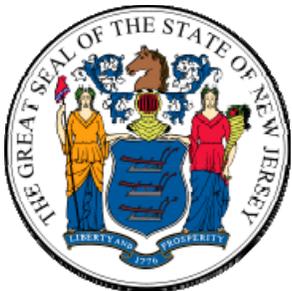


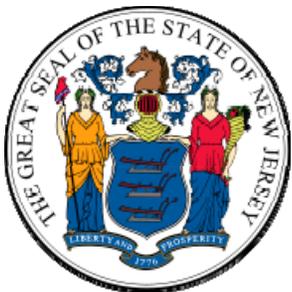
State Board of Polysomnography

# Application Process Overview



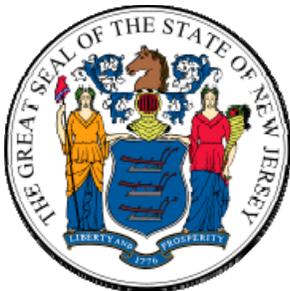
# State Board of Polysomnography

- License qualified individuals
- Regulates the practice of polysomnography
- Investigates complaints and takes disciplinary action



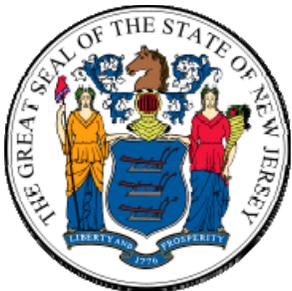
# License to Practice

- No one may practice as a polysomnographer without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



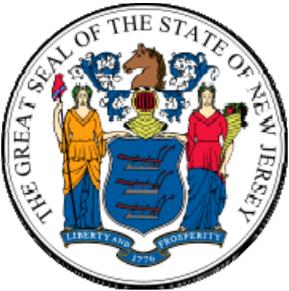
# License to Practice

- How do you get a license?
- How do you keep a license in good standing?



# When Should I Begin the Application Process?

- Start Early!
- Right now would be a good time.



# How Do I Get an Application Form?

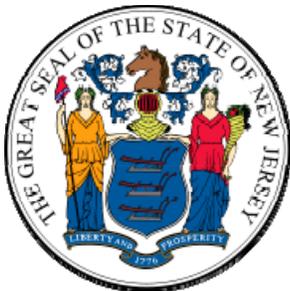
Applications can be downloaded from the Board's website at:

<http://www.NJConsumerAffairs.gov/poly/>



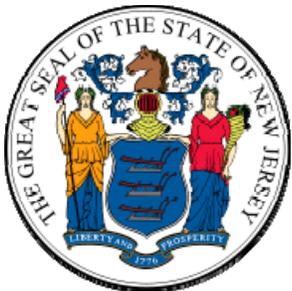
The screenshot shows the website for the State Board of Polysomnography. The main heading is "State Board of Polysomnography" with a sub-heading "Applications and Forms". A left-hand navigation menu includes: Board Home, Members, Meetings, Disciplinary Actions, Applications and Forms (highlighted), Top Tips for License Applicants, Laws and Regulations, License Verification, Frequently Asked Questions, Request a List, and Contact Us. The main content area lists several application forms, each with a document icon:

- Polysomnography Technologist - Not Licensed as a Polysomnographic Technician
- Application for Reinstatement- Reactivation of a License
- Polysomnography Trainee - Provisional License
- Polysomnography Technologist - Holder of a Polysomnographic Technician's License
- Polysomnography Technician-Temporary License-Applicant does not hold a Polysomnographic Traine...
- Polysomnography Technician Renewal Form
- Polysomnography Technician - Temporary License Holder of a Polysomnographic Trainee's License



# Application Process

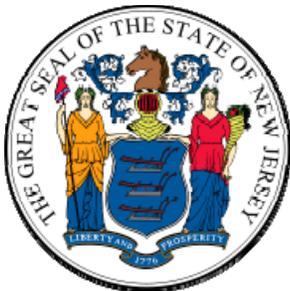
1. Submit an application (*non-refundable \$100 plus applicable license fee*)
2. Send supporting documents to the Board
3. The board will send fingerprint instructions
4. Schedule an appointment to have your fingerprints scanned
5. Submit additional information (*as required*)



# Application Fees

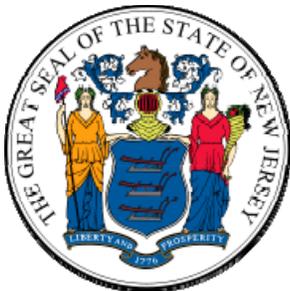
## Application Fee

- \$100 (*non-refundable fee for trainee, technician, and technologist*)
- Payable by check or money order
- **NO CASH**



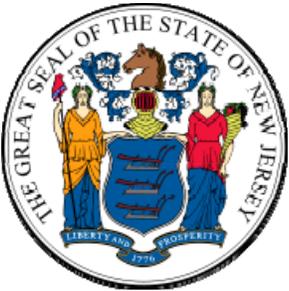
# Application Questions

- Moral Character – Arrests / Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical / Cognitive
- Use of Illegal Chemical Substances



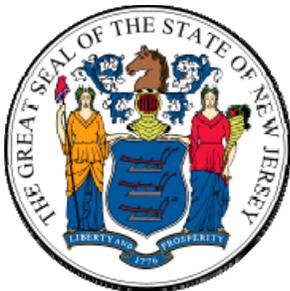
# Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.



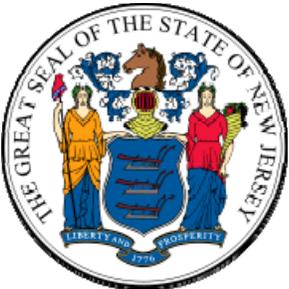
# Criminal History Background Check “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan



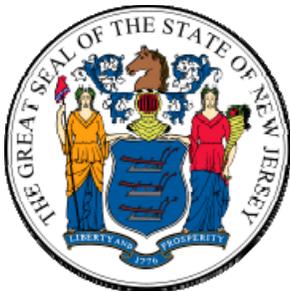
# Keeping Your License Current

- Trainee Licenses are valid for 1 year- no renewal available
- Technician Licenses are valid for 2 years- one renewal available after the first year
- Polysomnographic technologist licenses are valid for 2 years- expires February 28<sup>th</sup> of uneven numbered years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee



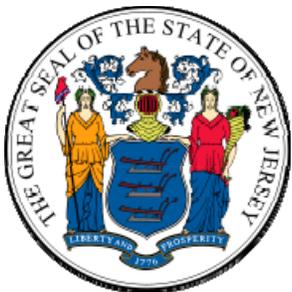
# Continuing Education

- You must complete your continuing education prior to renewal  
*(February 28 of even uneven-numbered year for technologist)*
- Licensed polysomnographers must complete 20 credits during each two-year period
  - 5 of the 20 must be completed in each year
- You must complete 10 continuing education credits if you are licensed in the 2<sup>nd</sup> year of the biennial period.



# Communication

- If you get a letter from the Board
  - *Read it*
- If the Board asks for you to respond to it
  - *Do it in a timely fashion (Duty to Cooperate)*
- If you move, change your name, start working in a new location
  - *Contact the Board and update your information*



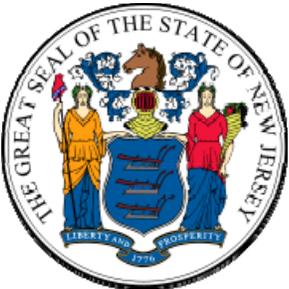
# Where Do I Send Mail for the State Board of Polysomnography?

## Mailing Address:

State Board of Polysomnography  
P.O. Box 45051  
Newark, NJ 07101

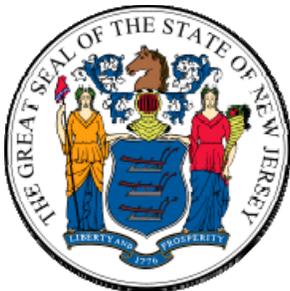
## Physical Address:

State Board of Polysomnography  
124 Haley Street  
Newark, NJ 07101



# Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



# Useful Links

Board of Polysomnography

[www.NJConsumerAffairs.gov/poly](http://www.NJConsumerAffairs.gov/poly)

Application Status

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

License Verifications

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

