

**New York State Podiatric Medical Association &
New York College of Podiatric Medicine**

2026 Radiology Course
Application for Unlicensed Persons

****This course is for podiatric assistants working under NYS podiatrists. Assistants practicing in offices in other states will NOT be able to transfer this certification to their home state as it is an NYS-specific privilege to license unlicensed individuals in radiography.**

Course Date & Time: Friday, January 23, 2026, 9 am-5 pm

Course Location: NY26 Clinical Conference

New York Marriott Marquis

Registration Deadline: Friday, December 26, 2025

Registration contact: Kaitlin Walter

Email: kwalter@nyspma.org,

Phone: 646-603-6762

Fax: 646-672-9344

Office Address (if mailing payment, please email to let us know):

NYSPMA, Attn: Kaitlin Walter

330 West 38th Street, Suite 1105

New York, NY 10018

Materials Needed:

1. Payment & Application (included)
2. Diploma (High School, or equivalent/ higher degrees accepted)
(GED, High School Equivalency, College & Masters are O.K.)
3. Letter of moral character from applicant's employer on company stationery
4. Applicants must have access to a tablet or laptop to take the written portion of the exam. **Devices will not be provided.**

Please Send All Materials Together



NYSPMA Podiatric Radiography Course for Unlicensed Individuals in NYS NY26 Clinical Conference at the New York Marriott Marquis

January 23, 2026

9 am-5 pm

REQUIREMENTS:

1. Applicants must be at least 18 years old
2. Applicants must have a high school diploma or equivalent – **Attach copy of diploma or GED**
3. Applicants must be of good moral character – **Supply letter from doctor attesting to character**

PERSONAL INFORMATION:

Name: _____

c/o Doctor/Employer: _____

Office Address _____

City _____

State _____

Zip _____

Telephone: _____

Fax: _____

Email (REQUIRED):

PAYMENT INFORMATION:

☐ \$295 Per Registrant (NYSPMA Member's Staff)

☐ \$495 Per Registrant (Non Member's Staff)

Registrations will not be processed without payment. Payment by credit card can be made by filling out the section below or calling the NYSPMA office at 212-996-4400 to provide credit card information. Email form to kwalter@nyspma.org or fax to 646-672-9344.

☐ MasterCard

☐ Visa

Amount \$ _____

Card Holder Name _____

Card # _____

Exp. Date _____

Signature _____

Security Code _____

Billing Address (Required) _____

Billing Zip Code (Required) _____

CANCELLATION POLICY:

Registrations canceled by Friday, December 26, 2025, will be refunded in full, minus a \$25.00 processing fee. All cancellation requests must be emailed to kwalter@nyspma.org. No refunds will be issued after Friday, December 26, 2025.

CONFIRMATION:

Confirmation and study guide will be emailed to registrant upon receipt and acceptance of all application materials.

DEADLINE TO APPLY:

All applications & supporting documents must be received by Friday, December 26, 2025.

QUESTIONS?

Email Kaitlin Walter at kwalter@nyspma.org.

330 West 38th Street, Suite 1105
New York, NY 10018
Office Phone: (212) 996-4400

**APPLICATION FOR A PODIATRIC RADIOGRAPHY COURSE
FOR UNLICENSED INDIVIDUALS**

APPLICANTS MUST COMPLETE ALL PAGES OF THIS APPLICATION **IN INK, WRITTEN LEGIBLY**
IF YOU DO NOT HAVE CLEAR HANDWRITING PLEASE TYPE THE INFORMATION AND SIGN IN INK

BIRTH DATE: ____/____/____
 month day year

PRINT NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATE:

Last: _____

First: _____

Middle: _____

MAILING ADDRESS:

Apt./Bldg _____

Address: _____

City: _____ State: _____ Zip Code: _____

TELEPHONE/FAX and EMAIL:

Home: (____) ____-____ Work: (____) ____-____

Fax: (____) ____-____ Email: _____

(IMPORTANT: You must notify the State Education Department promptly of any address or name changes.)

Do you now hold, or have you ever held, a license or certificate to practice in any profession in any jurisdiction? ☐ YES ☐ NO

(If so, list below and attach other pages as needed.)

_____ Profession	_____ License Number	_____ Jurisdiction
_____ Profession	_____ License Number	_____ Jurisdiction
_____ Profession	_____ License Number	_____ Jurisdiction

Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court? ☐ YES ☐ NO

Are criminal charges pending against you in any court? ☐ YES ☐ NO

Are charges pending against you in any jurisdiction for any sort of professional misconduct? ☐ YES ☐ NO

NOTE: If you answer "Yes" to any of the above three questions, submit a letter giving complete explanation. Include copies of any court records, and if you possess one, a copy of the "Certificate of Relief from Disabilities" or your "Certificate of Good Conduct."

EDUCATION

In the spaces below, give an accurate record of your postsecondary educational preparation. List all colleges attended and degrees received. (Attach additional sheets if necessary.)

SCHOOLS ATTENDED AND LOCATIONS	NUMBER OF YEARS ATTENDED	ATTENDANCE		DIPLOMA OR DEGREE OBTAINED
		Entrance Date	Leaving Date	

REASONABLE TESTING ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

I have been diagnosed as having a disability and require reasonable testing accommodations. Please check one:

- ☐ Please send the **Request for Reasonable Testing Accommodations** form. I understand that I will not be able to test until I submit the appropriate documentation and am approved to test with accommodations.
- ☐ I have already received a Request for Reasonable Testing Accommodations form from the Office of the Professions.
- ☐ I have already sent in my Request for Reasonable Accommodations Form and required supporting documentation to the Office of the Professions.

CITIZENSHIP/IMMIGRATION STATUS:

Federal law limits the issuance of this certificate to United States citizens or qualified aliens. To comply with this Federal Law, complete this section of this form and check the appropriate box below which indicates your citizenship/immigration status.

I am: (Check one box)

- | | |
|--|---|
| ☐ A United States citizen or National. | ☐ An alien paroled into the United States under Section 212 (d)(5) of the Immigration and Nationality Act for a period of at least 1 year. |
| ☐ An alien lawfully admitted for permanent residence in the United States. | |
| ☐ An alien granted asylum under Section 208 of the Immigration and Nationality Act. | ☐ An alien whose deportation is being withheld under Section 243 (h) of the Immigration and Nationality Act. |
| ☐ A refugee granted asylum under Section 207 of the Immigration and Nationality Act. | ☐ An alien granted conditional entry pursuant to Section 203 (a)(7) of the Immigration and Nationality Act as in effect prior to April 1980. |
| ☐ Non-Immigrant (Temporarily in U.S.)
Please list Visa type or immigration status or attach a copy of your passport if you are not required to have a Visa to enter the United States: _____ | |

If you are not a United States citizen please enter your registration, Visa, or receipt number issued by the Immigration and Naturalization Service: _____

QUESTIONS ABOUT YOUR IMMIGRATION STATUS AND WHETHER OR NOT IT IS A QUALIFYING STATUS UNDER FEDERAL LAW SHOULD BE DIRECTED TO THE IMMIGRATION AND NATURALIZATION SERVICE (INS) AT: 1-800-375-5283.

GENDER AND ETHNICITY: (This item is optional)

Information on gender and ethnicity is sought solely to allow the Education Department to collect and analyze data concerning diversity in the licensed professions. The ethnic and gender data you provide will be used only for statistical, research, and program evaluation purposes. It will not be released to the public. This information has absolutely no bearing on your qualification for licensure.

GENDER: ☐ Male ☐ Female

ETHNICITY: ☐ White (not Hispanic) ☐ Black (not Hispanic) ☐ Asian ☐ Hispanic ☐ Native American

AFFIDAVIT

I declare and affirm that the statements made in this application, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my application may be cause for denial or loss of certificate.

Signature of applicant: _____ Date: _____