licenses/Registrations > Diagnostic Radiography Facility Registration
This page provides details about your application(s) for Diagnostic Radiography Facility Registration . You may use this page to:
 Start a brand new application View the status of your applications Return to an application that is in progress and not yet submitted Withdraw an application that is in progress, but has not been submitted
If you would like to begin or continue working on applications for a different type of license, certification or registration you may do so by navigating to this page.
License # R10009 Example Example, MA 02123 (Active) Your License is Active as of 11/22/2024 and will expire on 12/31/2024.
Diagnostic Radiography Facility Registration - Renewal Application Example (Pending) Application #: RRE1000003
You have submitted an application (# RRE1000003) on 11/22/2024. Your application is being reviewed by the Department. If you wish, you may review the application you have submitted by clicking on the "View Application" button below.
View Application
License Documents
Diagnostic Radiography Facility Registration Wall Certificate

My Licenses/Registrations Screen

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For additional resources, please visit the BCEH e-Licensing User Guide link: <u>Bureau of Climate and Environmental Health eLicensing System</u> <u>User Guide | Mass.gov</u>