

Computed Tomography

Education + Ethics + Examination = The ARRT Equation for Excellence®



Policies, procedures and information in this handbook supersede previous editions.

1255 NORTHLAND DRIVE | ST. PAUL MN 55120 | MAIN PHONE 651.687.0048 | WWW.ARRT.ORG

THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

How to Use This Handbook



▼ **Info May Change:**

● **Check Online for Updates**

Before you apply and again before you take your exam, be sure to check www.arrt.org/handbooklinks for any policy or procedure changes that may occur subsequent to publication.

This Certification Handbook is designed to help you understand, apply and prepare for the certification process. To ensure that you are as successful as possible, you will want to read the following information very carefully and refer back to the handbook for reference in the future.

In these pages, you will find...

- Introduction and background material on ARRT and its certification programs
- Details on important eligibility requirements for certification candidates
- An outline of the topics covered in the exam *
- Step-by-step instructions on applying for and scheduling your exam
- Tips on the exam format
- Test center requirements and procedures
- Information on what happens after you complete the exam
- Links to relevant information on the ARRT website
- Important appendices like *ARRT Rules and Regulations* and *Standards of Ethics*
- A link to the online application process
- Checklists for before and after you apply

*** ARRT does NOT provide study materials for any certification or state licensing exams.**

Information in this handbook supersedes that in any prior versions. Earlier versions may contain outdated information. Candidates who apply with an old application or whose exam window crosses over from one handbook edition to the next will receive an outline of major changes made since the last publication.

Watch for These Symbols



This exclamation point is your pointer to key pieces of information you need to know.



This icon tips you to ways you can streamline your journey through the certification process and beyond.

It is ARRT's policy not to discriminate against any candidate for certification because of race, color, religion, creed, age, gender, national origin, or ancestry; or for disability, as recognized by the Americans with Disabilities Act (ADA).

The American Registry of Radiologic Technologists®

1255 Northland Drive, St. Paul, Minnesota 55120-1155

Telephone (651) 687-0048

Visit our website at www.arrt.org



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Introducing ARRT®



ARRT — The American Registry of Radiologic Technologists® — promotes high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.

Nine Decades of History

The year was 1922. The Lincoln Memorial was dedicated on May 30. A first-class postage stamp cost two cents. Insulin was the revolutionary new treatment for diabetes.

And Sister M. Beatrice Merrigan took her Radiography exam on November 17. The test included 20 essay questions and a prescribed set of radiographs. She was notified of her certification the day after Christmas, when she earned the distinction of being the country's first Registered Technologist.

We were the Registry — founded earlier that year by the Radiological Society of North America, with the support of the American Roentgen Ray Society and the American Society of X-Ray Technicians.

The Registry was incorporated in 1936 as the American Registry of X-Ray Technicians. Its board was appointed by the Radiological Society of North America and the American Society of X-Ray Technicians. By the end of the decade, there would be more than 2,400 Registered Technologists.

In 1944, the American College of Radiology assumed the responsibility of appointing board members along with the American Society of Radiologic Technologists.

Forty years after its founding, the Registry expanded its program of examination and certification by adding exams in nuclear medicine technology and radiation therapy. At that time, the organization's name changed to The American Registry of Radiologic Technologists, a name more inclusive of all three disciplines of certification. By the end of the 1960s, ARRT would boast a total of 56,000 certificates — some 700 in nuclear medicine technology and nearly 300 in radiation therapy.

The decade of the '90s saw a sweeping expansion of ARRT's offerings. The new post-primary category was launched with certification in cardiovascular-interventional technology and mammography. New disciplines were added as technology emerged. As the millennium ended, ARRT had converted all of its exams from paper-and-pencil to computer-based testing.

Nine decades after its founding, more than 300,000 Registered Technologists, known as R.T.s, attest to the success and strength of The American Registry of Radiologic Technologists. Sister Beatrice was first. Now it's your turn.

Organizational Structure

A nine-member Board of Trustees determines ARRT policies. The Board is composed of five Registered Technologists appointed by the American Society of Radiologic Technologists and four radiologists appointed by the American College of Radiology. Board members are selected to serve four-year terms, a new appointment or re-appointment from each group being made each year. Meetings of the Board of Trustees are held semi-annually. The Board is supported by a staff that conducts the routine business of the Registry.

Mission-Driven

The mission of The American Registry of Radiologic Technologists is to promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy. The disciplines of interest include, but are not necessarily limited to, radiography, nuclear medicine technology, radiation therapy, magnetic resonance imaging, sonography, mammography, computed tomography, quality management, bone densitometry,

cardiac-interventional radiography, vascular-interventional radiography, cardiovascular-interventional radiography, vascular sonography, and breast sonography. ARRT also offers certification for radiologist assistants.

In support of this mission, ARRT:

- adopts and upholds standards for educational preparation for entry into the profession;
- adopts and upholds standards of professional behavior consistent with the level of responsibility required by professional practice; and
- develops and administers examinations that assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the discipline.

In addition to initial recognition, ARRT operates an ongoing system of annual registration to identify individuals who continue to demonstrate their qualifications by adhering to the standards of professional behavior and complying with continuing education requirements.

The activities of the organization are primarily national in scope, but include international activities to the extent they impact practice or standards in the U.S.

Two Categories of Certification: Primary and Post-Primary

Primary

ARRT provides a primary category of certification in five disciplines of radiologic technology:

Radiography
Radiographers apply ionizing radiation to demonstrate portions of the human body — on a radiograph, fluoroscopic screen, or other imaging system — to assist physicians in diagnosis of disease and injury.

Nuclear Medicine Technology
Nuclear medicine technologists use radioactive materials in specialized studies of body organs to assist physicians in diagnosis and treatment of disease.

Radiation Therapy
Radiation therapists use ionizing-radiation producing equipment to administer therapeutic doses of radiation as prescribed by physicians for treatment of disease.

Magnetic Resonance Imaging
Magnetic resonance imaging technologists utilize the resonant frequency properties of atoms within a magnetic field to image anatomic and/or physiologic conditions of the body to assist physicians in the diagnosis of disease.

Sonography
Sonographers use nonionizing, high-frequency sound waves to image portions of the human body to assist physicians in making diagnoses.

Post-Primary

ARRT offers a post-primary category of certification in mammography, computed tomography, magnetic resonance imaging, quality management, bone densitometry, cardiac-interventional radiography, vascular-interventional radiography, sonography, vascular sonography, and breast sonography. ARRT also offers certification for radiologist assistants.

Candidates for post-primary certification must be registered by ARRT (except where noted) in the appropriate disciplines as indicated below:

	Radiography is a supporting category for	Nuclear Medicine Technology* is a supporting category for	Radiation Therapy is a supporting category for	Sonography** is a supporting category for	Magnetic Resonance Imaging is a supporting category for
Mammography	■				
Computed Tomography	■	■	■		
Magnetic Resonance Imaging	■	■	■	■	
Quality Management	■	■	■		
Bone Densitometry	■	■	■		
Cardiac-Interventional Radiography	■				
Vascular-Interventional Radiography	■				
Sonography	■	■	■	■	■
Vascular Sonography	■	■	■	■	
Breast Sonography	■***			■	
Radiologist Assistant	■				

* Supporting category of Nuclear Medicine Technology may be through ARRT or NMTCB.
 ** Supporting category of Sonography may be through ARRT or ARDMS.
 *** Registration in both Radiography and Mammography as supporting categories is needed for Breast Sonography eligibility.

Certification Eligibility Requirements



Eligibility for ARRT certification includes requirements in three important areas: ethics, education and examination.

Ethics

Our pledge to promote high standards of patient care includes enforcing high standards of ethics among Registered Technologists — and among candidates for certification. All candidates must comply with the Rules of Ethics contained in the *ARRT Standards of Ethics* (Appendix G).

The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and candidates. The Rules are intended to promote the protection, safety and comfort of patients. Registered Technologists and candidates engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of such conduct or activities, have violated the Rules of Ethics and are subject to sanctions.

One issue addressed by the Rules of Ethics is conviction of a crime — which includes misdemeanor, gross misdemeanor, or felony, the only exceptions being speeding and parking violations. All alcohol and/or drug related violations must be reported.

“Conviction,” as used in this provision, includes a criminal proceeding where a finding or verdict of guilt is made or returned but

- the adjudication of guilt is either withheld, deferred, or not entered; or
- the sentence is suspended or stayed; or
- a criminal proceeding where the individual enters a plea of guilty or no contest (nolo contendere); or
- there is a pre-trial diversion.

You aren't required to report offenses that were committed as a juvenile *and* were adjudicated through the juvenile court system.

The Application for Certification asks: “Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court-martial?” If your answer is “No,” you move on to the next question. If you answer “Yes,” you must provide a detailed explanation and official court documentation of the charges. Court documentation must verify the nature of the conviction, the sentence imposed by the courts, and the current status of the sentence. If you have a court-martial, you must provide a detailed personal explanation, documentation verifying the reasons for the court-martial, and the conditions of and status of the sentence.

A second question asks whether you have had any professional license, registration, or certification subjected to discipline by a regulatory authority or certification board.

Education

Candidates for post-primary certification must meet two sets of requirements: registration by ARRT (except where noted) in an appropriate supporting category *and* completion of clinical experience requirements.

Supporting Category

Specific supporting categories are required for each post-primary certification, as shown in the table on page 5. You must maintain registration in these supporting categories at all times to be eligible for registration in the post-primary categories. If you drop registration of the supporting category between applying for and taking an exam, you lose eligibility. In such cases, you would forfeit your exam fees, and your exam results would be canceled, counted as one attempt, and not be available for reporting.

Clinical Experience

Your ARRT post-primary certificate reinforces the value that experience brings to your patient care. As a candidate for certification, the clinical experience requirements (CERs) are the clinical education component of your eligibility and are therefore

TIP

Eligibility Concerns?

If you are concerned about whether your conviction record will affect eligibility, you should contact the ARRT Ethics Requirements Department at (651) 687-0048, ext. 8580.

TIP

Make Sure You're Currently Registered

Make sure you're currently registered in the appropriate supporting category before scheduling your appointment. If you let your registration lapse, your post-primary certification exam scores will be canceled and your fee will be forfeited.

You are not eligible to re-apply for the post-primary exam until you have reinstated your supporting category.

very important. These requirements are the standard for all applicants, regardless of current position, title or employment setting.

Candidates for ARRT post-primary certification must — before submitting their applications — complete and document specific procedures. If you are unable to complete one or two clinical experience requirements, you should phone ARRT at (651) 687-0048, ext. 8570, to discuss possible exemption and propose a plan for meeting the intent of the requirements in an alternate manner.

Clinical experience requirements are detailed in Appendix A. HIPAA regulations protect patient confidentiality, so the clinical experience requirements form asks for dates and times of procedures and not for patient ID information.

These requirements include a variety of clinical procedures. Candidates are responsible for ensuring state laws allow them to complete the requirements. Contact a member of the Clinical Requirements Department at (651) 687-0048, ext. 8570, with any questions.

ARRT periodically revises clinical experience requirements to keep pace with practice. The timing of such revisions can impact a candidate's plans for completing the appropriate procedures. Whenever the requirements are revised, candidates are allowed a two-year grace period during which either the old or new requirements are acceptable. Please refer to Appendix A for details.

Coming in 2016: Structured Education Requirements

Effective January 1, 2016, a total of 16 hours of structured education earned within a 24-month period immediately preceding submission of an application will be required, in addition to the clinical experience requirements. Structured education may be in the form of formal educational coursework (i.e., completed at a college or university) or CE credit. Both forms of structured education must meet ARRT's current CE guidelines.

Examination

ARRT designs examinations in collaboration with consultants from various specialties. The exams consist of questions designed to measure the knowledge and cognitive skills underlying the intelligent performance of the major tasks typically required within the profession.

ARRT owns the copyright for the examinations. Law prohibits any attempt to reproduce all or part of the examinations. Anyone caught removing exam materials from the test center, whether by physical removal or by reproducing materials from memory, will be prosecuted to the full extent of the law and will have eligibility for certification revoked.

See the "Upholding Exam Security" section of this handbook (pages 8-9) for more information.

Study Materials

Consult the content specifications in Appendix B of this handbook for the list of topics covered by the examination. ARRT doesn't provide specific lists of study materials or textbooks because the exams are built using many references. ARRT neither recommends nor endorses any review programs, mock registries or study guides for any of its examinations.

Pilot Questions

Pilot questions are unscored questions embedded in the test. ARRT uses data from these pilot questions to evaluate new test questions. This is a cost-effective way to develop test materials for future candidates, just as past candidates assisted in piloting questions for today.

These questions are not identified as pilot questions, and they appear just like any other question on the test. The number of pilot questions in your exam is listed in the table on page 19; these are unscored, and ARRT allots extra time for you to complete these questions. Your answers to these questions will not affect test scores.

Understanding the

Three-Attempts, Three-Years Limit

If you are eligible for a post-primary certification, you are allowed three attempts to pass the exam. Any attempts to pass the exam as a candidate for state licensing will count as an attempt for purposes of this limit, but will not count toward ARRT certification. (See page 25 for more information.)

You must complete the three attempts within a three-year period of time that begins with your initial examination window start date.

After completing the clinical experience requirements, you establish eligibility for ARRT certification through the following stages: 1) completing the application process and submitting the fee, 2) undergoing an ethics review if necessary, and 3) receiving an assigned examination window in the form of a Candidate Status Report (CSR).

If you answer "Yes" on the application to the first two "Have you..." questions, you must submit documents for an ethics review. ARRT cannot assign an exam window until the ethics review determines your eligibility to take the exam.

After three unsuccessful attempts or after three years have expired, you are no longer eligible. You may obtain eligibility by completing and documenting a new set of clinical experience requirements (see page 25 for details).

Study Materials Not Provided by ARRT

ARRT does not provide specific lists of study materials or textbooks, nor does it recommend or endorse any review programs, mock registries or study guides.

Upholding Exam Security



ARRT takes very seriously its responsibility for exam security... so much so that candidates are held responsible, too. Not upholding your end of the deal could expose you to an ARRT ethics investigation and/or legal complaint.

Why Does Security Matter So Much?

It's a matter of public health.

Candidates who successfully complete an examination and meet other requirements may obtain ARRT certification, which is a valuable credential in the field and required by certain employers. The examination is also used by many states as a basis for issuing licenses.

Security is critical to ensure that the examination is an accurate and reliable measure of the critical knowledge and cognitive skills underlying the tasks typically required for the practice of medical imaging, interventional procedures, and radiation therapy. In fact, subverting the integrity of ARRT's exams is illegal, based on a Minnesota law that went into effect August 1, 2010. You will find language about the law in the Agreement of Candidates, which can be found in Article III, Section 3.02 of the *ARRT Rules and Regulations*. Additional information can be found by visiting www.arrt.org/handbooklinks.

Ask yourself: Would you want a loved one to receive care from an individual who "passed" the ARRT exam because they got a sneak peek at questions and memorized the answers rather than having learned all the critical content that the questions scientifically sample?

▼ Help Us Protect

● Exam Security

If you know of any situations in which the security of ARRT exam materials might be compromised, we invite you to visit www.arrt.org/handbooklinks.

▼ Candidate Agreement Regarding

● Exam Disclosure

Disclosing examination information using language that is substantially similar to that used in questions and/or answers on the ARRT examinations is considered an attempt to subvert the integrity of the examination when such information is gained as a direct result of having been an examinee. This includes (but is not limited to) disclosures to: students in educational programs, graduates of educational programs, educators, or anyone else involved in the preparation of candidates to sit for examinations. It is also considered an attempt to subvert the integrity of the examination to receive, from an examinee, examination information that uses language that is substantially similar to that used in questions and/or answers on the ARRT examination, whether requested or not, or to relay such information. For more details, check out the Agreement of Candidates in the Rules and Regulations, as well as Rule 2 in the Standards of Ethics.

Disclosing Exam Information: The Bright Line Between What's OK and What's Not

Candidates for certification see language in the ARRT Application for Certification and the non-disclosure screens at the test center that clarify what they are agreeing to comply with regarding exam security. That language is reproduced in the box on page 22.

Not living up to these agreements can result in ARRT sanctions up to and including revocation of certification or determination of ineligibility. Violating these agreements could also lead to legal action.

The table on the facing page presents some scenarios that illustrate the bright line between what's OK and what's not. A video depicting the consequences of violating this policy is also available at www.arrt.org/videos.

If you have any questions about your responsibilities under ARRT's exam-disclosure policy, visit www.arrt.org/handbooklinks.

Potential Disclosure Scenarios

Scenario	When it's OK	When it's not OK	Bottom line
Educator asking candidates to "stop by" after the exam to "let me know how it went."	If the invitation and the feedback to the educator relates to their general experience ("I thought the test was not as difficult as I expected...")	This type of invitation from an educator may be misinterpreted by the candidate — and the student may think that the educator is asking the candidate to reveal copyrighted information.	If the candidate is asked to reveal ARRT's questions or their answer options, then he or she will need to report the educator to the ARRT Ethics Committee. The educator should stop the candidate immediately from revealing any exam content, since doing so may subject both the candidate and educator to ARRT's ethics process.
Candidate tells another candidate, "The test was very difficult — I felt like I didn't have enough time."	The candidate is simply telling another candidate how they felt about the exam. This is all right because the candidate is not revealing any of ARRT's questions or the answer options.	One candidate (or potential candidate) asks another candidate questions about the specific questions.	If ARRT's items or answer options are shared, these individuals may find themselves part of an ARRT ethics investigation and/or legal complaint.
Candidate to educator: "You didn't teach me about this question that asked [specific question]. I felt unprepared."	Never.	It is not all right and it will never be all right to reveal ARRT's copyrighted questions (or answer options) to anyone.	Candidates sign numerous documents stating that they will not share exam questions, and ARRT expects the candidates to abide by those contracts. Those who don't may find themselves part of an ARRT ethics investigation and/or legal complaint.
Candidate tells a potential candidate that there were multiple-choice and sorted-list questions on the test.	This is public information, noted in the certification handbook.	It's not all right to reveal anything beyond what's in the handbook.	Keep the conversation limited to what's public information, such as the content specifications, and there's no problem.
Candidate asks another candidate, "I don't think that I understood this question...[relates question]... Do you know what they were asking?"	Never.	It is not all right and it will never be all right to reveal ARRT's copyrighted questions (or answer options) to anyone.	As noted two boxes up, candidates sign numerous documents stating that they will not share exam items, and ARRT expects the candidates to abide by those contracts. Those who don't may find themselves part of an ARRT ethics investigation and/or legal complaint.
Candidate says to a potential candidate, "If I were you, I would bring a sweater — it was cold at the test site."	This candidate is simply telling another candidate about their surroundings at the test site. This is all right because the candidate is not revealing any of ARRT's questions or the answer options.	If it leads a candidate (or potential candidate) to ask another candidate questions about the specific questions.	If ARRT's questions or answer options are shared, these individuals may find themselves part of an ARRT ethics investigation and/or legal complaint.
Potential candidate says to a candidate, "Were there a lot of questions on [specific topic]?"	Never.	This candidate should be aware of the topics that are contained in the exam from the content specifications published in the certification handbooks and should not be asking for more specific information than is contained in that publication.	If the potential candidate is asking the candidate to reveal ARRT's questions or the answer options, then this conversation violates both the <i>ARRT Standards of Ethics</i> and the legal contract that both the candidate and the potential candidate have signed. If asked this type of question, the potential candidate should be shown the content specifications and should be warned of the consequences of revealing ARRT's copyrighted items or their answer options.

Want to know more? Check out ARRT's exam security video, which shows the potential consequences of violating this policy at www.arrt.org/videos.

Application Procedures



Before submitting your application and payment to ARRT, take a moment to review the requirements for getting your certification application accepted by ARRT.

▼ NMTCB Candidates

If you are not using an ARRT certification as your supporting category for ARRT post-primary certification, enclose a copy of your NMTCB credential card with your paper application.

▼ Application Form

● Must Have Legal Name, IDs Must Match

Make sure ARRT has your legal name on file and that the names on the IDs you will use for entry at the test center match your legal name as submitted on your application. Nicknames are not acceptable. Name discrepancies can result in your not being admitted to the test center — and forfeiting your application fee. (The only discrepancy that is permitted is a full middle name that starts with the same middle initial that is on your ARRT file.)

▼ Six-Month Limit on Photo and Signatures

All photos, signatures, and dates of signatures on an application form must occur within six months preceding the date your application is received at the ARRT office.

Agreement of Candidates

All candidates for certification must — at the time of their application — pledge to abide by the Agreement of Candidates included in Article III, Section 3.02 of the *ARRT Rules and Regulations*. You should read and be familiar with the *ARRT Rules and Regulations*, included as Appendix F of this handbook, prior to submitting an application.

Name Requirements

You must use your legal name on your application. A legal name is defined as the name appearing on your birth certificate, marriage certificate or legal name change document. Nicknames, shortened names or partial names should not be used. The only discrepancy that is permitted is a full middle name that starts with the same middle initial that is on your ARRT file. If your name has a cultural variation, you must make sure to use the same variation for both your application and your IDs.

You are responsible for making sure that your required two forms of identification match the legal name submitted on your application. If you have name discrepancies you may be turned away from the test center and forfeit your exam fee. Please see the “Address or Name Changes” section on page 14 for further information.

Application Form

If you are eligible to take the exam using ARRT certification as a supporting category, the application process can be completed online by logging into the My ARRT Info section of the ARRT website. You'll first be asked to provide contact information for the supervisor who has reviewed and will be asked to confirm performance of your clinical experience documentation. An email will be sent to that individual, and he/she will need to follow the link that's included in it to provide an e-signature. Once that step is complete, you'll be able to log back in to My ARRT Info and complete the application process.

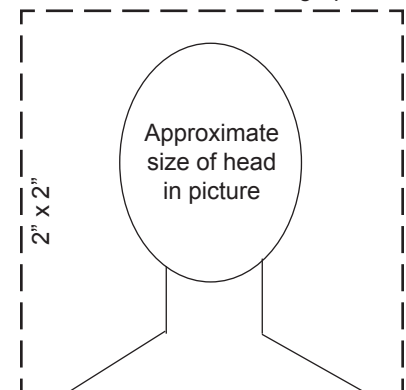
If you don't have access to My ARRT Info, are using NMTCB registration as a supporting category or would prefer to submit a paper application, call the Initial Certification Department at (651) 687-0048, ext. 8560.

Photo Requirements

NMTCB candidates: you must tape a passport-quality photograph of yourself to the application form. A template for an acceptable photo is shown below.

ARRT defines a passport-quality photograph as an original photograph, taken within the past six months, that is approximately two inches by two inches in size, with an approximate image size from bottom of chin to top of head (including hair) of between one and one and a half inches, showing only the head and shoulders. Photographs must be clear, front view, full face, and taken in normal street attire or hospital uniform. The photograph may be black-and-white or color and must provide clear recognition of the candidate. Photographs are acceptable only if, in ARRT's sole determination, they are of satisfactory quality.

ARRT will reject photographs that mask appearance (with hats, visors, or sunglasses that would shade the eyes, etc.). Retouched photographs that alter an individual's appearance are not permitted. Photocopies



of photographs, laminated ID card photos, pictures cut off a driver's license or passport, and magazine or full-length prints will not be accepted.

For more information on passport photo guidelines, go online to www.travel.state.gov.

Application Fees

Applications for certification are subject to a processing fee of \$200. If you are using NMTCB registration as a supporting category, the fee is \$400. Re-application fees are \$175 in either instance. Fees are not refundable and may not be transferred to another category of certification. You may pay by credit card (Visa, MasterCard, Discover; online applications only), personal check or money order payable to ARRT in U.S. funds.

Application Timing

You may have only one application active at any time, so do not apply for more than one certification examination at a time. ARRT will send a Candidate Status Report (CSR) to you when your application has been processed. Although it usually takes less time, allow up to three weeks from the date ARRT receives your application for processing — or longer if an ethics review is required.

Examination Window

You may schedule your exam appointment for any time during a set examination window. Generally, examination windows begin on the Wednesday after the application is processed and extend for 90 calendar days. For example, if an application is processed on Friday, August 16, 2013, the examination window begins on Wednesday, August 21, 2013, and ends on Monday, November 18, 2013.

If you are taking an examination for ARRT continuing education credit, you should ensure that your examination date occurs within your assigned continuing education biennium. In order to use an additional primary or post-primary certification, you must first receive official notification from ARRT that you have successfully passed. On-site scores are not considered official notification.

Your exam window will close automatically after 90 days, or if you miss an appointment, an exam appointment is not canceled in time, or if you fail to comply with the non-disclosure agreement at the test center (see page 22). If you don't schedule an appointment within your window, you will forfeit your fee. To open a new exam window, you would be required to re-apply with a new fee.

If you need an extension for your current exam window, you must cancel any existing appointment (see "Canceling or Rescheduling Your Appointment" on pages 16-17), and your completed window extension request form (available at www.arrt.org/handbooklinks) must be received at ARRT before your current window expires.

Test Centers

ARRT examinations are administered by Pearson VUE, the electronic testing business of Pearson Education. Their network of more than 200 high-security test centers is specifically designed and built for professional licensure and certification markets in the U.S. and its territories. Their international test centers are equipped to deliver ARRT exams in selected cities in Canada, Europe, Asia and Australia.

A geographic list of test center locations appears in Appendix C of this handbook, but keep in mind that location changes may occur after publication. Current test center locations and driving directions may be viewed at www.pearsonvue.com/arrt.

Running Out of Time?

Extend Exam Window Or Forfeit Fee

If you do not take the exam within your exam window you will forfeit your fee. If you need more time, you may request an extension (see page 15) by submitting your written request to ARRT before your current window expires.

TIP

Testing Accommodations: Ask Up Front

Requests for testing accommodations must be submitted to ARRT each time you submit an application.

Testing Accommodations

If you desire any deviation from standard procedures as outlined in this handbook, you must indicate that on your application. This requirement applies to any testing accommodations as well as requests to use medical aids such as insulin pumps, pico magnifiers, lumbar pillows, asthma inhalers, etc.

ARRT complies with the Americans with Disabilities Act (ADA) and provides testing accommodations only when the ADA requirements are met. ARRT will consider testing accommodations requests only when you submit ADA documentation with your certification or re-examination application.

To be considered for testing accommodations, you must submit a Request for ARRT Testing Accommodations.

In addition, you must submit documentation verifying your functional impairment. Requests for testing accommodations will not be considered without this documentation. You must submit a Request for ARRT Testing Accommodations form each time a certification or re-examination application for certification is submitted; the supporting documentation is required only once.

If you do not submit a request form with each application, your application will be processed for examination *without* testing accommodations. NOTE: ARRT cannot assign testing accommodations once a 90-day window has been assigned.

The request form and guidelines on the required documentation may be found at www.arrt.org/handbooklinks; or you may phone (651) 687-0048, ext. 3155, for a printed copy.

Call ARRT at (651) 687-0048, ext. 3155, if you are unable to download the form and information from the website or if you require further information on testing accommodations.

ARRT will release information only in writing and only to you regarding the granting or denial of accommodations, and will discuss your information only with you.

State Attempts Count

In Three-Attempt Limit

Any attempts to pass the exam as a candidate for state licensing will count as an attempt for purposes of the “three-attempts in three years” limitation. See page 25 for more information.

Certification vs. State-Related Licensing

More than three-quarters of the states have licensing laws covering the practice of radiologic technology. Although the ARRT examination is a voluntary certification exam, many states use the scores in licensing decisions.

State licensing, in and of itself, is *not* ARRT credentialing. On the other hand, ARRT certification may not be sufficient for state licensing. Test scores earned as a state candidate may not be used for later application to ARRT for certification; however, any attempt to pass a state licensing exam will be counted as an attempt for the purpose of the three-attempt, three-year limit for ARRT certification (see page 25 for details).

In general, ARRT and the state follow separate application procedures. Application to take the examination for ARRT certification must be made directly to ARRT. Under no circumstances does application to the state alone constitute application to ARRT

for certification. If you submit a state license application prior to submitting an ARRT certification application, you may be processed for state examination only. Check your Candidate Status Report (CSR) to ensure that your application was processed for the exam you want, ARRT or state-only. Individuals who are assigned a six-digit ID number beginning with a nine and whose CSRs have green, pink, blue, brown, or red print are scheduled for state examination only.

TIP

Questions About Your State?

Administration of licensing laws differs from state to state. Some require application submission prior to examination administration, while others require only examination results. Direct any questions about licensing requirements to the individual state (see Appendix H or go to www.arrt.org/handbooklinks for contact information). ARRT is unable to respond to questions regarding licensing requirements of specific states.

ARRT Follow-Up to Application



Read here about how your application is acknowledged, reviewed and processed.

Acknowledgment of Receipt

Within two to three weeks of receiving your application (online applications may be processed more quickly), ARRT will mail a Candidate Status Report (CSR) to you (see Appendix D for sample). Due to processing volume during that time, we may not be able to confirm by phone that your application has been received. Applications that include documentation for an ethics review or testing accommodations may require additional processing time.

If you want faster acknowledgment that ARRT has received your paper application, you have two options: mail the application materials to ARRT using the U.S. Postal Service's "return receipt requested" option; or include a self-addressed, postage-paid postcard for ARRT to mail back. ARRT will not return postcards without postage.

Application Review

If you are applying online, you will not be able to submit your application if it is incomplete. If you apply with a paper application, when ARRT receives your application, staff reviews it to verify that you have correctly completed the form and satisfied the eligibility requirements.

Incomplete Paper Applications

ARRT returns incomplete applications to you. Incomplete applications most typically result from: birth date or social security number not provided, inaccurate birth year, documentation for an ethics review not provided or explained, application fee incorrect or not submitted, or Agreement of Candidates not signed.

If you are not ARRT-registered and are using NMTCB registration as your supporting category, you must provide a copy of your current credential card. ARRT will not process certification applications that are submitted without the credential copy; those applications and fees will be returned as incomplete and must be resubmitted with the necessary copy of the NMTCB credential.

Finding of Ineligibility

If ARRT receives information indicating ineligibility after already authorizing you to take the examination, ARRT will remove authorization and notify you. Ineligible individuals are not allowed to take the exam, and their application fees are not refunded. If you initially appear to be eligible, but ARRT later receives evidence of ineligibility and you have completed the examination, ARRT cancels your examination results and your fee is forfeited.

If you are ruled ineligible, you may re-apply when you achieve eligibility. Contact ARRT at (651) 687-0048, ext. 8560, for re-application information.

If you believe that you have met the eligibility requirements as stated in this handbook, you may appeal decisions of ineligibility. The eligibility requirements themselves, however, may not be appealed. Appeals letters requesting reconsideration of applications must indicate the specific findings of ineligibility being contested and must be accompanied by a \$25 appeals fee. Letters must be received at the ARRT within 30 days of notification of ineligibility.

Candidate Status Report (CSR)

ARRT will mail a Candidate Status Report (CSR) to you after your eligibility is determined and your application is processed. (See Appendix D for a sample.)

The CSR contains your identification information, permanent six-digit ARRT ID number and examination window dates. Notify ARRT right away if any identification information is incorrect.

▼ Changes to Your ● Eligibility Status

If you are involved in any legal action that results in a conviction (as defined by ARRT) after applying, but before taking the examination, you must inform ARRT immediately.

If you lose your CSR or do not receive it within the anticipated processing time of two to three weeks, phone ARRT at (651) 687-0048, ext. 8560.

The examination window shows the dates during which you may take the exam. After the window expires, your CSR is no longer valid, and a completed re-application form and fee are required.

If you requested and qualify for testing accommodations you will receive, along with your CSR, special scheduling information and written confirmation of the accommodations to be provided (see “Testing Accommodations” on page 12).

Clinical Experience Audits

ARRT conducts random audits of clinical experience requirements documentation and supervisor verifications. Clinical experience dates must fall within the 24 months immediately preceding submission of the application.

You may receive a letter with your CSR requesting immediate submission of your Clinical Experience Requirements, or you may receive a request for documentation up to 24 months later. The agreement that you make upon submission of the application is that your supervisor has reviewed your documentation and that you will maintain that documentation of your procedure performance for at least 24 months (see Clinical Experience Documentation Form, Appendix A).

ARRT holds exam scores pending satisfactory completion of a candidate's clinical experience audit. Unsatisfactory audits may result in removal of an individual's certification. Clinical experience requirements dated prior to the invalid application may not be used again to satisfy the audit.

Submitting false documentation as part of the application process is a violation of the *ARRT Standards of Ethics* and may result in sanctions up to and including revocation of ARRT certification in all disciplines and ineligibility for any additional ARRT exam.

Failure to respond to an audit may lead to an ethics investigation.

Modifying Submitted Information



Once you have submitted an application, changing it is a very particular process. Read here about how to handle a change in name, address or examination window.

Address or Name Changes

If any changes to your name or address occur after you have submitted your application form, notify ARRT immediately and before scheduling your exam appointment. Changes cannot be processed at the test center. At the test center, the name on your IDs must match the name as it appears on your CSR. (The only permissible exception is middle initial versus middle name, as long as the first letters match.) See the “Name Requirements” section on page 10 for more information.

Name change procedures are very specific. Changes to your name must be accompanied by documentary evidence of the change (e.g., photocopy of marriage certificate or court order showing name change).

Name change requests must be received at least 10 business days before a scheduled exam appointment so that both ARRT and Pearson VUE can process the change. Requests received less than 10 business days before the exam may not be processed in time, which may result in you being turned away from the test center and forfeiting your fee.

If the name on your ID doesn't match the CSR, cancel the appointment (see “Canceling or Rescheduling Your Appointment” on page 16) and correct the discrepancy by phoning ARRT at (651) 687-0048, ext. 8560. Don't schedule a new appointment until you receive a new CSR and have verified that all changes were made correctly.

TIP**Maximum of Three Changes**

You are allowed a maximum of three window changes per exam application. If a third window change is allowed to expire, you will have to submit a re-application form and fee to open another window. You may submit window extension requests as long as you are still within the three-attempts-in-three-years eligibility time frame. See details at right regarding requesting a window extension.

Extending an Exam Window

If circumstances make it impossible for you to schedule an exam during the assigned window, you may request a new window from ARRT by filling out the form available online at www.arrt.org/handbooklinks and submitting it via the U.S. Postal Service or fax. If faxing, send your request to (651) 994-8510. You must follow up by phoning ARRT's Initial Certification Department at (651) 687-0048, ext. 8560, to confirm receipt.

If you have an existing appointment, you must cancel it before requesting a window change, scheduling a new exam date or changing the test center location. (See "Canceling or Rescheduling Your Appointment" on pages 16-17.)

ARRT must receive your written request for a new window on or before the last day of the current examination window. If the window expires on a weekend or holiday, the request must be received on or before the last business day prior to the expiration date. Saturday and Sunday are not considered ARRT business days. Your new exam window will begin on the day after ARRT processes the change request. ARRT will not accept requests for specific window dates.

For late requests (received after the last day of the current window) or more than three window changes, you must submit a re-application form and fee.

To request a window extension, first cancel your existing appointment. Fax a request for extension (available at www.arrt.org/handbooklinks) to (651) 994-8510 and call (651) 687-0048, ext. 8560, later to confirm receipt. Include date, name, address, ARRT ID or social security number and birth date, and your signature. ARRT will send you a new CSR when your request is processed.

The Examination Appointment



Once you receive your Candidate Status Report (CSR) from ARRT, you're ready to schedule the appointment.

Scheduling Your Appointment

Pearson VUE schedules appointments on a first-come, first-served basis. As soon as you receive your Candidate Status Report (CSR), you may schedule your appointment one of two ways:

- call the Pearson VUE Call Center at the toll-free phone number shown on your CSR (Monday–Friday, 7 a.m.–7 p.m. Central Time); or
- online at www.pearsonvue.com/arrt (see "tip" at left for details).

TIP**Internet Scheduling: Two-Step Process, Brief Delay**

Scheduling your ARRT exam appointment via www.pearsonvue.com/arrt is a two-step process that may involve a brief waiting period. If you want to avoid any delay, you should schedule by phone.

When you arrive at the webpage, you will be asked for your ARRT ID number and personal information from your CSR. Click "continue" at the bottom of each page. NOTE: You aren't finished until a "thank you" screen confirms that your request has been processed. We recommend printing a copy of your confirmation screen for your records.

If you provided a valid email address, you will receive your user name and password within one business day and you may then proceed to schedule your appointment. (If you forget your user name or password, you will need to phone the Pearson VUE Call Center to have a new user name and password assigned.) Pearson VUE will send an email confirmation to the address you provided.

Even if you don't want to test immediately, it's better to schedule early to obtain your desired appointment. If you delay too long in scheduling your examination, you may not find an available appointment prior to your exam window expiration date. If the window is allowed to expire, you must submit a re-application form and fee to schedule a new appointment. (See "Extending an Exam Window" above for details.)

You will be providing and receiving a great deal of important information when scheduling your appointment with Pearson VUE. It is your responsibility to manage that information each step along the way.

(continued on next page)

Have Your Information Available

Have your CSR on hand when going online or calling to schedule. You cannot schedule a testing appointment until you receive your CSR. You will be able to select a test center from those in Appendix C or on the Pearson VUE website.

When calling to schedule an appointment, you will be asked to verify your name, address, and other identifying information and to provide your ARRT ID number and exam discipline from the CSR. (ARRT does not provide ID numbers over the phone.) Calls may be recorded for quality assurance purposes.

NOTE: Call Center staff cannot make changes (except adding email and phone info) to the application information you provided to ARRT. (See “Address or Name Changes” on page 14.)

Pearson VUE Call Center staff will help you schedule a date and time for testing. Test centers are generally open Monday through Friday between the hours of 8 a.m. and 6 p.m. Some test centers offer extended evening or Saturday hours.

Confirm Your Scheduling Information

Space is provided on the back of the CSR for you to write the date, time, confirmation number, test center location, and name of the Call Center representative. Pearson VUE will email or send by U.S. Postal Service (when an email address is not provided) a letter confirming the appointment. The letter will include the address, phone number, and directions to the test center, as well as the name, date, and time of your exam and other important information. Driving directions are available at www.pearsonvue.com.

NOTE: Occasionally the email confirmation may be filtered into a “SPAM” folder based on the security settings of your email account. You should be aware that the email confirmation comes from PVAmericascustomerservice@pearson.com. If you do not receive the confirmation from VUE within two days, check your filter settings and/or contact the VUE Call Center to confirm your appointment date and time, and request that a new confirmation email be sent.

ARRT is not able to confirm testing dates, times or locations before the examination, nor can ARRT provide driving directions to test centers.

Missing Your Appointment

If you fail to keep an appointment or if you don't reschedule it as detailed in the next section, your examination fee will be forfeited. However, a missed appointment does not count as an attempt for the three-attempt, three-year limit policy (detailed on page 25). ARRT is not responsible for appointment discrepancies between you and the test center.

Follow-Up and Confirm

Your Exam Appointment

You are responsible for confirming the date, time, and location of your exam with Pearson VUE. If you don't receive a confirmation within two days of scheduling, call the Pearson VUE Call Center to confirm and request that a duplicate confirmation letter be mailed. If your appointment is scheduled for less than five days out, call Pearson VUE for confirmation the day after you make the appointment. This applies to appointments scheduled via the Call Center as well as those scheduled online.

TIP Invalid ID? Cancel Appointment

If you arrive at the test center with invalid ID, you will not be admitted to take the test and you will forfeit your fee.

Your ID is invalid if:

- *it is not current (i.e., is expired), or*
- *the name on the ID varies from that on your ARRT file (see “ID, Photo, Signature, Palm Vein Recognition” on page 18), or*
- *there is no signature, or*
- *it is not an accepted form of ID (see box on page 18 for “Acceptable Forms of ID”).*

Cancel your appointment in time and reschedule when you have acquired two forms of valid ID.

Canceling or Rescheduling Your Appointment

You may cancel or reschedule an appointment up to 24 hours (one business day) prior to the scheduled appointment — either by phoning (800) 632-9055 (leaving a message on an answering machine is not acceptable) or at www.pearsonvue.com/arrt (be sure to follow the prompts to complete the process). Pearson VUE will send you an email confirmation each time an appointment is changed or canceled.

Pearson VUE charges a \$10 fee for examination appointments that are canceled or rescheduled. Pearson VUE will collect fees by credit card payment at the time the appointment is canceled or rescheduled. This includes all changes made online and via the Pearson VUE Call Center.

If you cancel or make a new appointment and do not receive an email confirmation, follow-up by phoning the Call Center to confirm it.



Calling to Reschedule? Remember to Cancel

Just because you call to reschedule a testing appointment doesn't necessarily mean that your initial appointment is automatically canceled. And an uncanceled appointment is your responsibility, potentially resulting in forfeiting the application fee.

If you call Pearson VUE intending to reschedule a testing appointment, your initial appointment remains in effect until you formally approve a new appointment date/time. If you can't find an appropriate alternative appointment and plan to call back later, your initial appointment will still be on the books.

Play it safe when changing your appointment. Be sure to specifically request that the initial appointment is canceled. The next day, call Pearson VUE to confirm that the appointment was canceled.

The table below shows that appointments for a given time on the scheduled test day must be canceled by that same time on the preceding business day.

Scheduled Test Day	Cancel/Change Deadline (same time as appointment)
Monday	Friday of the preceding week
Tuesday	Monday of the same week
Wednesday	Tuesday of the same week
Thursday	Wednesday of the same week
Friday	Thursday of the same week
Saturday	Friday of the same week

Exception

If your appointment is in a time zone ahead of Central (i.e., Eastern or further east), you must cancel any 8 a.m. appointment by 7 p.m. CT two days in advance.

For example, if you are scheduled to test at 9 a.m. on Monday, you must call by 9 a.m. on Friday to cancel the appointment.

NOTE: National holidays and weekends are not considered business days.

If you fail to appear for a scheduled appointment and don't reschedule through the prescribed procedure, you will forfeit your application fee. To reschedule, you will have to submit a re-application form and fee. Neither ARRT nor Pearson VUE are responsible for appointment errors.

ARRT will, on a case-by-case basis, consider emergencies resulting in hospitalization or death of immediate family members that occur after the cancel/change deadline. Written requests for rescheduling in these circumstances must be accompanied by official documentation and must be received by ARRT within 30 days after the scheduled exam date.

Exam Administration Day



Here's a preview of what you'll encounter when you open the test center's front door on the day of your ARRT exam appointment.

Test Center Environment

Pearson VUE test centers provide computerized testing for many organizations. Be aware that other tests may be administered in the test center at the same time as ARRT examinations.

Most test centers are located in buildings comprised of several other offices.

Test center personnel try to maintain a comfortable temperature in the testing rooms. In spite of these efforts, the room may be too cool or too warm for an individual's preference. Dress accordingly.

Keep in mind that there will be other people at the test center taking exams, so typing, coughing and/or people entering and leaving the testing room may be heard. It is impossible to provide a completely noise-free test environment. If you feel these distractions may be disruptive to your testing, please be sure to request earplugs before beginning your exam. Noise reduction headphones can also be provided.



Preview Exam Day Via Video

Check out ARRT's "What to Expect on Exam Day" video at www.arrt.org/videos.



ID Lost or Expired? Cancel Appointment

If your ID is lost or becomes invalid, cancel your appointment (consult table above for timing requirements) and reschedule when you have acquired the necessary ID.

Follow Procedures

Test center personnel adhere to designated procedures to ensure that their operations meet ARRT criteria for standardized testing. Review the following information before the examination to become familiar with the procedures.

Palm Vein Recognition **Replaces Fingerprint**

Beginning January 1, 2011, a new biometric procedure was added to the admissions process, replacing the fingerprint process. Called palm vein technology, it scans the veins inside the hand to create a digital template that represents your vein pattern. The pattern reader uses a safe, near-infrared light source, similar to a television remote.

Repeat test takers that have had their digital fingerprint captured at a previous exam will be required to provide a fingerprint match and then enroll in the palm vein recognition system. Tests taken after this initial procedure will use the palm vein system only.

All other steps of the admissions process remain the same. You are still required to bring a valid photo ID and secondary ID, have a photograph taken and sign a digital signature pad.

Learn more about the process at www.arrt.org/handbooklinks.

Don't Bring Yours... Calculators Provided

Personal calculators are not permitted, so don't bring one to the test center. You can use theirs.

Acceptable Forms of Identification

- Primary**
*Must be government-issued, have **pre-printed name, photo, and signature**, and not be expired.*
 - Government-issued driver's license
 - State ID card
 - Passport

Very Important! Please note that military IDs, Alien-Registration Cards ("Green Card") or any other IDs that do not have the candidate's signature **will not be accepted** at the test center as valid primary or secondary identification.

- Secondary**
*Must have **pre-printed name and signature** and not be expired.*
 - Government-issued IDs (e.g., U.S. social security card)
 - Employee ID or work badge
 - Bank automated-teller machine (ATM) card
 - School ID
 - Credit card
 - Any form of ID on the primary list

Arrive Early

Having already confirmed the location of the test center, plan your schedule and route to ensure that you arrive at least 30 minutes before the scheduled appointment, to allow time for check-in procedures. Be sure to allow ample time for your commute, especially if inclement weather is a factor.

If you arrive at the test center 15 minutes after the scheduled appointment, you may be required to forfeit the appointment. If an appointment is forfeited, the test center will report to ARRT your failure to take the examination. ARRT does not refund application fees on forfeited appointments.

To be considered eligible for a new exam window, you must submit a re-application form (included with the Notice to Absentee Candidate from ARRT) and fee.

ID, Photo, Signature, Palm Vein Recognition (PVR)

When you arrive at the test center, you will be required to show two forms of identification, both of which show your pre-printed name and signature. One of the IDs must be a current official government-issued photo ID. See the box below for examples of the two types of IDs required.

Your name on the government-issued ID must be the same as that on record with ARRT, as reflected on your most recent CSR. Your ID may contain your full middle name as long as the middle initial on your CSR matches the first letter of your middle name. If your name has a cultural variation, ensure that the same variation appears on your CSR and both IDs.

If you arrive without proper ID or with discrepancies in your name listed on your IDs, you will not be admitted to the test center. You will not be allowed to re-schedule your testing appointment and you will forfeit your examination fee. If you are admitted with questionable ID, your score may be canceled following investigation by ARRT.

Upon checking in, you will be asked to provide a digital signature and will have your palm vein scanned and be photographed. If you leave the testing area for any reason, your palm will be scanned upon leaving and again before re-entering. These processes are for identification purposes only. The information is kept confidential and not shared with any organization.

Assignment to Testing Station

Test center personnel will give you a short orientation and then escort you to an assigned workstation. You must remain in your assigned seat during the examination, except when authorized to leave by a test center staff member.

Test center personnel are not trained to answer specific questions related to ARRT examination content.

Calculators and Notes

Personal calculators are not permitted.

Both scientific and basic four-function calculators are provided on the computer, or you may request a basic four-function calculator from test center personnel.

Appendix E presents facsimiles of the computer calculators. Examples of the calculators are also presented in the tutorial at the beginning of the exam.

Test center personnel will provide an erasable note board and pen, which may be replaced as needed during testing but may not be removed from the testing room at any time. Do not use the note board until after responding to the non-disclosure agreement; you may not hold the board up to the screen when responding to questions. Scratch paper, pens, or pencils are not allowed in the testing room.

Requesting Assistance

Raise your hand to notify test center personnel if:

- you need assistance adjusting the computer screen's brightness or contrast
- you would like a handheld calculator
- you need earplugs
- an image does not appear or appears too large to be fully viewed
- you suspect a problem with the computer
- you need another erasable note board
- you need a break
- you have completed your exam
- you need a staff member for any other reason

Exam Timing

Time allowed for completing an examination is based on the number of questions. See the table on the next page to understand the breakdown of the total time, including an 18-minute tutorial at the *beginning* of the exam, followed by two minutes for responding to the non-disclosure agreement and a 10-minute survey at the *end* of the exam. Unscheduled breaks are subtracted from the allowed testing time; that is, the clock is not stopped during unscheduled breaks.

ARRT recommends that you complete the tutorial to familiarize yourself with the testing program, as well as the online calculators. NOTE: You must also click "A" for the non-disclosure agreement which appears after the tutorial and before the exam (see box on page 22).

Pace Yourself...

TIP

Use your time economically. Time remaining is displayed in the upper right corner of the computer screen. See "Pacing" on page 22 and Appendix E for more information.

DISCIPLINE		Scored Items	Pilot Items	Total Items	Tutorial Time (in min.)	NDA Time (in min.)	TEST TIME (in hours)	Survey Time (in min.)	TOTAL TIME (in hours)
Radiography		200	20	220	18	2	3.5	10	4.0
Nuclear Medicine Technology		200	20	220	18	2	3.5	10	4.0
Radiation Therapy		200	20	220	18	2	3.5	10	4.0
Magnetic Resonance Imaging		200	20	220	18	2	3.5	10	4.0
Sonography	Sonographic Procedures	360	40	400	18	2	4.0	10	7.5*
	Patient Care and Physical Principles of Ultrasound						2.5		
Mammography		115	25	140	18	2	2.5	10	3.0
Computed Tomography		165	20	185	18	2	3.5	10	4.0
Quality Management		165	25	190	18	2	3.5	10	4.0
Bone Densitometry		75	20	95	18	2	1.75	10	2.25
Cardiac-Interventional Radiography		145	15	160	18	2	3.0	10	3.5
Vascular-Interventional Radiography		160	25	185	18	2	3.25	10	3.75
Vascular Sonography		160	40	200	18	2	3.5	10	4.0
Breast Sonography		185	30	215	18	2	3.5	10	4.0
Registered Radiologist Assistant	Multiple Choice	200	20	220	18	2	3.5	10	7.0*
	Case Study Questions	20-30	0	20-30			2.5		

* Sonography and Registered Radiologist Assistant examinations have a 30-minute break between the two segments of the exam. This brings the total time to 7.5 hours for Sonography and 7.0 hours for R.R.A.

Test Center Restrictions

Maintaining a standardized testing environment ensures that the exam results of all ARRT candidates are earned under comparable conditions and represent fair and accurate measurement. Test center staff are required to file an incident report anytime something out-of-the-ordinary occurs. All candidates must adhere to the following regulations:

- No reference material may be brought into the testing room.
- No papers, pamphlets, books, food or purses are allowed in the testing room. Do not take large bags, textbooks, notebooks, etc., to the test center. You will be required to leave personal belongings in secure storage, but space is limited so plan accordingly. Test centers assume no responsibility for candidates' personal belongings.
- You are not allowed to remove any items from your secure locker during the duration of your exam. This includes breaks. The only exception is for those candidates storing medications or medical supplies that are pre-approved by ARRT.
- No unauthorized testing aids are permitted in the testing room. This includes calculators, pens, rulers, highlighter pens, stereos or radios with headphones, watch calculators, watch alarms (including those with flashing lights or alarm sounds), dictionaries, translators, personal digital assistants (PDAs), electronic devices or keyboards. You may be asked to remove your watch or other jewelry that creates noise and may be distracting to other candidates in the room.
- If you require testing aids, you must have submitted a Request for ARRT Testing Accommodations with your exam application (see page 11 of this handbook for details).
- Pagers and cellular telephones are not allowed. If you bring them, they must be turned off and remain in your assigned locker at all times for the duration of your exam.
- You may not leave the test center to make telephone calls.
- Eating, drinking or use of tobacco is not allowed in the testing room. You may keep snacks and water in the locker outside the testing room only.
- Waiting areas at the test centers are small. Friends, relatives or children who accompany you to the test center will not be permitted to wait in the test center or to contact you during the examination.
- If you need to leave the testing room for personal reasons, you must first raise your hand to get test center staff's permission. No additional time is allowed to make up for time lost due to this reason. Checking notes or textbooks at any point during the exam, or with other individuals, in person or by phone or electronic device, while out of the testing room is considered misconduct (see following "Misconduct" section). Test center staff is required to file an incident report with ARRT on any candidate that leaves the testing room for more than 10 minutes.
- Any candidate who leaves the test center building for any reason (unless instructed to leave by test center staff) may not return to continue the exam. This includes smoking breaks outside the test center building.

Misconduct

Numerous security measures are enforced during test administration to ensure the integrity of ARRT exams. Be aware that you will be observed at all times while taking the exam. This includes direct observation and reports filed by test center staff, as well as video and audio recording of the testing session.

Any irregular behavior during or in connection with the examination — as evidenced by observation, statistical analysis of answers, or otherwise — will constitute grounds for ARRT to take punitive action. This includes permanently barring you from all future examinations, terminating your participation in the exam, and invalidating the results of that exam and any prior exam. Furthermore, ARRT may decide to withhold

scores or certificates, to revoke or suspend a certificate, to deny or reject any application for renewal of registration of a certificate, to censure, or to take any other appropriate action.

If found to be in violation of this policy, you could find yourself part of an ARRT ethics investigation or even a federal court lawsuit for copyright infringement and/or breach of contract.

Examples of misconduct include, but are not limited to:

- failing to provide acceptable identification
- removing items from a secured locker without prior authorization
- making personal phone calls
- giving or receiving unauthorized help
- attempting to take the examination for someone else
- using notes, books or other unauthorized aids
- bringing any materials to the test center that may compromise exam administration
- eating or drinking during the test
- attempting to remove test questions (in any format) from the test center
- failing to follow the test center staff's instructions or instructions presented by the computer
- using scratch paper
- tampering with the operation of the computer or attempting to use it for any function other than taking the examination
- creating a disturbance of any kind
- leaving the test center building for any reason (unless instructed to leave by test center staff)

What if the Test Center is Closed?

If you are unsure whether a test center is closed because of inclement weather or some other factor, phone Pearson VUE's Call Center at (800) 632-9055. If the test center is open, it is your responsibility to keep your appointment. If it is closed, you will be given the opportunity to reschedule your appointment at no cost.

In the event of a test center closing, Pearson VUE will try to contact you to reschedule your exam appointment at no cost. You may also call Pearson VUE to reschedule.

What if the Computer Experiences Technical Difficulties?

On rare occasions, you may encounter technical difficulties at the test center. If you experience a technical difficulty, notify the test center administrator immediately. Test center personnel will make every effort to correct any difficulties as quickly as possible.

Should the test center experience a loss of power, back-up systems are in place, so every reasonable effort will be made to retrieve testing data. Once power is restored, you will be able to continue your testing sessions from the point of interruption.

If you encounter technical difficulties that could impact your score, ensure before you leave the test center that the administrator files a report. You must also alert ARRT in writing within two business days by submitting a Test Administration Appeal form (found at www.arrt.org/handbooklinks) so your score can be held until the situation has been resolved. ARRT will not investigate complaints it receives after test scores have been released.

If you are unable to continue the testing session due to severe technical difficulties, reasonable accommodations will be made, including rescheduling of a testing appointment. ARRT will evaluate individual requests for rescheduling at no cost.

TIP

Severe Weather Looming?

If you anticipate severe weather and your appointment is more than 24 hours out, consider rescheduling to avoid transportation hassles. If you miss your appointment due to weather, and the test center was open, you will have to submit a re-application form and fee to be considered eligible for a new window.

Non-Disclosure Agreement

After the tutorial, a non-disclosure agreement will appear on the computer screen. You must accept the terms of the agreement in order to proceed with the exam. By accepting these terms, you agree not to disclose exam questions in any form or remove them from the test center. You have two minutes to indicate your acceptance of the agreement.

The agreement states: "This exam is confidential and is protected by trade secret law. It is made available to you, the examinee, solely for the purpose of assessing qualifications in the discipline referenced in the title of this exam. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, oral or written, electronic or mechanical, for any purpose, without the prior express written permission of ARRT."

The screen will instruct you to click the "A" (for Accept) button to symbolize your signature and to accept the terms. You must click "A" to continue with the exam. If you do not accept these terms, click the "N" (for Not Accept) button to end the exam and let test center staff know that you are through. If you click on "N" but later decide to examine at a future date, you will need to submit a re-application form and fee.

NOTE: You are allowed two minutes to complete this section. If you do not respond within two minutes, the exam will end and you will have to submit a re-application form and fee to be considered eligible for a new exam window.

Learn more about the non-disclosure agreement in the "What to Expect on Exam Day" video at www.rrt.org/videos.

Taking the Exam

Order of Questions

ARRT examinations present questions in random order, which is consistent with the purposes of education and evaluation. When an individual learns an important concept, the intent is that he or she will take that knowledge beyond a specific context or environment and generalize that knowledge to the practice setting.

Question Format

Most items are standard multiple-choice with one best answer. ARRT is also introducing new formats on a limited basis. Some questions may require that you select multiple answers from a list or use the mouse to sort a list of options into a particular order. A few items may require that you identify anatomic structures on an image by placing the mouse arrow (cursor) over the correct location on the screen and clicking. Others may require you to answer a multiple-choice question after viewing a short video clip. Appendix E provides additional details on question formats.

Selecting Answers

You must record an answer for a question before the computer allows display of the next question. You may flag questions for later review if you are unsure of the answer. For further information, refer to Appendix E.

Pacing

It's important to use your time economically. Time remaining is displayed in the upper right corner of the computer screen. If a question is difficult, guess at the answer, flag the question for review and go on to the next question. When you have finished the examination and there is still time left, go back to the questions that you flagged and review them.

Guessing

Exam scores are based upon the total number of correct answers. Therefore, it is to your advantage to answer every question, even if that means selecting an answer of which you are not sure. **NOTE:** You must indicate some response to each question before the computer will proceed to the next question.

Candidate Comments

You may comment on a specific question at the time you answer the question by clicking on the "Comment" button at the top of the page. No additional testing time is allowed during the exam for making comments on questions.

You may comment on your testing experience in the evaluation survey at the end of the test.

Leaving the Test Center

When you are finished with the examination and evaluation survey, raise your hand and test center staff will collect the erasable note board before dismissing you. Do not leave your seat until you have been dismissed. You may not remove note boards from the testing room. Your palm will be scanned again before leaving the test center.

Non-Attendance

If you fail to appear for examination as assigned, your file is closed and you must submit a re-application form and fee to be considered eligible for a new exam window.

Appeals of Test Administration Procedures

ARRT makes every effort to assure that examinations are fairly administered in a comfortable and safe environment. If you believe that an examination was administered in a manner that substantially deviated from normal testing procedures, you may request a review of procedures.

If you experience a problem, verify with the test center administrator before you leave that they will file a report regarding your issue.

If you wish to request a review, you must submit a completed Test Administration Appeal form (found at www.arrt.org/handbooklinks) detailing the specific nature of the alleged deviation from normal testing procedures. Appeals to ARRT should indicate the examination category, administration date, test center location, phone number, and email address. The appeal must be faxed to (651) 687-0349 and/or postmarked within two days of the date of test administration. Then, call (651) 687-0048, ext. 3155, to confirm receipt.

You must notify ARRT in writing of any negative situations before exam results are released. ARRT will not investigate complaints after you have received your results.

If ARRT finds that any such deviation unfairly interfered with your ability to complete the exam to the best of your ability in the allotted time, the original score will be canceled and you will be allowed to retake the examination at no cost. Under no circumstances will your score be adjusted based upon the findings of the review.



After the Examination

After the examination, all exam data is returned to ARRT, where scoring and analysis is completed. ARRT follows strict procedures to ensure accuracy of scoring.

Cancellation of Scores

If you have been deemed ineligible, your exam scores will be canceled and not available. The exam fee will be forfeited, and the attempt is counted as one of three attempts.

ARRT may withhold or cancel scores if there is evidence that the security of the examination has been compromised. Such action may be necessary even in the absence of evidence indicating that a candidate was knowingly involved in the compromising activities. ARRT expects candidates to cooperate in any investigation. Once results are canceled, they are not available for reporting at a later date. The candidate forfeits fees paid for the examination. Canceled scores are counted as an attempt. (See "Three-Attempt, Three-Year Limit" section on page 25.)

Some scores may be rendered invalid because of circumstances beyond a candidate's control, such as technical difficulties. ARRT investigates each of these situations. When this results in a cancellation of scores, ARRT arranges for a makeup administration of the exam at no additional cost.

Score Reporting

You will see a preliminary scaled score on your computer screen after completing the review portion of your exam. A preliminary score is not confirmation of passing the exam. Printed copies of the onsite scores are not available. Upon exiting the preliminary score screen, neither ARRT nor test center staff can reproduce the score at a later time.

After verifying all eligibility requirements, ARRT will mail your official score report to your address on file with ARRT.

If your Candidate Status Report listed a conditional code, and this code is not satisfied within six months of your examination date, your scores will be canceled.

Allow two to three weeks after the examination for ARRT to mail your official score report. Exam results are not given out over the telephone. If your results have not arrived within three weeks after your examination date, call ARRT.

You must pay replacement fees if results are lost due to an address change that you did not report to ARRT. Requests for duplicate results beyond 60 days after results were originally mailed are also assessed a fee for replacement.

▼ Preliminary Scores

● vs. Final Scores

The scaled score which you receive at the test center after completing the exam is a PRELIMINARY score and is NOT notification of certification.

Provided that ARRT has proper documentation of your eligibility, an official score report will be mailed approximately two to three weeks following examination (see "Score Reporting" at right).

▼ **Passing Score In Itself**

● **Is Not Certification**

A passing score alone does not constitute certification. All other certification eligibility requirements must also be satisfied. See the section on “Certification Eligibility Requirements” (pages 6-7).



How/When Will I Know Whether I'm Certified?

Official scores are usually mailed within two to three weeks to the address ARRT has on file. If there is a change of address, please convey it to ARRT by the time you take your certification exam. This will prevent your results from going to the wrong address. You may also check the “Verify Credentials” tab at www.arrt.org which — generally within three weeks of taking the exam — will reflect your certification and registration status.

Interpreting Scores

ARRT uses “scaled scores” to report examination results. Scaled scores are more meaningful than raw scores (i.e., number or percentage correct) because they take into account the difficulty of a particular test compared to other forms of the same test. Therefore, a scaled score of 75 represents the same level of test performance, regardless of what examination form was administered.

Total scores are reported on a scale that ranges from 1 to 99. Keep in mind that ARRT total scaled scores do *not* equal the number or percentage of questions answered correctly. A total scaled score of 75 is required to pass an exam, and the number of correct answers required to achieve a score of 75 was determined through a standard-setting (or passing score) study. ARRT and panels of experts from each modality periodically review the passing score to assure its validity.

Performance on each section of the exam is also reported using scaled scores. Section scores range from 0.1 to 9.9 and are reported in one-tenth point intervals (e.g., 8.1, 8.6). These scores are designed to provide information to candidates regarding their strengths and weaknesses in particular content categories. Each section score can be considered as a separate score. For example, a scaled section score of 7.9 would indicate that *if* that section had been the whole test, the total score would have been a 79. It is important to note that pass/fail decisions are based on the *total number* of items correct and *not* on individual section scores. Because test sections have different numbers of items, a simple average of scaled section scores will not re-create the total scaled score. Since section scores are based on fewer test questions, they are not as reliable as the total scaled score and should be interpreted with some discretion.

Delayed Score Reporting

If ARRT finds that information or fees provided by you are inaccurate or incomplete, ARRT may cancel your scores or hold your results for six months after the date of your examination. If the issue is not resolved after six months, the scores are canceled and counted as an attempt. If investigation determines that you were ineligible to take the examination, scores are also canceled. ARRT will not refund your fees.

Appeals of Exam Scoring

ARRT employs several quality-control procedures to ensure that all examinations are scored with complete accuracy. However, you may request a review of the accuracy of the scoring process if you feel an error has occurred.

If you desire a review of the scoring, you must send a letter of request — detailing the specific reason a scoring error is suspected. Requests must be postmarked within 14 days of the score report having been mailed by ARRT and must be accompanied by a \$25 fee. ARRT will review your responses to each question, compare those responses to the answer key, and recalculate both raw scores and scaled scores.

You will be informed of ARRT’s findings within 30 days of receiving the written request. If ARRT finds evidence of any scoring error, the original score will be canceled and you will be notified of your corrected score.

Re-Examination

If you previously failed the examination, you may submit a re-application form and fee. You should receive the form and information with your score reports. ARRT will return your application and fee if they arrive at the ARRT office less than 30 days before the three-year limit expires (see “Three-Attempt, Three-Year Limit” section on next page).

Three-Attempt, Three-Year Limit

Candidates who are eligible for a post-primary certification are allowed three attempts to pass the exam. They must complete the three attempts within a three-year period of time that begins with the initial examination window start date. After three unsuccessful attempts or three years have expired, the individual is no longer eligible.

The individual may obtain eligibility by re-satisfying the clinical experience requirements, which must be:

- documented with dates of performance beginning after your third attempt date or after the expiration of your three-year window eligibility period; and
- within 24 months prior to the date supervisor information is submitted.

ARRT will not accept clinical experience documentation that does not meet the criteria detailed above. Clinical experience requirements are listed in Appendix A, and on the ARRT website. If you have questions regarding your eligibility status, call the ARRT Clinical Requirements Department at (651) 687-0048, ext. 8570.

Initial Certification

Congratulations! You've earned your ARRT certificate.

Your certificate confers the right to use the title "Registered Technologist" and its abbreviation "R.T." in connection with your name — as long as the registration of the certificate is in effect (see following "Renewal of Registration" section). Individuals registered by ARRT are advised to use the symbol "(ARRT)" after the "R.T." to avoid confusion with certification by any other source. These marks are protected by law. ARRT pursues legal action against individuals who use these marks without authorization.

Individuals should also use the following initials to indicate the specific category or categories for which registration is held. The category designation should be listed between the "R.T." and the "(ARRT)" and should be listed as:

- "(R)" for radiography
- "(N)" for nuclear medicine technology
- "(T)" for radiation therapy
- "(MR)" for magnetic resonance imaging
- "(S)" for sonography
- "(M)" for mammography
- "(CT)" for computed tomography
- "(QM)" for quality management
- "(BD)" for bone densitometry
- "(CI)" for cardiac-interventional radiography
- "(VI)" for vascular-interventional radiography
- "(CV)" for cardiovascular-interventional radiography (*No longer open to new candidates*)
- "(VS)" for vascular sonography
- "(BS)" for breast sonography

The designation for ARRT-registered radiologist assistants is "R.R.A.(ARRT)."

Renewal of Registration

Earning the certificate is one thing. Keeping it in effect is another — called annual renewal of registration. To use the "R.T." designation (short for Registered Technologist) after your name, you must renew your registration annually, which includes pledging to abide by the Agreement of Applicants for Renewal of Registration included in Article V, Section 5.02, of the *ARRT Rules and Regulations*.

Registration of the certificate for those who have passed the examination and are otherwise eligible is valid through the next birth month. For example, an individual with an October birth month who passes the examination in August 2013 will receive a certificate good through the end of October 2013. *(continued on next page)*

State Attempts Count

Against Three-Attempt Limit

Candidates for post-primary certification have three attempts to pass the exam, and those attempts must be used within three years of the initial ARRT exam window start date. Candidates attempting an exam as a state candidate instead of taking an exam for ARRT certification will have the state attempt count as an attempt toward their ARRT certification. Passing the exam as a state candidate will not make you ARRT certified. A candidate is no longer eligible after three unsuccessful attempts.

TIP

Pins, Patches, Shields

Display your credentials and professionalism with pride. Let your patients and colleagues know that you are qualified. Pins, patches, and shields on the uniform are one way. Displaying your certificate and current registration seal is another. Want to know more about our merchandise? Check www.arrt.org/handbooklinks.

After the Examination,
continued

▼ **Annual Renewal vs. ● **CE Biennium****

The difference between annual renewal and the CE biennium is that annual renewal is the routine maintenance of the registration of your ARRT certificate(s). It requires reporting of any felony or misdemeanor convictions, as well as ongoing agreement to comply with the ARRT Rules and Regulations and Standards of Ethics. The CE biennium is the 24-month period of time during which an R.T. must complete and report a minimum of 24 hours of continuing education activities. R.T.s report their CE every other year in conjunction with their renewal of registration.

▼ **CQR: Continuing ● **Qualifications Requirements for Certifications Issued 1/1/11 and Thereafter****

ARRT certificates earned beginning January 1, 2011, are time-limited to 10 years. To maintain your registration, you will need to fulfill continuing qualifications requirements (CQR).

During a window of opportunity prior to the end of the 10-year period, various tools — such as self-assessments and inventories of knowledge — will be available to determine areas of individual need, and prescribed educational activities will permit candidates to meet the requirements. Taking the certification exam will not be required.

The goal is to show that you have maintained qualifications as implied by the R.T. designation and as defined by the body of knowledge identified in the examination content specifications for the then-current exam (as opposed to the exam used for initial certification).

For more information, visit www.rrt.org/handbooklinks. We'll continue to update information there as program development continues.

Continued registration requires annual renewal, which may be done online or by mail. ARRT mails an application for renewal of registration the month before the R.T.'s birth month, addressing it to the R.T.'s address on record at ARRT. R.T.s are responsible for notifying ARRT of any address changes.

Online

Online renewal of registration is available two months before and during a registrant's birth month. Online payment options are Visa, MasterCard, and Discover. To renew without penalty, online renewal must be completed before midnight Central Time on the last day of the registrant's birth month.

Mail

To renew without penalty, the renewal form and payment must be postmarked back to ARRT by the U.S. Postal Service on or before the last day of the R.T.'s birth month. In the October birth date example above, the application for renewal would be mailed to the registrant in early September. The R.T. then would return the form and payment to ARRT with a USPS postmark no later than October 31, 2013.

Reinstatement of Registration by Examination

Reinstatement is the process of restoring an ARRT certificate whose registration has not been maintained. Reinstatement is also required for any individual whose certification has been revoked as a result of an ethics violation, in which case sanction removal is also a prerequisite for reinstatement.

Candidates who fail to meet CE requirements by the end of their CE-probation period move into reinstatement-by-examination status. Note that the reinstatement exam is the same as that used for certification. If reinstating a post-primary category, individuals must first complete re-examination in the primary supporting category before re-examining in the post-primary category.

Candidates have three attempts to pass the exam. They must pass the exam within a three-year time frame that begins with the starting date of their first exam window.

Re-Qualification for Certification

If the reinstatement by examination candidate has used up the three-attempt/ three-year limit when reinstating his/her primary category certification, the only pathway back to reinstating registration is to once again successfully complete all didactic and clinical competency requirements of an accredited educational program.

Candidates holding credentials in multiple disciplines must first become registered in the primary supporting discipline and then document new clinical requirements for the post-primary discipline(s) and take the post-primary examination(s).

Apart from meeting the educational requirements, candidates for reinstatement must also meet the same *ARRT Standards of Ethics* and *ARRT Rules and Regulations* requirements that apply to all certification candidates. This process is not to be confused with the Continuing Qualifications Requirements (CQR) process (see box at left).

Continuing Education Requirements for Renewal of Registration

Continuing education is an integral part of ARRT's emphasis on education as an essential tool for R.T.s in delivering quality care. In these times of sweeping technological innovation, R.T.s can't afford to be out of the education loop for long periods of time.

ARRT's continuing education requirements for R.T.s mandate that every two years a registrant must either obtain 24 continuing education credits acceptable to ARRT or pass an exam in an additional discipline recognized by ARRT. Registrants

who take an exam for CE credit should ensure that their exam date occurs within their assigned CE biennium and must receive official notification from ARRT that they have successfully passed before reporting the CE. On-site scores at the test center are not considered official notification. (NOTE: Continuing education requirements for sonographers and Registered Radiologist Assistants differ somewhat from those noted here. Refer to **www.arrt.org** for specifics.)

Technologists already registered in a discipline who become registered in additional disciplines maintain their original CE reporting schedule based upon their initial certification. The continuing education requirement is 24 Category A or A+ credits, regardless of the number of ARRT certificates held by a registrant.

The *Continuing Education Requirements for Renewal of Registration* are available at **www.arrt.org**.

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COMPUTED TOMOGRAPHY CLINICAL EXPERIENCE REQUIREMENTS



Eligibility Requirements Effective for Examinations Beginning July 1, 2011*

Edited July 2012

Edited June 2013

The purpose of the clinical experience requirements is to verify that candidates have completed a subset of the clinical procedures within a discipline. Successful performance of these fundamental procedures, in combination with mastery of the cognitive knowledge and skills covered by the certification examination, provides the basis for the acquisition of the full range of clinical skills required in a variety of settings.

This document identifies the clinical experience required for certification. The American Registry of Radiologic Technologists® (ARRT®) encourages individuals to obtain education and experience beyond these minimum requirements.

Instructions for Eligibility

1. Perform the Procedures: Candidates are required to perform clinical procedures according to the Specific Procedural Requirements on the following pages. All procedures must be performed within the 24 month period immediately preceding the date that the application is received by ARRT. Repetitions may be completed in less than 24 months.

2. Document Performance: Candidates must use the following *Computed Tomography Clinical Experience Documentation Form* or a reasonable facsimile to record the performance of the procedures. Documentation includes: name of procedure, date performed, time of day completed, facility where performed, and the initials of the person verifying performance. The “Verifier’s Initials” column on the form must be initialed by a Registered Technologist, supervisor, or a licensed physician and must match the *Verification Identification Page* at the end of this document. The name and address of the person corresponding to each set of initials must also be provided on the *Verification Identification Page*. Failure to meet the minimum clinical experience requirements prior to the date of submission will result in the application becoming “ineligible.” All documented procedures prior to the date the application is received by ARRT will not be accepted for future clinical experience requirements.

3. Apply for Certification: After the clinical experience requirements have been completed, candidates are eligible to complete the application for certification. Submitting false documentation to ARRT as part of the application process is a violation of the *ARRT Standards of Ethics* and may result in sanctions up to and including revocation of ARRT certification in all disciplines and ineligibility for any additional ARRT certifications.

4. Maintain Your Records: Candidates must keep the *Clinical Experience Documentation Form* for at least 24 months after the date the application is submitted. The ARRT conducts audits of some applications for certification. Candidates who are audited will be required to send the *Clinical Experience Documentation Form* to ARRT. Additional documentation may be required from individuals who are audited.

** Note: Candidates who submit their applications up through June 30, 2013 may use either the previous requirements (effective July 2008) or the current requirements (effective 2011). Candidates who apply after June 30, 2013 may no longer use the previous clinical experience requirements.*

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(continued on next page)

Specific Procedural Requirements

The Clinical Experience Requirements for CT consist of 59 procedures in 7 different categories:

- A. Head and Neck
- B. Spine and Musculoskeletal
- C. Chest
- D. Abdomen and Pelvis
- E. Special Procedures
- F. Image Display and Post Processing
- G. Quality Assurance

Candidates must document the performance of complete, diagnostic quality procedures according to the following rules:

- Choose a minimum of 25 different procedures out of the 59 procedures on the following pages.
- Complete and document a minimum of 3 and a maximum of 5 repetitions of each chosen procedure; less than three will not be counted toward the total.
- No more than one procedure may be documented on one patient. For example, if an order requests chest, abdomen, and pelvis scans for one patient, only one of these may be documented for clinical experience documentation.
- Computed Tomography procedures performed in conjunction with a PET or SPECT procedure or Radiation Therapy planning procedure must be of diagnostic quality.
- A minimum total of 125 repetitions across all procedures is required.

Examples

1) A candidate who works in a specialized setting wanted to complete the minimum number of procedures. This person chose 25 procedures from any of the 7 categories. To complete 125 repetitions, each of the 25 procedures was performed 5 times each.

2) Another candidate works in a facility that does most types of CT scans, so completing a wide variety of procedures was quite feasible. This candidate completed a total of 30 procedures from all 7 categories. Although most of these procedures were performed 3 times (the minimum), several of them were performed 4 or 5 times each until the candidate reached at least 125 procedures.

General Guidelines

To qualify as a complete, diagnostic quality CT imaging procedure the candidate must demonstrate appropriate:

- evaluation of requisition and/or medical record
- preparation of examination room
- identification of patient
- patient assessment and education concerning the procedure
- documentation of patient history including allergies
- patient positioning
- protocol selection
- parameter selection
- image display, filming, and archiving
- documentation of procedure, treatment and patient data in appropriate record
- patient discharge with post-procedure instructions
- standard precautions
- radiation safety
- preparation and/or administration of contrast media
- initiate scan

and evaluate the resulting images for:

- image quality (e.g., motion, artifacts, noise)
- optimal demonstration of anatomic region (e.g., delayed imaging, reconstruction spacing, algorithm, slice thickness)
- exam completeness

Attention CT Certification Candidates: Your certification process has requirements to complete clinical procedures including activating actual CT scans, known as “initiating the scan” or “making the exposure.” You are responsible for ensuring state laws allow you to complete this requirement.

(continued on next page)

Computed Tomography Clinical Experience Requirement Procedures

A. Head and Neck

1. head without and/or with contrast
2. sinuses
3. facials (orbits, mandible)
4. temporal bones / IACs
5. trauma head
6. vascular head (CTA)
7. soft tissue neck
8. vascular neck (CTA)

B. Spine and Musculoskeletal

1. lumbar
2. cervical
3. thoracic
4. spinal trauma
5. upper extremity
6. lower extremity
7. pelvic girdle; hips
8. musculoskeletal trauma
9. vascular extremity (CTA)

C. Chest

1. chest without and/or with contrast
2. HRCT
3. vascular chest (e.g., PE, CTA, Aorta)
4. chest trauma
5. lung nodule study
6. heart (e.g., calcium scoring, coronary angiography)

D. Abdomen and Pelvis

1. abdomen without and/or with contrast
2. liver (multi-phase)
3. kidneys (multi-phase)
4. pancreas (multi-phase)
5. adrenals
6. enterography study
7. appendicitis study

8. renal stone protocol (without IV contrast)
9. abdominal trauma
10. vascular abdomen (CTA)
11. CT intravenous urogram/IVP
12. pelvis without and/or with contrast
13. bladder
14. pelvic trauma
15. vascular pelvis (CTA)
16. colorectal studies (rectal contrast)

E. Special Procedures

1. biopsies
2. drainage
3. aspirations
4. CT arthrography
5. diskography
6. myelography
7. colonography or virtual colonography
8. brain perfusion
9. radiation therapy planning
10. transplant studies

F. Image Display and Post Processing

1. geometric or distance measurements
2. region of interest measurement (ROI)
3. retrospective reconstruction
4. multiplanar reconstruction (MPR)
5. 3D rendering (MIP, SSD, VR)

G. Quality Assurance

1. calibration checks
2. CT number and standard deviation (water phantom)
3. linearity
4. spatial resolution
5. contrast resolution

VERIFICATION IDENTIFICATION PAGE

The previous pages of the *Computed Tomography Clinical Experience Documentation Form* require only that the initials of the person verifying performance of a procedure be listed. On this page, the verifiers must provide their full name and mailing address to match their initials on the previous pages. These individuals may be contacted as part of the audit process. Registered Technologists should list their home mailing address that is on file with ARRT. Other verifiers may list the facility address.

Verifier's Initials (handwritten)	Verifier's Initials (handwritten)
Verifying technologist ARRT ID # and credentials (if applicable) Others, please note credentials in this space	Verifying technologist ARRT ID # and credentials (if applicable) Others, please note credentials in this space
Printed Name	Printed Name
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Verifier's Initials (handwritten)	Verifier's Initials (handwritten)
Verifying technologist ARRT ID # and credentials (if applicable) Others, please note credentials in this space	Verifying technologist ARRT ID # and credentials (if applicable) Others, please note credentials in this space
Printed Name	Printed Name
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Verifier's Initials (handwritten)	Verifier's Initials (handwritten)
Verifying technologist ARRT ID # and credentials (if applicable) Others, please note credentials in this space	Verifying technologist ARRT ID # and credentials (if applicable) Others, please note credentials in this space
Printed Name	Printed Name
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Verifier's Initials (handwritten)	Verifier's Initials (handwritten)
Verifying technologist ARRT ID # and credentials (if applicable) Others, please note credentials in this space	Verifying technologist ARRT ID # and credentials (if applicable) Others, please note credentials in this space
Printed Name	Printed Name
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip

This form may be duplicated

CONTENT SPECIFICATIONS FOR THE COMPUTED TOMOGRAPHY EXAMINATION



ARRT® Board Approved: January 2011
Implementation Date: July 2011

The purpose of The American Registry of Radiologic Technologists® Computed Tomography (CT) Examination is to assess the knowledge and cognitive skills underlying the performance of the tasks typically required of staff technologists in Computed Tomography. The tasks typically performed were determined by administering a comprehensive practice analysis survey to a nationwide sample of radiographers working in computed tomography. The results of the most recent practice analysis are reflected in this document¹.

The task inventory for the Computed Tomography Examination may be found on the ARRT's website (www.arrt.org). The content specifications identify the knowledge areas underlying performance of the tasks on the task inventory. Every content category can be linked to one or more activities on the task inventory.

The table below presents the three major content categories covered on the examination, along with the number of test questions in each major category. Subsequent pages provide a detailed listing of the specific topics within each content category (see notes below).

CONTENT CATEGORY	NUMBER OF QUESTIONS ²
A. Patient Care and Safety	36
B. Imaging Procedures	75
C. Physics and Instrumentation	<u>54</u>
	165

1. A special debt of gratitude is due to the hundreds of professionals participating in this project as committee members, survey respondents, and reviewers.
2. Each exam includes an additional 20 unscored (pilot) questions. On the pages that follow, the approximate number of test questions allocated to each content category appears in parentheses.

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(continued on next page)

A. PATIENT CARE AND SAFETY (36)

1. Patient Preparation (2)

- a. Consent
- b. Scheduling and Screening
- c. Education
- d. Immobilization

2. Patient Assessment (6)

- a. Clinical History
- b. Monitoring
 1. level of consciousness
 2. vital signs
 3. heart rhythm and cardiac cycle
 4. oximetry
- c. Lab Values
 1. renal function (e.g., BUN, creatinine clearance, eGFR, creatinine)
 2. blood coagulation (e.g., PT, PTT, platelet, INR)
 3. other (e.g., D-dimer, LFT)
- d. Medications and Dosage
 1. current (reconciliation)
 2. pre-procedure medications (e.g., steroid, anti-anxiety)
 3. post-procedure instructions (e.g., diabetic patient)

3. Contrast Administration (16)

- a. Contrast Media
 1. ionic, non-ionic
 2. osmolarity
 3. barium sulfate
 4. water soluble (iodinated)
 5. air
 6. water
 7. other
- b. Special Contrast Considerations
 1. contraindications
 2. indications
 3. pregnancy
 4. lactation
- c. Administration Route and Dose Calculations
 1. IV
 2. oral
 3. rectal
 4. intrathecal
 5. catheters (e.g., peripheral line, central line, PICC line)
 6. other (e.g., stoma, intra-articular)

- d. Venipuncture
 1. site selection
 2. aseptic and sterile technique
 3. documentation (e.g., site, amount, gauge, concentration, rate and number of attempts)

- e. Injection Techniques
 1. manual
 2. power injector options
 - a. single or dual head
 - b. single phase
 - c. multi-phase
 - d. flow rate
- f. Post-Procedure Care
 1. treatment of contrast extravasation
 2. treatment of air embolism
 3. documentation
- g. Adverse Reactions
 1. recognition and assessment
 2. treatment
 3. documentation

4. Radiation Safety & Dosimetry (12)

- a. Technical Factors Affecting Patient Dose
 1. kVp
 2. mAs
 3. pitch
 4. collimation
 5. multi-detector configuration
 6. gating
- b. Radiation Protection and Shielding
 1. traditional (e.g., lead apron)
 2. non-traditional (e.g., bismuth)
- c. Dose Measurement
 1. CT Dose Index (CTDI)
 2. Multiple Scan Average Dose (MSAD)
 3. Dose Length Product (DLP)
 4. effective dose
 5. documentation
- d. Patient Dose Reduction
 1. pediatric
 2. adult
 3. dose modulation techniques (e.g., SMART mA, auto mA, CARE dose, and SURE exposure)

B. IMAGING PROCEDURES (75)

<u>TYPE OF STUDY</u>	<u>APPROX. # QUESTIONS</u>	<u>FOCUS OF QUESTIONS</u>
1. Head a. cranial nerves b. internal auditory canal c. temporal bones d. pituitary e. orbits f. sinuses g. maxillofacial h. temporomandibular joint i. posterior fossa j. brain k. cranium l. vascular	(13)	<p><i>Questions about each of the studies listed on the left may focus on any of the following relevant factors:</i></p> <ol style="list-style-type: none"> 1. Sectional Anatomy <ul style="list-style-type: none"> • sagittal plane • transverse plane (axial) • coronal plane • off-axis (oblique) • landmarks • pathology recognition 2. Contrast Media <ul style="list-style-type: none"> • types of agents • indications • contraindications • dose calculation • administration route • scan/prep delay (e.g., bolus timing, test bolus) 3. Imaging Processes <ul style="list-style-type: none"> • positioning • scout • acquisition methods (e.g., volumetric, axial or sequential) • parameter selection (e.g., slice thickness, mA, time, algorithm, pitch) • protocol modification for pathology or trauma 4. Special Procedures <ul style="list-style-type: none"> • 3D studies • biopsies • radiation therapy planning • drainage • colonography or virtual colonography • brain perfusion studies • transplant studies
2. Neck a. larynx b. soft tissue neck c. vascular	(5)	
3. Chest a. mediastinum b. lung c. heart d. airway e. vascular	(15)	
4. Abdomen a. liver b. biliary c. spleen d. pancreas e. adrenals f. kidneys/ureters g. GI tract h. vascular	(25)	
5. Pelvis a. bladder b. colorectal c. reproductive organs d. vascular	(6)	
6. Musculoskeletal a. upper extremity b. lower extremity c. spine d. pelvis; hips e. shoulder girdle f. sternum g. vascular h. post myelography i. CT arthrography j. diskography	(11)	

(continued on next page)

C. PHYSICS AND INSTRUMENTATION (54)

1. Radiation Physics (4)

- a. Radiation Interaction with Matter
- b. Acquisition (geometry)
- c. Physical Principles (attenuation)

2. CT System Principles, Operation, and Components (14)

- a. Tube
 1. kVp
 2. mA
 3. warm-up procedures
- b. Generator and Transformers
- c. Detector Configuration
- d. Data Acquisition Systems (DAS)
- e. Collimation
- f. Computer and Array Processor
- g. Equipment Maintenance

3. Image Processing (10)

- a. Reconstruction
 1. filtered backprojection reconstruction
 2. iterative reconstruction
 3. interpolation
 4. reconstruction algorithm
 5. raw data vs. image data
 6. prospective/retrospective reconstruction
 7. effective slice thickness
 8. reconstruction interval
- b. Post-Processing
 1. multi-planar reformation
 2. 3D rendering (MIP, SSD, VR)
 3. quantitative analysis (e.g., distance, diameter, calcium scoring, ejection fraction)

4. Image Display (10)

- a. Pixel, Voxel
- b. Matrix
- c. Image Magnification
- d. Display Filter
- e. Field of View (scan, reconstruction and display)
- f. Window Level, Window Width
- g. Plane Specification (x, y, z coordinates)
- h. Cine
- i. ROI (single and multiple image)

5. Informatics (2)

- a. Hard/Electronic Copy (e.g., DICOM file format)
- b. Archive
- c. PACS
- d. Security and Confidentiality
- e. Networking

6. Image Quality (9)

- a. Spatial Resolution
- b. Contrast Resolution
- c. Temporal Resolution
- d. Noise and Uniformity
- e. Quality Assurance
- f. CT Number (Hounsfield units)
- g. Linearity

7. Artifact Recognition & Reduction (5)

- a. Beam Hardening
- b. Partial Volume Averaging
- c. Motion
- d. Metallic
- e. Edge Gradient
- f. Patient Positioning
- g. Equipment Induced
 1. rings
 2. streaks
 3. tube arcing
 4. cone beam



Pearson VUE Test Centers

This list may change after publication in this handbook.

For an up-to-date list at any time, check www.pearsonvue.com/arrt.

Alabama Birmingham Decatur Dothan Mobile Montgomery	Delaware Dover Newark	Louisiana Baton Rouge Metairie Shreveport	New Hampshire Concord	Oregon Beaverton Medford Portland Salem	Newport News Richmond Roanoke Vienna
Alaska Anchorage	Florida Altamonte Springs Deerfield Beach Gainesville Jacksonville Miami Orlando Plantation Port Charlotte St. Petersburg Tallahassee Tampa	Maine Bangor Westbrook	New Jersey Atlantic City Lyndhurst Princeton Somerset	Pennsylvania Allentown Erie Harrisburg Horsham Lancaster Philadelphia Pittsburgh Scranton Wayne	Washington Renton Seattle Spokane Valley Yakima
Arizona Chandler Phoenix Tucson	Georgia Albany Atlanta Augusta Macon Savannah Stockbridge	Maryland Baltimore Bethesda Columbia Salisbury	New Mexico Albuquerque	Rhode Island Warwick	West Virginia Charleston Morgantown
Arkansas Fort Smith Little Rock Texarkana	Hawaii Honolulu	Massachusetts Boston Springfield Waltham Worcester	New York Albany Brooklyn East Syracuse Endicott Icelandia Lake Success New York Rego Park Rochester Staten Island Utica Watertown White Plains Williamsville	South Carolina Columbia Greenville North Charleston	Wisconsin Brookfield Eau Claire Kenosha Madison Milwaukee
California Anaheim Daly City Fairfield Fresno Gardena Lake Forest Milpitas Oakland Ontario Pasadena Redding Redlands Roseville Sacramento San Diego San Dimas San Marcos San Francisco Santa Maria Visalia Westlake Village	Idaho Boise	Michigan Ann Arbor Grand Rapids Lansing Marquette Southfield Troy	North Carolina Asheville Charlotte Durham Greenville Raleigh Wilmington Winston-Salem	South Dakota Sioux Falls	Wyoming Casper
Colorado Greenwood Village Pueblo Westminster	Illinois Chicago Marion Peoria Schaumburg Springfield	Minnesota Bloomington Brooklyn Park Eagan Hermantown Rochester	North Dakota Bismarck West Fargo	Tennessee Brentwood Chattanooga Johnson City Knoxville Memphis Nashville	U.S. Territories Amer. Samoa/ Pago Pago Guam/Tamuning N. Mariana Islands/Saipan Puerto Rico/ San Juan Virgin Islands/ St. Thomas
Connecticut Norwalk Wallingford Wethersfield	Indiana Evansville Fort Wayne Indianapolis Merrillville Terre Haute	Mississippi Jackson Tupelo	Ohio Beachwood Columbus Copley Twp. Gahanna Mason Maumee Moraine Westlake	Texas Abilene Amarillo Austin Bellaire Corpus Christi Dallas El Paso Harlingen Houston Hurst Lubbock Midland San Antonio Tyler Waco	Canada Ottawa, ON Toronto, ON Montreal, QU Winnipeg, MB Edmonton, AB Burnaby, BC
Dist. of Columbia Washington	Iowa Coralville Davenport Sioux City W. Des Moines	Missouri Columbia Kansas City Springfield St. Louis	North Carolina Asheville Charlotte Durham Greenville Raleigh Wilmington Winston-Salem	Utah Bountiful Draper Ogden	International Asia/Pacific: Sydney, Australia Hong Kong, Hong Kong Mumbai, India Osaka, Japan Tokyo, Japan Seoul, Korea Manila, Philippines
	Kansas Hays Topeka Wichita	Montana Billings Helena	Oklahoma Norman Oklahoma City Tulsa	Vermont South Burlington	Europe: London, England Frankfurt, Germany Istanbul, Turkey
	Kentucky Lexington Louisville	Nebraska Lincoln North Platte Omaha		Virginia Alexandria Chesapeake Lynchburg	
		Nevada Las Vegas Reno			


THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®

1255 Northland Drive, St. Paul, MN 55120-1155

Telephone: (651) 687-0048

www.arrt.org


CANDIDATE STATUS REPORT
See Reverse Side for Important Information and Instructions on Scheduling Your Appointment
Please read the ARRT *Certification Handbook* at www.arrt.org for examination details.

DATE: 04/19/2013

 MARY Q. PUBLIC
 APARTMENT 1
 MAIN STREET
 ANYTOWN, USA 00000

ID#: XXXXXX

NUMBER OF PRIOR ATTEMPTS:	0	SOCIAL SECURITY NUMBER:	123-45-6789
3-YEAR START DATE:	04/24/2013	BIRTHDATE:	05/17/1979
WINDOW START DATE:	04/24/2013	GRADUATION DATE:	
WINDOW END DATE:	07/22/2013		
ELIGIBILITY STATUS:	ELIGIBILITY CONFIRMED		

EDUCATIONAL PROGRAM:**PROGRAM LOCATION:****CATEGORY:** YOUR APPROVED EXAM DISCIPLINE

The above printed information is part of your permanent ARRT record. Please review it carefully and contact the ARRT if there are any corrections or changes. No address or name changes will be processed at the test center.

At the test center, you will be required to show two forms of identification. One must be a government-issued ID that contains a permanently affixed photo along with a signature and must not be expired. The second ID must contain your signature and must not be expired. Please see the list of acceptable IDs listed in the *Certification Handbook*. Test center administrators have been instructed not to admit anyone to the test center who does not have the required suitable IDs. ARRT will not refund fees for a candidate who is denied admission to the test center for failure to provide suitable identification.

A three-attempt, three-year limit is in effect for all certification categories. Changing the examination window or not appearing for a scheduled examination does not change the three-year limit. Please see the ARRT *Certification Handbook* for further details.

A code in the ELIGIBILITY STATUS field above will result in the issuance of a conditional assignment to the examination. This does not prevent a candidate from scheduling an exam appointment. Examination results will not be released until the reason for the code is satisfied. If the code is not satisfied within six months of the examination date, your scores will be canceled. See explanation of codes below.

**ELIGIBILITY
STATUS CODE**
EXPLANATION

Q	Program completion has not been verified. ARRT will contact the program director to confirm program completion. Program completion must occur on or before the date of examination.
R	Pending review under the <i>Standards of Ethics</i>
S	Candidate must sign Agreement of Candidates
T	Other
X, Y, or Z	Pending review of Clinical Experience Audit

3177(09/12)

(continued on next page)

**To schedule, confirm, change, or cancel your examination date, time, or location
Call Pearson VUE at 1-800-632-9055**

Record Your Exam Scheduling Information Here

- | | |
|---------------------------------------|----------------------|
| • Call Center Representative: | Confirmation Number: |
| • Date: | Time: |
| • Test Center Address and Directions: | |

Scheduling the Appointment

It is your responsibility to contact Pearson VUE to schedule the date, time, and location of your exam. The exam administration must be scheduled between the assigned window dates printed on this *Candidate Status Report*. If you fail to schedule an appointment during your assigned window, ARRT will send a *Notice of Expired Examination Window* to you, and you will be required to submit a re-application form and fee to reopen your file for a future examination.

Please call the Pearson VUE Call Center at **1-800-632-9055** to schedule your appointment. You may also schedule your appointment via the Internet at **www.pearsonvue.com/arrt** (for Internet scheduling, you must provide a return email address). See your *Certification Handbook* for Internet scheduling details. Shortly after scheduling your appointment, Pearson VUE will send a confirmation letter to you — listing your appointment time and date, test center location, and directions to the test center — via email, or US Postal Service. See ARRT *Certification Handbook* for appointment confirmation information.

Changing the Examination Appointment

If you find it necessary to change your examination appointment, you must first call Pearson VUE to cancel your existing appointment in accordance with the ARRT guidelines before requesting a new exam date or making changes in the test center location. Beginning January 2013, VUE will charge a \$10 fee for each canceled or re-scheduled appointment. See ARRT *Certification Handbook* for details.

Changing the Examination Window Dates

If it is necessary to change your examination window, you must first call Pearson VUE to cancel your existing appointment — *before* requesting an examination window change at the ARRT. Window dates cannot be changed if an appointment is scheduled. Candidates' requests for changes in the examination window dates must be made in writing and received by the ARRT on or before the last day of the current window. The new examination window will begin the day the window-change request is processed at the ARRT. See ARRT *Certification Handbook* for details.

Government-Issued ID and Second ID with Signature Required

At the test center, you will be required to show two forms of identification. One must be a government-issued ID containing a permanently affixed photo, along with a signature, and must not have expired. The second ID must contain your signature and must not be expired. Please see the list of acceptable IDs in the ARRT *Certification Handbook* or website at www.arrt.org. The name on your IDs must match the name appearing on your *Candidate Status Report*. Test center supervisors have been instructed not to admit anyone to the test center who does not have suitable ID. ARRT will not refund application fees for candidates who were denied admission to the test center for failure to provide suitable identification.

Calculators

You may use the basic 4-function calculator or scientific calculator provided on the computer, or you may request a hand-held, basic 4-function calculator from the test center administrator. Personal calculators are prohibited for examinations in all categories.

Results

Please allow two to three weeks for delivery of examination scores.
Certification results are not given at the test center or over the phone.

Appeals

Candidates appealing test procedures must fax appeals within two days of test administration to (651) 687-0349. Candidates must notify ARRT in writing of any negative situations that may have affected exam performance before exam results are released. ARRT will not investigate complaints it receives after the candidate has received his or her results.

05/2012



Computer-Based Testing Overview

After you have completed check-in procedures, test-center staff will show you to a work station and will make sure the computer is ready to deliver your exam. The testing session consists of four segments:

1. **Introduction, Tutorial, and Non-Disclosure Agreement:** During this segment, the computer will verify your name and allow you to complete a tutorial if you choose. We strongly urge candidates to spend the few minutes to take the tutorial. You will also be asked to read and approve a non-disclosure clause – it requires that all candidates agree to *not* copy any test questions or otherwise disclose the content of the exam. You must agree to the terms of the non-disclosure statement; if you do not respond within 2 minutes your exam session will end. The entire introductory segment will take anywhere from a few minutes up to 20 minutes, depending on how much time you spend reviewing the tutorial.
2. **Examination Session:** You will be given the exam during this period. In addition to answering questions, you can mark questions for later review or even comment on questions. The clock will be running, so pace yourself. Most questions are in the standard multiple-choice format and require you to select one best answer. In addition, a small portion of the exam may consist of the question formats noted below:

- a. **Select Multiple:** This format consists of a question or statement followed by a list of 4 to 8 response options. You are required to select all options that are correct.
- b. **Sorted List:** This format presents a list of 4 to 8 options and requires you to place them in correct sequence. You accomplish this by using the mouse to “drag-and-drop” the options into a table so that they end up in proper order.
- c. **Exhibits with Hot Spots or Videos:** This format consists of a question accompanied by a medical image, drawing, graphic, or video.

For “hot spot” items, the question will ask you to identify a spot or region on the exhibit (e.g., identify the iliac crest). You do this by moving your mouse/cursor to the correct location on the image and then “left-clicking” the mouse. A red “X” will mark the location you choose; you will be able to move the “X” until you are satisfied with its location.

For video items, you will need to read the question, open the exhibit, press the play arrow on the video, watch the video in its entirety, and then answer the question. You will not be able to move forward on the exam until you have opened and watched the entire video. The video controls are shown and described below.



Sample questions illustrating these formats can be obtained from the ARRT website (Examinations>Exam Format and Length), or by contacting the ARRT. In addition, the tutorial at the test center presents an example of each format.

3. **Item Review and End Review:** After responding to all questions, you will have the opportunity to go back and review questions in the time remaining. You can change answers during the review. Once you select the “End Review” button you will no longer be able to go back to the exam. A sample review screen appears later in this Appendix.
4. **Survey:** After the exam a short survey consisting of 13 questions will appear. Most people complete it in just a few minutes. The survey is important because it gives you the opportunity to let ARRT know about the quality of your testing experience. If something went wrong – or exceptionally right – this is the place to tell us.

The following pages illustrate the approximate appearance of a few of the more important computer screens. Taking a few minutes now to review these pages will help prepare you for exam day.

(continued on next page)

Appearance of Test Questions

When the examination starts, the clock will be reset to the time allowed for the exam you are taking (see Exam Timing under the Exam Administration Day Section to find the time allotted for your exam). Exam questions are presented in random order. The exam consists of a set number of scored questions plus several unscored pilot questions. The content specifications provide additional information about the number of questions and topics covered.

This button allows you to mark questions for later review. If uncertain of the best answer, then choose your best guess and flag the question for later review by clicking on the box.

The clock indicates the time left to complete the exam.

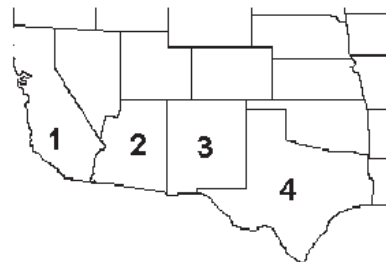
You can comment on specific exam questions by clicking on the "Comment" button. The "Calculator" button gives access to an on-screen calculator (see next page).

The counter indicates which question you are on and the total number of questions on the exam.

Comment Calculator Time Remaining 03:29:20 3 of 180 Flag for Review

The Alamo is located in the state labeled as number.

- A 1
- B 2
- C 3
- D 4



Here is the exam question. Choose one best answer by clicking the appropriate oval or letter (A, B, C, D). If the question requires a graphic, it will also appear on the screen.

Click on these buttons to go back to the previous question or ahead to the next one.

← Previous Next →

Online Calculator

To use the calculator, click on the “Calculator” button at the upper left side of the exam screen. You can operate the calculator by using the mouse to click on numbers or arithmetic operations. Alternatively, the keyboard can be used. **Note: Please make sure to check the display screen on the calculator to verify the correct entry of numbers.**

The “Modes” button on the calculator allows you to toggle between the Standard and Scientific calculators. Note that most calculations on the exam can be done with the Standard calculator. However, some candidates may wish to use the Scientific calculator for certain calculations.



Some calculations may require the use of the natural logarithm function (“ln” key) or the e^x function (“2nd” key, then “ln” key). First press the key for the function that you would like, then enter the relevant number for the calculation.

(continued on next page)

Exam Review

After you have completed all questions on the exam, a screen appears that allows you to go back to review questions. A filled-in flag icon appears next to any questions that you selected for review.

Time Remaining 03:25:44

Exam Review

Instructions

The buttons in the lower right-hand corner allow you to review questions two (2) ways:

1. Review all of your questions and answers.
2. Review questions that are flagged for review. (Click the "flag" icon to change the review status.)

Note: Although the "Review Incomplete" button appears, this button is not functional; all questions on the exam require an answer.

Computed Tomography Section (0 Unseen/Incomplete)

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24
Question 25	Question 26	Question 27
Question 28	Question 29	Question 30
Question 31	Question 32	Question 33
Question 34	Question 35	Question 36

End Review Review All Review Incomplete Review Flagged

This button ends the exam. When you are done with your review, click this button to exit.

Once you click "End Review" you will no longer be able to review questions or change answers, **so be sure you are really ready to stop!**

You can return and review all questions on the exam by clicking on the "Review All" button.

You can return to the questions you selected for review by clicking on the "Review Flagged" button. To review all items on the exam, just click on "Review All."

If you click this button you will see that you have no incomplete questions, because skipping of questions is not an option on ARRT exams.

After the Examination

After you click "End Review" and confirm that you will not be able to return to the exam, a screen will appear to remind you not to discuss questions and/or answers with anyone. Your preliminary scaled score will then be presented.

After you receive your preliminary score, a short survey appears on the screen. It asks a few important questions about the quality of the test administration and provides a place for you to type any general comments. We appreciate your feedback.



ARRT® Rules and Regulations

Last Revised: September 1, 2012
Published: September 1, 2012

ARTICLE I. CERTIFICATION AND REGISTRATION

Section 1.01 General. The American Registry of Radiologic Technologists® (ARRT®) shall establish qualifications for certification and for registration in the various disciplines comprising the profession of radiologic technology. Radiologic technology includes, but is not necessarily limited to, the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, radiologist assistants, and emerging modalities. ARRT shall evaluate candidates for certification and for registration using the qualifications that it establishes, and shall duly certify and register individuals meeting these qualifications.

Section 1.02 Distinction Between Certification and Registration. An important distinction exists between the term "certification" and the term "registration" as used by the ARRT. Individuals having satisfied the requirements for certification described in the *ARRT Rules and Regulations* are awarded a certificate attesting to the fact that the requirements were met and are, therefore, certified by the ARRT. The individual is registered with the ARRT as a person having met both the requirements for initial certification and the requirements for continued registration as described in the *ARRT Rules and Regulations*. Notwithstanding a candidate being awarded certification upon the satisfaction of all requirements, certification and/or registration may be revoked as described in Section 9.03 of these *Rules and Regulations*.

Section 1.03 Designating ARRT Certification and Registration. A certificate shall be issued to those who have met all qualifications and are otherwise eligible. The certificate confers upon the individual the right to use the title "Registered Technologist" and its abbreviation "R.T.(ARRT)" in connection with his or her name so long as the registration of the certificate shall be in effect. The radiologist assistant certificate confers upon the individual the right to use the title "Registered Radiologist Assistant" and its abbreviation "R.R.A.(ARRT)" in connection with his or her name so long as the registration of the certificate shall be in effect. The registration of the certificate initially issued shall be in effect through the end of the individual's next birth month except if the period between exam administration and birth month is two months or less, in which case it shall be in effect through the individual's birth month of the following year. The "R.T." and "R.R.A." designations are trademarks owned by the ARRT, should only be used to refer to a Registered

Technologist or Registered Radiologist Assistant, respectively, and should always be used with periods after each letter. Individuals registered by the ARRT are advised to use the symbol "(ARRT)" in connection with the "R.T." and the "R.R.A." designations to avoid confusion with registration from any other source and to indicate the specific category or categories for which registration is held. The category designation should be listed between the "R.T." and the "(ARRT)" and should be listed as "(R)" for radiography, "(N)" for nuclear medicine technology, "(T)" for radiation therapy, "(CV)" for cardiovascular-interventional radiography, "(M)" for mammography, "(CT)" for computed tomography, "(MR)" for magnetic resonance imaging, "(QM)" for quality management, "(S)" for sonography, "(BD)" for bone densitometry, "(VS)" for vascular sonography, "(CI)" for cardiac-interventional radiography, "(VI)" for vascular-interventional radiography, and "(BS)" for breast sonography. For example, someone registered in both radiography and mammography would indicate this as "R.T.(R)(M)(ARRT)." No category designation should be listed after the "R.R.A." For example, someone registered in radiography and as a radiologist assistant would indicate this as "R.R.A., R.T.(R)(ARRT)."

ARRT may issue to each registrant one or more forms of printed certificate or card to evidence such certification and/or registration. Each such form of printed certificate or card remains the property of the ARRT and shall be returned to the ARRT upon its request. A registrant may indicate registration by the ARRT by: (a) displaying any such certificate or card in the registrant's place of employment as a radiologic technologist; and (b) a factual statement on stationery, in advertisements, and in resumes, biographical sketches, and the like, using the name of the ARRT or a recognizable abbreviation of the name. The name of the ARRT and the logo of the ARRT are registered trademarks and shall not be used by or for any registrant on any other certificate or material displayed, prepared, or distributed by or for the registrant, or on any other sign or display used by or for the registrant, without the ARRT's prior written permission.

ARTICLE II. QUALIFICATIONS FOR CERTIFICATION

Section 2.01 General. A candidate for certification by the ARRT must meet the ethics, education, and examination requirements as described in these *Rules and Regulations* and must agree to comply with the *ARRT Rules and Regulations* and the *ARRT Standards of Ethics*.

The Board of Trustees shall have the right to reject the application of any candidate for certification if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for certification.

Section 2.02 Ethics Requirements for Certification. A candidate for certification must be a person of good moral character and must not have engaged in conduct that is

inconsistent with the *ARRT Standards of Ethics* or the *ARRT Rules and Regulations* and must have complied and agree to continue to comply with the *ARRT Standards of Ethics* and the *ARRT Rules and Regulations*.

Section 2.03 Professional Education Requirements for Certification. Candidates for certification must meet the following requirements:

(a) Radiography. Candidates must have successfully completed a formal educational program in radiography accredited by a mechanism acceptable to the ARRT. Eligibility to participate in the certification examination must be established within five years of program completion for those completing a program before 2013 and within three years of program completion for those completing a program after 2012. Candidates must successfully complete the ARRT Radiography Didactic and Clinical Competency Requirements as part of the educational program.

Candidates for certification graduating on or after January 1, 2015 must have earned an associate degree, baccalaureate degree, or a graduate degree from an institution accredited by a mechanism acceptable to the ARRT. The degree does not need to be in radiologic sciences. The degree may be earned before entering the professional educational program or after graduation from the program, or may be awarded by the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination.

(b) Nuclear Medicine Technology. Candidates must have successfully completed a formal educational program in nuclear medicine technology accredited by a mechanism acceptable to the ARRT. Eligibility to participate in the certification examination must be established within five years of program completion for those completing a program before 2013 and within three years of program completion for those completing a program after 2012. Candidates must successfully complete the ARRT Nuclear Medicine Technology Didactic and Clinical Competency Requirements as part of the educational program.

Candidates for certification graduating on or after January 1, 2015 must have earned an associate degree, baccalaureate degree, or a graduate degree from an institution accredited by a mechanism acceptable to the ARRT. The degree does not need to be in radiologic sciences. The degree may be earned before entering the professional educational program or after graduation from the program, or may be awarded by the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination.

(c) Radiation Therapy. Candidates must have successfully completed a formal educational program in radiation therapy accredited by a mechanism acceptable to the ARRT. Eligibility to participate in the certification examination must be established within five years of program completion for those completing a program before 2013 and within three years of program completion for those completing a program after 2012. Candidates must successfully complete the ARRT Radiation Therapy Didactic and Clinical Competency Requirements as part of the educational program.

Candidates for certification graduating on or after January 1, 2015 must have earned an associate degree, baccalaureate degree, or a graduate degree from an institution accredited

by a mechanism acceptable to the ARRT. The degree does not need to be in radiologic sciences. The degree may be earned before entering the professional educational program or after graduation from the program, or may be awarded by the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination.

(d) Cardiovascular-Interventional Radiography. Candidates must be registered in radiography by the ARRT and must maintain registration in radiography at all times to be eligible for certification and registration in cardiovascular-interventional radiography. Candidates must document completion of the ARRT Clinical Experience Requirements in Cardiovascular-Interventional Radiography before submitting an application for certification. The Cardiovascular-Interventional Radiography certification program was closed to new applications December 31, 2002, due to the restructuring of the program into Cardiac-Interventional Radiography and Vascular-Interventional Radiography. Certification and registration in Cardiovascular-Interventional Radiography may be maintained by those individuals who have been awarded said certification and registration by ARRT, based upon prior application and satisfaction of the requirements, provided that they remain in compliance with certification and registration requirements.

(e) Mammography. Candidates must be registered in radiography by the ARRT and must maintain registration in radiography at all times to be eligible for certification and registration in mammography. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Mammography during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

(f) Computed Tomography. Candidates must be registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) and must maintain registration in radiography or radiation therapy by ARRT or in nuclear medicine technology by ARRT or NMTCB at all times to be eligible for certification and registration in computed tomography. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Computed Tomography during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

(g) Magnetic Resonance Imaging. There are two options for meeting the Professional Education Requirement for Magnetic Resonance Imaging. Under the first option, candidates must be registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) or in sonography by ARRT or in any sonography-related modality by the American Registry for

Diagnostic Medical Sonography (ARDMS), and must maintain registration in radiography or radiation therapy by the ARRT or in nuclear medicine technology by the ARRT or NMTCB or in sonography by ARRT or in any sonography-related modality by ARDMS at all times to be eligible for certification and registration in magnetic resonance imaging. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Magnetic Resonance Imaging during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

Under the second option, candidates must successfully complete a formal educational program in magnetic resonance imaging accredited by a mechanism acceptable to the ARRT and must successfully complete the ARRT Magnetic Resonance Imaging Didactic and Clinical Competency Requirements as part of the educational program. Eligibility to participate in the certification examination must be established within five years of program completion for those completing a program before 2013 and within three years of program completion for those completing a program after 2012.

Candidates for certification applying under the second option (i.e., successful completion of a formal educational program in Magnetic Resonance Imaging) and graduating on or after January 1, 2015 must have earned an associate degree, baccalaureate degree, or a graduate degree from an institution accredited by a mechanism acceptable to the ARRT. The degree does not need to be in radiologic sciences. The degree may be earned before entering the professional educational program or after graduation from the program, or may be awarded by the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination.

(h) Quality Management. Candidates must be registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB), and must maintain registration in radiography or radiation therapy by the ARRT or in nuclear medicine technology by the ARRT or NMTCB at all times to be eligible for certification and registration in quality management. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Quality Management during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

(i) Sonography. There are three options for meeting the Professional Education Requirement for Sonography. Under the first option, candidates must be registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology

Certification Board (NMTCB) or in any sonography-related modality by ARDMS and must maintain registration in radiography or radiation therapy by the ARRT or in nuclear medicine technology by the ARRT or NMTCB or in any sonography-related modality by ARDMS at all times to be eligible for certification and registration in sonography. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Sonography during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

Under the second option, candidates must successfully complete a formal educational program in sonography accredited by a mechanism acceptable to the ARRT and must successfully complete the ARRT Sonography Didactic and Clinical Competency Requirements as part of the educational program. Eligibility to participate in the certification examination must be established within five years of program completion for those completing a program before 2013 and within three years of program completion for those completing a program after 2012. Candidates for certification applying under the second option (i.e., successful completion of a formal educational program in sonography) and graduating on or after January 1, 2015 must have earned an associate degree, baccalaureate degree, or a graduate degree from an institution accredited by a mechanism acceptable to the ARRT. The degree does not need to be in radiologic sciences. The degree may be earned before entering the professional educational program or after graduation from the program, or may be awarded by the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination.

Under the third option, candidates must hold a current Registered Diagnostic Medical Sonographer (RDMS) credential from the American Registry for Diagnostic Medical Sonography (ARDMS). Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

(j) Bone Densitometry. Candidates must be registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB), and must maintain registration in radiography or radiation therapy by the ARRT or in nuclear medicine technology by the ARRT or NMTCB at all times to be eligible for certification and registration in bone densitometry. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Bone Densitometry during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

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(k) Vascular Sonography. Candidates must be registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) or in sonography by ARRT or in any sonography-related modality by the American Registry for Diagnostic Medical Sonography (ARDMS), and must maintain registration in radiography or radiation therapy by the ARRT or in nuclear medicine technology by the ARRT or NMTCB or in sonography by ARRT or in any sonography-related modality by ARDMS at all times to be eligible for certification and registration in vascular sonography. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Vascular Sonography during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

(l) Cardiac-Interventional Radiography. Candidates must be registered in radiography by the ARRT and must maintain registration in radiography at all times to be eligible for certification and registration in cardiac-interventional radiography. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Cardiac-Interventional Radiography during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

(m) Vascular-Interventional Radiography. Candidates must be registered in radiography by the ARRT and must maintain registration in radiography at all times to be eligible for certification and registration in vascular-interventional radiography. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Vascular-Interventional Radiography during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

(n) Breast Sonography. Candidates must be registered in mammography by the ARRT or in sonography by the ARRT or in any sonography-related modality by the American Registry for Diagnostic Medical Sonography (ARDMS), and must maintain registration in mammography by ARRT or in sonography by ARRT or in any sonography-related modality by ARDMS at all times to be eligible for certification and registration in breast sonography. Prior to submitting an application for certification candidates must document completion of the ARRT Clinical Experience Requirements in Breast Sonography during the 24-month period immediately preceding submission of the application. Effective January 1, 2016, candidates must document completion of 16 hours of

acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification. The education must reflect the content of the examination content specifications.

(o) Radiologist Assistant. Candidates must be certified and registered in radiography by the ARRT and must maintain registration in radiography at all times to be eligible for certification and registration as a radiologist assistant.

Candidates must document a minimum of one year of full time clinical experience post-radiography certification. The clinical experience may be earned concurrent to the radiologist assistant educational program, but may not be satisfied with radiologist assistant educational program activities. The clinical experience must be in patient care at the professional level. Candidates must have successfully completed a radiologist assistant educational program that is recognized by ARRT and that is accredited by a mechanism acceptable to ARRT and must have earned a baccalaureate degree or graduate degree from an institution accredited by a mechanism acceptable to ARRT. The degree does not need to be in the radiologic sciences. The degree may be earned before entering the professional educational program or after graduation from the program, or may be awarded by the program, but must be awarded prior to being granted eligibility to sit for the ARRT Examination. Eligibility to participate in the certification examination must be established within five years of program completion for those completing a program before 2013 and within three years of program completion for those completing a program after 2012. Candidates must successfully complete the ARRT Radiologist Assistant Didactic and Clinical Competency Requirements as part of the educational program. Continued certification and registration as a radiologist assistant requires periodic re-certification as described in Section 2.06. A temporary eligibility pathway for Radiology Practitioner Assistants (RPAs) was available through December 31, 2011, to accommodate those previously graduated from RPA educational programs. Under this pathway, all requirements, including passing the ARRT examination, had to be completed by December 31, 2011. RPA candidates for ARRT's Registered Radiologist Assistant (R.R.A.) credential had to: (1) be ARRT-certified and registered in radiography; and (2) meet ARRT's one-year pre-R.R.A. clinical experience requirement; and (3) meet ARRT's ethics requirements; and (4) have a baccalaureate degree or graduate degree from an institution accredited by a mechanism acceptable to ARRT; and (5) either be certified as an RPA by the Certification Board for Radiology Practitioner Assistants on or before December 31, 2007 or have graduated on or before December 31, 2007 from a Radiology Practitioner Assistant educational program that is based in an educational institution accredited by a mechanism acceptable to ARRT.

(p) Emerging Modalities. Candidates must meet the qualifications adopted by the ARRT for certification developed in emerging modalities.

Section 2.04 Examination Requirement for Certification. Candidates for certification in a particular discipline must pass an examination developed and administered by the ARRT for that discipline after having met all other qualifications for certification. The examinations shall assess the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required for practice within the respective disciplines.

Section 2.05 Time-Limited Certification for Registered Technologists. All new certifications awarded on or after January 1, 2011 will expire 10 years from the date of issue. Completion of requirements to assure continuing qualifications (which may be amended from time to time) must be documented prior to the end of the 10-year period to continue certification for an additional 10-year period. All requirements for annual renewal of registration will remain in effect during the 10-year period as will all reinstatement requirements. Certifications awarded prior to January 1, 2011 are not subject to the requirements of Section 2.05 except if a certification awarded prior to January 1, 2011 is revoked for any reason. If a certification awarded prior to January 1, 2011 is revoked and if that individual ever regains certification, the new certification will expire 10 years from the date of the newly issued certification.

Section 2.06 Time-Limited Certification for Registered Radiologist Assistants. All Radiologist Assistant certifications are time-limited. Certification is issued for a 10-year period during which time all provisions of Article V must be met. In addition to the provisions of Article V, additional requirements must be met every 10 years as follows:

During the five years preceding the end of the 10-year period, the R.R.A. must: (i) participate in an ARRT-administered assessment to determine areas of needed professional development and; (ii) document completion of activities to address the identified areas of need and; (iii) complete a re-assessment demonstrating successful remediation and; (iv) complete such other requirements as specified by ARRT to assure continuing qualifications (which may be amended from time to time).

If certification is revoked and if that individual ever regains certification, the new certification will expire 10 years from the date of the newly issued certification.

ARTICLE III. CERTIFICATION PROCESS

Section 3.01 Application for Certification. Applications shall be filed with the Corporation on forms provided by the Corporation, together with a fee in such sum as the Board of Trustees may fix. All candidates shall furnish such information as the Board of Trustees shall request. Applications for certification in radiography, nuclear medicine technology, or radiation therapy, or applications for certification in sonography or magnetic resonance imaging if applying under the formal educational program option, or applications for certification as a radiologist assistant shall be endorsed by the program director of an educational program meeting the requirements of Article II, Section 2.03. Applications may be investigated by the Board of Trustees to determine moral character, educational preparation, and other qualifications of the candidate. Investigations may include criminal background checks through an examination of public records.

Section 3.02 Agreement of Candidates. Candidates for ARRT certification must agree to comply with the following statement and must indicate agreement by signing the application form.

"I hereby apply to the ARRT for certification in the discipline of radiologic technology indicated elsewhere on this application in accordance with and subject to the *ARRT Rules and Regulations*. I certify that I have read and

understood the *ARRT Standards of Ethics* and the *ARRT Rules and Regulations* which are included as appendices to the current Certification Handbook and which are available on the ARRT website.

"By signing this document and filing it with the ARRT, I understand and agree that:

- I am and at all times material have been in compliance with the *ARRT Standards of Ethics*;
- the ARRT may confirm the information contained in the application and may also request information relating to my education, training, employment, and personal history;
- the ARRT may, in the exercise of its discretion, conduct a criminal background check through an examination of public records;
- I am legally bound by and will abide by all the terms and conditions of this Application and Agreement and the *ARRT Rules and Regulations* and *ARRT Standards of Ethics*; and
- upon the issuance of a certificate to me, I shall become bound by the *ARRT By-Laws* and shall remain bound by the *ARRT Rules and Regulations* and *ARRT Standards of Ethics*, including, without limitation, provisions thereof pertaining to the denial or rejection of an application for renewal of registration of a certificate, the revocation or suspension of a certificate, and the censure of a registrant.

"I hereby certify that:

- the information given in this application is true, correct, and complete;
- any photographs enclosed are recent photographs of me; and
- I have read and accept the terms and conditions set forth in the *ARRT Rules and Regulations* and *ARRT Standards of Ethics*.

"I understand and agree that:

- eligibility for the ARRT's certification is determined by the ARRT and that each examination will be supervised by persons who are responsible to and are empowered by the ARRT to ensure that the examination is conducted ethically and in accordance with the *ARRT Rules and Regulations*.

"I understand and agree that:

- any misrepresentation in this application or in any other document or other information I submit to the ARRT (including the verification of my identity when I submit this application and when I participate in the examination); and/or
- any offer of financial benefit to a Trustee, officer, employee, proctor, or other agent or representative of the ARRT in order to obtain a right, privilege, or benefit not usually granted by the ARRT to similarly situated candidates; and/or
- disclosing examination information using language that is substantially similar to that used in questions and/or answers from ARRT examinations when such information is gained as a direct result of having been an examinee or having communicated with an examinee; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators, or anyone else involved in the preparation of candidates to sit for the examinations; and/or

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- receiving examination information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations from an examinee, whether requested or not; and/or
- copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of ARRT or using professional, paid, or repeat examination takers or any other individual for the purpose of reconstructing any portion of examination materials; and/or
- using or purporting to use any portion of examination materials which were obtained improperly or without authorization for the purpose of instructing or preparing any candidate for examination or certification; and/or
- selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination materials without authorization; and/or
- removing or attempting to remove examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination of ARRT; and/or
- disclosing what purports to be, or what you claim to be, or under all circumstances is likely to be understood by the recipient as, any portion of or 'inside' information concerning any portion of a future, current, or previously administered examination of ARRT; and/or
- communicating with another individual during administration of the examination for the purpose of giving or receiving help in answering examination questions, copying another candidate's answers, permitting another candidate to copy one's answers, or possessing unauthorized materials including, but not limited to notes; and/or
- impersonating a candidate or permitting an impersonator to take or attempt to take the examination on one's own behalf; and/or
- using any other means that potentially alters the results of the examination such that the results may not accurately represent the professional knowledge base of a candidate;

will be reported to the ARRT and will constitute grounds for the ARRT to:

- bar me permanently from all future examinations; and/or
- terminate my participation in the examination; and/or
- invalidate the results of my examination and any prior examinations; and/or
- withhold my scores or certificate; and/or
- revoke or suspend my certificate; and/or
- deny or reject my application for renewal of registration of a certificate or otherwise refuse to renew the registration of a certificate; and/or
- censure me; and/or
- sue me for damages and civil remedies; and/or
- pursue prosecution of me for any conduct that constitutes a criminal or civil violation; and/or
- take any other appropriate action;

and that the ARRT's decision on any such matter is final.

"I also understand and agree that:

- the ARRT may withhold my scores and may require me to retake one or more portions of an examination if the ARRT is presented with evidence demonstrating to the

ARRT, in its sole discretion, that the security of those portions of the examination has been compromised, notwithstanding the absence of any evidence of my personal involvement in the compromising activities;

- the examination and related materials utilized in the ARRT's examinations are copyrighted as the sole property of the ARRT and must not be removed from the test area or reproduced in any way, and that reproduction of copyrighted material, in whole or in part, is a federal offense and may subject me to the sanctions listed above;
- subverting or attempting to subvert the examination process may be a violation of applicable state law and may subject me to the sanctions listed above; and
- the decision as to whether my scores and other performances on the ARRT's examinations qualify me for a certification rests solely and exclusively in the ARRT, and that its decision is final.

"I understand that if I am certified and registered by the ARRT and/or if the registration is renewed by the ARRT, the ARRT may issue to me one or more forms of printed certificate or card to evidence such certification and/or registration. I understand and agree that:

- each such form of printed certificate or card remains the property of the ARRT and shall be returned to the ARRT upon its request;
- I may indicate my certification and registration by the ARRT by: (a) displaying any such certificate or card in my place of practice as a radiologic technologist; and (b) a factual statement on stationery, in advertisements, in resumes, biographical sketches, and the like, using the name of the ARRT or a recognizable abbreviation of the name; and
- the name of the ARRT and the logo of the ARRT shall not be used by me on any other certificate or material displayed, prepared, or distributed by or for me or on any other sign or display used by or for me, without the ARRT's prior written permission.

"I hereby waive and release, and shall indemnify and hold harmless, the ARRT and its Board of Trustees, members, officers, committee members, employees, and agents from, against, and with respect to any and all claims, losses, costs, expenses, damages, and judgments (including reasonable attorney fees) that arise or are alleged to have arisen, from, out of, with respect to, or in connection with any action which they, or any of them, take or fail to take as a result of or in connection with this application, any examination conducted by the ARRT which I apply to take or take, the score or scores given me on the examination, and, if applicable, the failure of the ARRT to issue to me a certificate or to renew the registration of a certificate previously issued to me, the ARRT's revocation of any certificate previously issued to me, or the ARRT's notification of legitimately interested persons of such actions taken by the ARRT. This release does not purport to and does not release the ARRT for any actions arising out of willful, wanton, or intentional misconduct.

"I understand and agree that in the event of my breach of or default in any provision of this Application and Agreement in any respect whatsoever, the ARRT shall have the right, in its absolute discretion, to revoke or suspend any certificate issued to me, refuse to issue to me any certificate or renewal of the registration thereof, censure me, and/or cancel my registration with the ARRT, and to provide information

regarding such circumstances to all legitimately interested persons without restriction.

"I hereby authorize the ARRT to release the results of my examination to appropriate state agencies for credentialing purposes. I also authorize the ARRT to identify me and to report the fact of my certification or non-certification to prospective employers, universities, colleges, schools; federal, state, and local agencies; hospitals, health departments, and similar organizations and agencies.

"I hereby authorize the ARRT to release the results of any final actions taken regarding my eligibility for certification and/or registration under the *ARRT Standards of Ethics*.

"Governing Law, Jurisdiction and Venue: I understand and agree that this Agreement and my entire relationship with ARRT is and shall be governed by the law of the State of Minnesota (except for its choice of law provisions). Without limiting the foregoing, I agree that I shall abide by the Minnesota statute relating to certifying examination subversion (Minnesota Statutes Section 604.19) and that the provisions of that statute are made a part of this Agreement as if fully set forth herein. I understand that I may download a copy of the statute from the ARRT website, or that ARRT will send a copy to me if I make a request in writing. I hereby agree that any lawsuits between the ARRT and me must be filed in the courts of the State of Minnesota located in Hennepin County or Ramsey County, Minnesota or in the United States District Court for the District of Minnesota. I submit to the jurisdiction of said courts for the purposes of any lawsuit with ARRT and agree that jurisdiction and venue are proper in said courts."

Section 3.03 Scheduling of Examinations. The ARRT shall examine candidates for certification at such times and places as shall be designated by the Board of Trustees.

Section 3.04 Failure to Appear for Examination. If a candidate fails to appear for examination as assigned by the ARRT, and no rescheduling of the same has been authorized by the ARRT, the candidate will be assigned to a subsequent examination date only at the request of the candidate and upon payment of an additional fee, and provided that the requirements of Section 3.06 are met.

Section 3.05 Cancellation of Scores. Candidates for certification who are not eligible at the time of examination administration will have scores cancelled, and scores will not be available for later reporting. Fees will not be refunded for cancelled scores.

Section 3.06 Re-Examination. A candidate who has failed an examination may be permitted to take a subsequent examination upon payment of an additional fee and at such time and place as the ARRT may specify.

Effective January 1, 2015, all candidates, regardless of when the initial application for certification was submitted, will be limited to three attempts to pass a certification examination. The three attempts must be completed within the three-year period that commences when the candidate is determined to have met all other qualifications based upon the application submitted by the candidate. Individuals failing the third attempt or not completing it within the three-year period will be deemed no longer eligible and may regain eligibility only by repeating the Professional Education Requirements described in Section 2.03 of these *Rules and Regulations*.

Prior to January 1, 2015, candidates will be limited to three attempts to pass the certification examinations for Radiography, Nuclear Medicine Technology, Radiation Therapy, and for the Sonography and Magnetic Resonance Imaging if the Professional Education Requirement was met by graduating from an educational program accredited by a mechanism acceptable to ARRT or for the radiologist assistant examination. The three attempts must be completed within the three-year period that commences when the candidate is determined to have met all other qualifications based upon the application submitted by the candidates. During the period prior to January 1, 2015 such an individual who fails three times may re-take the examination within one year of the third attempt if the individual submits documentation of having completed remedial activities acceptable to the ARRT following the last participation in the examination. Individuals failing the fourth attempt or not completing it within the one-year period will be deemed no longer eligible and may regain eligibility only by repeating the Professional Education Requirements described in Section 2.03 of these *Rules and Regulations*.

Candidates for certification who have previously been or who are currently state licensing candidates in that same category (e.g., radiography) will have the number of examination attempts as a state licensing candidate completed on or after January 1, 2010 counted toward the three-attempt limit.

ARTICLE IV. QUALIFICATIONS FOR REGISTRATION

Section 4.01 General. Upon meeting the qualifications for certification and being duly certified by the ARRT, an individual is registered with the Corporation through the end of the individual's next birth month, except if the period between examination administration and birth month is two months or less, in which case registration shall be in effect through the individual's birth month of the following year. The registration of a certificate is renewable annually thereafter as long as the individual meets or continues to meet the ethics and continuing education requirements as described in these *Rules and Regulations*, as well as fulfilling other requirements as set by the Board of Trustees from time to time.

The Board of Trustees shall have the right to reject the application for renewal of registration of any person if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for registration.

Section 4.02 Ethics Requirements for Renewal of Registration. An applicant for renewal of registration of a certificate issued by the ARRT must be a person of good moral character and must not have engaged in conduct that is inconsistent with the *ARRT Standards of Ethics* or the *ARRT Rules and Regulations*, and must have complied and agree to continue to comply with the *ARRT Standards of Ethics* and the *ARRT Rules and Regulations*.

Section 4.03 Continuing Education Requirements for Renewal of Registration. An applicant for renewal of registration must fulfill the continuing education requirements as set out in full in the *ARRT Continuing Education Requirements for Renewal of Registration*. Copies of this document will be made available upon request and are available on the ARRT website.

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Section 4.04 Additional Requirements for Renewal of Registration. An applicant for renewal of registration must continue to meet the applicable requirements described in Section 2.03, 2.05, and 2.06.

**ARTICLE V.
REGISTRATION RENEWAL PROCESSES**

Section 5.01 Application for Renewal of Registration.

Applications for renewal of registration shall be filed with the ARRT on forms provided by the ARRT, or electronically through the ARRT website, together with a fee in such sum as the Board of Trustees may fix. Applications shall be mailed to registrants according to the month of birth and must be completed and postmarked on or before the deadline stated on the form; or, if submitted through the ARRT website, must be received by ARRT before midnight Central Time on the last day of the registrant's birth month. All applicants shall furnish such information as the Board of Trustees shall request. Applications must be signed by the applicant. Applications may be investigated by the Board of Trustees to determine moral character, compliance with the *ARRT Rules and Regulations*, and other qualifications of the applicants for renewal.

Section 5.02 Agreement of Applicants for Renewal of Registration. Applicants for renewal of registration of an ARRT certificate must agree to comply with the following statement and must indicate agreement by signing the application form.

"I hereby apply to the ARRT for renewal of registration of a certificate in the discipline of radiologic technology indicated elsewhere on this application in accordance with and subject to the *ARRT Rules and Regulations*. I certify that I have read and understood the *ARRT Standards of Ethics*, *ARRT Rules and Regulations* and *ARRT By-Laws* (hereinafter sometimes collectively referred to as the "Governing Documents") which are available on the ARRT website and which will be made available upon request.

"By signing this document and filing it with the ARRT, I understand and agree that:

- I am and at all times since the date of my initial application for certification have been in compliance with the Governing Documents;
- the ARRT may confirm the information contained in the application and may also request information relating to my employment and relevant personal history;
- the ARRT may, in the exercise of its discretion, conduct a criminal background check through an examination of public records;
- I am legally bound by and shall abide by all the terms and conditions of this Application and Agreement and the Governing Documents; and
- upon the issuance to me of a renewal of registration of my certificate, I shall be and remain bound by the Governing Documents.

"I hereby certify that the information given in this application is true, correct, and complete, and that I have read and accept the terms and conditions set forth in the Governing Documents. I understand and agree that:

- any misrepresentation in this application or in any other document or other information I submit to the ARRT will constitute grounds for the ARRT to revoke or suspend

my certificate, to deny or reject my application for renewal of registration of a certificate or to otherwise refuse to renew the registration of a certificate, to censure me and/or to take any other appropriate action; and

- the ARRT's decision on any such matter is final and binding on me.

"I understand that if registration is renewed by the ARRT, the ARRT may issue to me one or more forms of printed certificate or card to evidence such registration. I understand and agree that:

- each such form of printed certificate or card remains the property of the ARRT and shall be returned to the ARRT upon its request;
- I may indicate my registration by the ARRT by displaying any such certificate or card in my place of practice as a radiologic technologist and by a factual statement on stationery, in advertisements, and in resumes, biographical sketches, and the like, using the name of the ARRT or a recognizable abbreviation of the name; and the name of the ARRT and the logo of the ARRT shall not be used by me on any other certificate or material displayed, prepared, or distributed by or for me, or on any other sign or display used by or for me, without the ARRT's prior written permission.

"I hereby waive and release, and shall indemnify and hold harmless, the ARRT and its Board of Trustees, members, officers, committee members, employees, and agents from, against, and with respect to: any and all claims, losses, costs, expenses, damages, and judgments (including reasonable attorney fees) that arise or are alleged to have arisen from, out of, with respect to, or in connection with any action which they, or any of them, take or fail to take as a result of or in connection with this application; any examination conducted by the ARRT which I apply to take or take, the score or scores given me on the examination, and, if applicable, the failure of the ARRT to renew the registration of a certificate previously issued to me; the ARRT's revocation of any certificate previously issued to me, or the ARRT's notification of legitimately interested persons of such actions taken by the ARRT. This release does not purport to and does not release the ARRT for any actions arising out of willful, wanton, or intentional misconduct.

"I understand and agree that in the event of my breach or default in any provision of this Application and Agreement in any respect whatsoever, the ARRT shall have the right, in its absolute discretion, to revoke or suspend any certificate issued to me, refuse renewal of the registration of my certificate, censure me, and/or cancel my registration with the ARRT, and to provide information regarding such circumstances to all legitimately interested persons without restriction.

"I hereby authorize the ARRT to release the results of any final actions taken regarding my eligibility for certification and/or registration under the *ARRT Standards of Ethics*.

"Governing Law, Jurisdiction and Venue: I understand and agree that this Agreement and my entire relationship with ARRT is and shall be governed by the law of the State of Minnesota (except for its choice of law provisions). Without limiting the foregoing, I agree that I shall abide by the Minnesota statute relating to certifying examination subversion (Minnesota Statutes Section 604.19) and that the provisions of that statute are made a part of this Agreement

as if fully set forth herein. I understand that I may download a copy of the statute from the ARRT website, or that ARRT will send a copy to me if I make a request in writing. I hereby agree that any lawsuits between the ARRT and me must be filed in the courts of the State of Minnesota located in Hennepin County or Ramsey County, Minnesota or in the United States District Court for the District of Minnesota. I submit to the jurisdiction of said courts for the purposes of any lawsuit with ARRT and agree that jurisdiction and venue are proper in said courts.”

Section 5.03 Failure to Renew Registration. Failure to apply for renewal of registration, or failure to meet the qualifications for renewal of registration, or failure to supply all required information by the stated deadline shall result in the discontinuation of registration of the certificate. The ARRT does not permit the display of a certificate that is not currently registered with the Corporation. The ARRT does not permit use of the title “Registered Technologist” or its abbreviation “R.T.” or the title “Registered Radiologist Assistant” or its abbreviation “R.R.A.” by those who are not currently registered by ARRT.

Section 5.04 Change of Address. A registrant shall promptly notify the ARRT of any change in the mailing address of such registrant from that contained in the records of the ARRT. The change must be submitted in writing, or electronically through the ARRT website, or by telephone. Any notices given by the ARRT to a registrant or candidate pursuant to these *Rules and Regulations* shall be given by first-class or certified or registered mail, postage-prepaid, to his or her last known address appearing in the records of the ARRT, and shall be deemed to have been given on deposit in the United States mail.

Section 5.05 Resignation or Withdrawal. A registrant may submit a resignation or application to withdraw from registration at any time, but such resignation shall not be effective unless accepted by the Board of Trustees. The Board of Trustees shall be under no obligation to accept a resignation or application for withdrawal and may institute any proceedings for revocation of a certificate or for other sanction in respect to the registrant as it deems appropriate, and may impose such sanctions at any time prior to accepting such resignation or application for withdrawal.

Section 5.06 Retired. Registrants and former registrants may apply for retired recognition in accordance with the following provisions:

- Registrants must: (a) be at least 55 years old; or have been certified by ARRT for at least 20 years; or have a combined age plus years certified by ARRT of 70; and (b) be permanently retired from active practice in medical imaging, interventional procedures, and/or radiation therapy; and (c) not be under ethics sanction or investigation for ethics violations.
- Former registrants, at the time registration was discontinued, must: (a) have been at least 55 years old; or have been certified by ARRT for at least 20 years; or have had a combined age plus years certified by ARRT of 70; and (b) have been permanently retired from active practice in medical imaging, interventional procedures, and/or radiation therapy; and (c) not have been or currently be under ethics sanction or investigation for ethics violations.

- Individuals eligible for retired recognition may apply by signing an application and agreement form prescribed from time to time by the Board of Trustees, submitting a one-time fee as set by the Board of Trustees, and by surrendering to the ARRT each current card theretofore issued by the ARRT to them.
- Retired recognition may be conferred or withheld at the discretion of the Board of Trustees.
- If the Board of Trustees accepts an individual’s application for retired recognition, the ARRT shall retire the certificate that is registered and provide a special certificate of recognition that indicates the certificate was retired and is no longer registered; that the individual is no longer certified or registered; the technologist’s name; ARRT ID number; category or categories of certification; initial date or dates of certification; and date issued.
- Individuals granted retired recognition by ARRT are no longer certified or registered, they may not use the title “Registered Technologist” or its abbreviation “R.T.” or the title “Registered Radiologist Assistant” or its abbreviation “R.R.A.”
- No annual renewal process is required and there is no annual application or fee.
- No listing of retired technologists will be maintained. ARRT will have no regular contact with retired technologists.
- Retired technologists who wish to reinstate certification and registration must follow the standard reinstatement by re-examination procedures regardless of the CE biennium timeframe.
- Individuals granted retired recognition who seek or maintain employment by claiming to be certified or registered by ARRT will be subject to legal action for misrepresentation.

Section 5.07 Disabled. Registrants and former registrants may apply for disabled recognition in accordance with the following provisions:

- Registrants must: (a) be permanently disabled as evidenced by documentation from the Social Security Administration, or their diagnosing physician, or their worker’s compensation statement; and (b) permanently discontinue active practice in medical imaging, interventional procedures, and/or radiation therapy; and (c) not be under ethics sanction or investigation for ethics violations.
- Former registrants, at the time registration was discontinued, must: (a) have been permanently disabled as evidenced by documentation from the Social Security Administration, or their diagnosing physician, or their worker’s compensation statement; and (b) have permanently discontinued active practice in medical imaging, interventional procedures, and/or radiation therapy; and (c) not have been or currently be under ethics sanction or investigation for ethics violations.
- Individuals eligible for disabled recognition may apply by signing an application and agreement form prescribed from time to time by the Board of Trustees, submitting a one-time fee as set by the Board of Trustees, and by surrendering to the ARRT each current card theretofore issued by the ARRT to them.
- Disabled recognition may be conferred or withheld at the discretion of the Board of Trustees.

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- If the Board of Trustees accepts an individual's application for disabled recognition, the ARRT shall retire the certificate that is registered and provide a special certificate of recognition that indicates the certificate was retired and is no longer registered; that the individual is no longer certified or registered; the technologist's name; ARRT ID number; category or categories of certification; initial date or dates of certification, and date issued.
- Individuals granted disabled recognition by ARRT are no longer certified or registered, they may not use the title "Registered Technologist" or its abbreviation "R.T." or the title "Registered Radiologist Assistant" or its abbreviation "R.R.A."
- No annual renewal process is required and there is no annual application or fee.
- No listing of disabled technologists will be maintained. ARRT will have no regular contact with disabled technologists.
- Disabled technologists who wish to reinstate certification and registration must follow the standard reinstatement by re-examination procedures regardless of their CE biennium timeframe.
- Individuals granted disabled recognition who seek or maintain employment by claiming to be certified or registered by ARRT will be subject to legal action for misrepresentation.

ARTICLE VI. QUALIFICATIONS FOR REINSTATEMENT OF REGISTRATION

Section 6.01 General. The registration of a certificate issued by the ARRT that is not currently registered may be reinstated if the applicant for reinstatement of registration meets the ethics and continuing education and/or examination requirements for reinstatement as described in these *Rules and Regulations*, as well as fulfilling other requirements as set by the Board of Trustees from time to time.

The Board of Trustees shall have the right to reject the application for reinstatement of registration of any person if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for registration.

Section 6.02 Ethics Requirement for Reinstatement. An applicant for reinstatement of registration of a certificate issued by the ARRT must be a person of good moral character, must not have engaged in conduct that is inconsistent with the *ARRT Standards of Ethics* or the *ARRT Rules and Regulations*, and must have complied and agree to continue to comply with the *ARRT Rules and Regulations* and *ARRT Standards of Ethics*.

Section 6.03 Education and/or Examination Requirements for Reinstatement. An applicant for reinstatement must fulfill either education requirements or re-examination requirements depending upon how long registration has been dropped. The length of time dropped is determined relative to the individual's CE biennium period. The CE biennium period is described in the *ARRT Continuing Education Requirements for Renewal of Registration*. The requirements for the various time

periods are noted below. Individuals granted retired recognition or disabled recognition who wish to reinstate must meet the requirements in Section 5.06 and 5.07, respectively.

(a) Reinstatement requested prior to the CE biennium ending date:

- If the individual meets all eligibility requirements for registration, reinstatement will be allowed without reporting CE until required with the renewal.
- CE credits must be reported with the Application for Renewal at the end of the biennium.

(b) Reinstatement requested within six months after the CE biennium ending date:

- Report 24 CE credits completed during the previously assigned CE biennium; or
- Apply for reinstatement under CE probation. CE credits completed during the previous biennium should be reported to determine the number of credits required under the probation status.

(c) Reinstatement requested more than six months after the CE biennium ending date, but less than 12 months after the CE biennium ending date:

- Apply for reinstatement and document CE credits completed during the previous CE biennium and/or CE probation period.
- Reinstatement will not be granted under Section 6.03(c) without documentation that all 24 CE credits were completed during the previous CE biennium and/or CE probation period.
- Reinstatement requests rejected under 6.03(c) must apply under Section 6.03(d).

(d) Reinstatement requested more than six months after the CE biennium ending date if not eligible for reinstatement under Section 6.03(c):

- Reinstatement will not be allowed without successful re-examination in a primary discipline (radiography, nuclear medicine technology, radiation therapy, sonography, or magnetic resonance imaging) for which the individual is eligible. Upon reinstatement, a new CE biennium reporting cycle will begin on the first day of the registrant's next birth month.
- Individuals seeking reinstatement by re-examination must successfully complete re-examination in each category being reinstated. If reinstating a post-primary category, individuals must first complete re-examination in the primary supporting category before re-examination in the post-primary category.
- Individuals seeking reinstatement by re-examination who gained eligibility for certification and registration in a post-primary category by using a non-ARRT supporting certification must either document to ARRT's satisfaction that the non-ARRT supporting certification has been maintained continuously through a certification organization having CE requirements consistent with ARRT's renewal of certification and registration requirements or successfully complete an ARRT examination in the supporting category before becoming eligible for re-examination in the post-primary category. These individuals will not be awarded ARRT certification and registration in the primary supporting category.

- Applicants for reinstatement by re-examination will be limited to three attempts to pass the examination. The three attempts must be completed within the three-year period that commences when the applicant is determined to have met all other qualifications based upon the application submitted. An individual not passing the examination within the “three attempts in three years” limit will be deemed no longer eligible for reinstatement by re-examination, and may regain eligibility only by re-qualifying (i.e., re-completing all eligibility requirements for certification in effect at the time, as described in Article II of the *ARRT Rules and Regulations*).

Section 6.04 Additional Qualifications for Reinstatement of Registration of a Time-Limited Certification. An individual is eligible to reinstate registration of a time-limited certification if, in addition to meeting all other qualifications noted in these *Rules and Regulations*, it has been less than 10 years since the initial time-limited certification was awarded or if it has been less than 10 years since re-certification was awarded. An individual not meeting these conditions will be deemed no longer eligible for reinstatement and may regain certification and registration only by repeating the Professional Education Requirement as described in Section 2.03 and the examination requirement as described in Section 2.04.

Section 6.05 Reinstatement of Certification and Registration After Ethics Sanction Removal. Individuals seeking reinstatement of certification and registration after a revocation ethics sanction has been removed must successfully re-examine in each category being reinstated regardless of the length of time of the revocation. The “three attempts in three years” limit applies the same as it does under section 6.03(c).

ARTICLE VII. REINSTATEMENT OF REGISTRATION PROCESS

Section 7.01 Application for Reinstatement of Registration. Applications for reinstatement of registration shall be filed with the Corporation on forms provided by the Corporation or electronically through the ARRT website, together with a fee in such sum as the Board of Trustees may fix. All applicants shall furnish such information as the Board of Trustees shall request. Applications must be signed by the applicant. Applicants may be investigated by the ARRT to determine moral character, compliance with the *ARRT Rules and Regulations* and *ARRT Standards of Ethics*, and other qualifications of the applicant for reinstatement.

Section 7.02 Agreement of Applicants for Reinstatement. Applicants for reinstatement of registration of an ARRT certificate must agree to comply with the agreement included in Article V, Section 5.02 and must indicate agreement by signing the application form.

ARTICLE VIII. STANDARDS OF ETHICS

The Board of Trustees shall promulgate, annually review, and adopt changes it considers necessary or appropriate in the *ARRT Standards of Ethics*; and evaluate their relevance and application to registrants, candidates for certification,

and applicants for renewal or reinstatement of registration. Adherence to the *ARRT Standards of Ethics* shall not be construed to prevent the Board of Trustees from promulgating additional rules for the conduct of Registered Technologists and Registered Radiologist Assistants, or from making determinations as to the types of conduct that the Board deems unethical, improper, or of a nature that may bring discredit to the profession.

ARTICLE IX. DISCIPLINARY ACTIONS

Section 9.01 General. The Board of Trustees, in accordance with the *ARRT Rules and Regulations* and *ARRT Standards of Ethics*, may reject or deny an application for certification, refuse the renewal of registration of a certificate, or revoke a certificate, whether currently registered or not, or revoke eligibility to reinstate certification and registration of any individual who does not meet or who does not continue to meet the qualifications for registration set forth in the *ARRT Rules and Regulations* or in the *ARRT Standards of Ethics*. The Board of Trustees shall also have the right to censure registrants or suspend a registrant’s certificate for such period of time as it deems appropriate.

Section 9.02 Denial of Application for Renewal of Registration. An application for the renewal of registration of a certificate previously issued may be denied if the Board of Trustees determines that the applicant has not met or does not continue to meet the qualifications for registration specified in the *ARRT Rules and Regulations* or in the *ARRT Standards of Ethics*.

The registration of a certificate of an individual whose application for renewal has been denied shall be deemed to remain in effect during the period in which such individual contests the action of the ARRT, in respect to its refusal to renew the registration of such certificate.

Section 9.03 Revocation or Suspension of Certificate or Registration; Censure of Registrant. The Board of Trustees may revoke or suspend a certificate issued by it or a registrant’s registration with the ARRT, or may censure a registrant, if it determines that the registrant:

- (a) is not, or has ceased to be, a person of good moral character; or
- (b) has been guilty of or advocated, directly or indirectly, unethical practices according to standards prescribed by the Board of Trustees and the profession for radiologic technologists; or
- (c) shall have conducted himself or herself in the practice of his or her profession or in any other manner so as to bring discredit to the profession; or
- (d) shall have violated or refused to comply with any of the terms of the Agreement signed at the time of application for certification, renewal of registration, or reinstatement of registration; or any of the *ARRT Rules and Regulations* or the *ARRT Standards of Ethics*; or
- (e) shall in any other manner cease to meet the qualifications for registration specified in the *ARRT Rules and Regulations*.

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**ARTICLE X.
CONTINUING EDUCATION REQUIREMENTS FOR
RENEWAL OF REGISTRATION**

The Board of Trustees shall promulgate, annually review, and adopt changes it considers necessary or appropriate in the *ARRT Continuing Education Requirements for Renewal of Registration*, and evaluate their relevance and application to Registered Technologists and Registered Radiologist Assistants and applicants for renewal or reinstatement of registration.

**ARTICLE XI.
AMENDMENTS TO THE RULES AND REGULATIONS, THE
STANDARDS OF ETHICS, AND THE CONTINUING
EDUCATION REQUIREMENTS FOR RENEWAL OF
REGISTRATION**

Section 11.01 General. Any person, group, or representatives of groups or associations may register their names with the ARRT to receive notice of proposed or amended *ARRT Rules and Regulations* or amended *ARRT Standards of Ethics*, or amended *ARRT Continuing Education Requirements for Renewal of Registration*. Substantive revisions will follow the amendment process described in Section 11.02, but other changes may be made by the Board of Trustees from time to time at its discretion.

Section 11.02 Amendment Procedures. *ARRT Rules and Regulations* or amendments thereto, or amendments to the *ARRT Standards of Ethics*, or amendments to the *ARRT Continuing Education Requirements for Renewal of Registration*, hereinafter collectively referred to as a "proposed rule," may be proposed, considered, or adopted in the following manner:

(a) Notice of a proposed rule shall be given by mail to each member of the Board of Trustees at least 30 days prior to the meeting at which it is to be considered.

(b) The proposed rule may be approved for public distribution and publication by majority vote of the Board of Trustees prior to adoption. A proposed rule shall not be adopted until such rule has been distributed and published for public comment. A proposed rule shall be accompanied by a date or proposed date on which it is proposed to adopt such rule.

(c) The proposed rule shall be distributed for publication in appropriate professional and educational publications and distributed for comment by members of the societies and organizations named in Article IV, Section 3 of the *ARRT By-Laws*, and such other societies and organizations registered with or deemed appropriate by the ARRT.

(d) All interested persons who desire to comment on any proposed rule shall make such comments in writing and direct them to the Executive Director of the ARRT at the offices of the ARRT, 1255 Northland Drive, St. Paul, Minnesota, 55120, at least 30 days prior to the date at which the Board of Trustees is to take action to adopt the proposed rule. Copies of such written comments shall be made available to any interested persons requesting to review the same and shall be distributed to each member of the Board

of Trustees who will act upon and consider the proposed rule or regulation. All such comments shall be reviewed by the Board of Trustees at the meeting at which consideration of adoption of proposed rule takes place.

(e) At the request of an interested party, and with the consent of the President of the ARRT, any person may appear before the Board of Trustees at a date and time scheduled by it, to speak in respect to any proposed rule.

(f) At any meeting of the Board of Trustees at which a proposed rule or regulation is considered, the Board of Trustees shall determine affirmatively that facts exist establishing the need for, and reasonableness of, the rule or regulation proposed for adoption. Upon such affirmative showing and approval of the proposed rule by a majority of the Board of Trustees, the proposed rule shall become effective immediately, unless a later effective date is established by resolution of the Board of Trustees, or unless such rule is republished as provided in Subparagraph (g) of this article.

(g) At the meeting of the Board of Trustees at which adoption of the proposed rule is considered, after due consideration of public comment, the Board of Trustees may adopt the proposed rule and make such changes, amendments, or modifications to the proposed rule as it shall determine appropriate. In the event, in the judgment of the Board of Trustees, the rule as adopted contains any substantive and material changes from the form of proposed regulations as previously published, the proposed rule, as amended, shall be republished, noting the changes that have been made. In absence of substantive and material changes being made to the proposed rule, the ARRT shall not, unless the Board of Trustees so directs, be obligated to republish or redistribute any rule or regulation so adopted. The Board of Trustees shall determine whether a substantive or material change has been made to a proposed rule, and its determination on such matter shall be conclusive. If the Board of Trustees adopts a proposed rule that it requires to be republished, such rule shall become effective 60 days after the publication of the rule by the ARRT or on such later date as the Board of Trustees shall specify.

(h) Nothing herein shall prevent the Board of Trustees, without prior publication of any proposed rule or regulation, or circulation of the same to interested parties, from considering and adopting any rule or regulation determined by it to be appropriate on an interim basis to deal with any emergency condition, event, or situation, or any circumstance of hardship; provided, however, that such rule or regulation shall expire one year after its adoption, unless adopted as a rule or regulation in the manner prescribed by Section 11.02 of these *Rules and Regulations*.

(i) Notwithstanding anything apparently or expressly to the contrary contained in these *ARRT Rules and Regulations*, the *ARRT Standards of Ethics*, or the *ARRT Continuing Education Requirements for Renewal of Registration* as adopted by the Board of Trustees, amendments shall become effective upon the date of adoption and shall remain in full force and effect unless and until amended as hereinabove provided for.



ARRT[®] Standards of Ethics

Last Revised: September 1, 2012
Published: September 1, 2012

PREAMBLE

The *Standards of Ethics* of the American Registry of Radiologic Technologists[®] (ARRT[®]) shall apply solely to persons holding certificates from ARRT that are either currently registered by ARRT or that were formerly registered by ARRT (collectively, "Certificate Holders"), and to persons applying for examination and certification by ARRT in order to become Certificate Holders ("Candidates"). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the *Standards of Ethics* is evidence of the possible lack of appropriate professional values.

The *Standards of Ethics* provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support the ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

A. CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

B. RULES OF ETHICS

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. Certification and Registration are methods

of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Certificate Holders and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain or reinstate certification or registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by the ARRT or any state or federal agency, or by indicating in writing certification or registration with the ARRT when that is not the case.
2. Subverting or attempting to subvert ARRT's examination process. Conduct that subverts or attempts to subvert ARRT's examination process includes, but is not limited to:
 - (i) disclosing examination information using language that is substantially similar to that used in questions and/or answers from ARRT examinations when such information is gained as a direct result of having been an examinee or having communicated with an examinee; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators, or anyone else involved in the preparation of Candidates to sit for the examinations; and/or
 - (ii) receiving examination information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations from an examinee, whether requested or not; and/or
 - (iii) copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of ARRT or using professional, paid or repeat examination takers or any other individual for the purpose of reconstructing any portion of examination materials; and/or
 - (iv) using or purporting to use any portion of examination materials that were obtained improperly or without authorization for the purpose of instructing or preparing any Candidate for examination or certification; and/or
 - (v) selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination materials without authorization; and/or
 - (vi) removing or attempting to remove examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination of ARRT; and/or
 - (vii) disclosing what purports to be, or what you claim to be, or under all circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination of ARRT; and/or
- (viii) communicating with another individual during administration of the examination for the purpose of giving or receiving help in answering examination questions, copying another Candidate's answers, permitting another Candidate to copy one's answers, or possessing unauthorized materials including, but not limited to, notes; and/or
- (ix) impersonating a Candidate or permitting an impersonator to take or attempt to take the examination on one's own behalf; and/or
- (x) using any other means that potentially alters the results of the examination such that the results may not accurately represent the professional knowledge base of a Candidate.
3. Convictions, criminal proceedings, or military court-martials as described below:
 - (i) conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported; and/or
 - (ii) criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity; or
 - (iii) military court-martials related to any offense identified in these Rules of Ethics.
4. Violating a rule adopted by a state or federal regulatory authority or certification board resulting in the individual's professional license, permit, registration or certification being denied, revoked, suspended, placed on probation or a consent agreement or order, voluntarily surrendered, subjected to any conditions, or failing to report to ARRT any of the violations or actions identified in this Rule.
5. Performing procedures which the individual is not competent to perform through appropriate training and/or education or experience unless assisted or personally supervised by someone who is competent (through training and/or education or experience).
6. Engaging in unprofessional conduct, including, but not limited to:
 - (i) a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice or scope of practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice;
 - (ii) any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety.
Actual injury to a patient or the public need not be established under this clause.
7. Delegating or accepting the delegation of a radiologic technology function or any other prescribed healthcare function when the delegation or acceptance could reasonably be expected to create an unnecessary

- danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.
8. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material; or as a result of any mental or physical condition.
 9. Adjudication as mentally incompetent, mentally ill, chemically dependent, or dangerous to the public, by a court of competent jurisdiction.
 10. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.
 11. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise.
 12. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law, or viewing, using or releasing confidential patient information in violation of HIPAA.
 13. Knowingly engaging or assisting any person to engage in, or otherwise participating in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.
 14. Improper management of patient records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record.
 15. Knowingly assisting, advising, or allowing a person without a current and appropriate state permit, license, registration, or an ARRT registered certificate to engage in the practice of radiologic technology, in a jurisdiction that mandates such requirements.
 16. Violating a state or federal narcotics or controlled-substance law.
 17. Knowingly providing false or misleading information that is directly related to the care of a former or current patient.
 18. Subverting, attempting to subvert, or aiding others to subvert or attempt to subvert ARRT's *Continuing Education (CE) Requirements for Renewal of Registration*. Conduct that subverts or attempts to subvert ARRT's Continuing Education Requirements includes, but is not limited to:
 - (i) providing false, inaccurate, altered, or deceptive information related to CE activities to ARRT or an ARRT recognized CE recordkeeper; and/or
 - (ii) assisting others to provide false, inaccurate, altered, or deceptive information related to CE activities to ARRT or an ARRT recognized CE recordkeeper; and/or
 - (iii) conduct that results or could result in a false or deceptive report of CE completion; and/or
 - (iv) conduct that in any way compromises the integrity of the CE Requirements such as sharing answers to the post-tests or CE self-learning activities, providing or using false certificates of participation, or verifying CE credits that were not earned.
 19. Subverting or attempting to subvert the ARRT certification or registration process by:
 - (i) making a false statement or knowingly providing false information to ARRT; or
 - (ii) failing to cooperate with any investigation by the ARRT.
 20. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding the individual's education, training, credentials, experience, or qualifications, or the status of the individual's state permit, license, or registration certificate in radiologic technology or certificate of registration with ARRT.
 21. Knowing of a violation or a probable violation of any Rule of Ethics by any Certificate Holder or Candidate and failing to promptly report in writing the same to the ARRT.
 22. Failing to immediately report to his or her supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

C. ADMINISTRATIVE PROCEDURES

These Administrative Procedures provide for the structure and operation of the Ethics Committee; they detail procedures followed by the Ethics Committee and by the Board of Trustees of ARRT in handling challenges raised under the Rules of Ethics, and in handling matters relating to the denial of an application for certification (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of ARRT, in which case, there is no right to a hearing) or the denial of renewal or reinstatement of a registration. All Certificate Holders and Candidates are required to comply with these Administrative Procedures. The failure to cooperate with the Ethics Committee or the Board of Trustees in a proceeding on a challenge may be considered by the Ethics Committee and by the Board of Trustees according to the same procedures and with the same sanctions as failure to observe the Rules of Ethics.

(continued on next page)

1. Ethics Committee

(a) Membership and Responsibilities of the Ethics Committee

The President, with the approval of the Board of Trustees, appoints at least three Trustees to serve as members of the Ethics Committee, each such person to serve on the Committee until removed and replaced by the President, with the approval of the Board of Trustees, at any time, with or without cause. The President, with the approval of the Board of Trustees, will also appoint a fourth, alternate member to the Committee. The alternate member will participate on the Committee in the event that one of the members of the Ethics Committee is unable to participate. The Ethics Committee is responsible for: (1) investigating each alleged breach of the Rules of Ethics and determining whether a Certificate Holder or Candidate has failed to observe the Rules of Ethics and determining an appropriate sanction; and (2) periodically assessing the Code of Ethics, Rules of Ethics, and Administrative Procedures and recommending any amendments to the Board of Trustees.

(b) The Chair of the Ethics Committee

The President, with the approval of the Board of Trustees, appoints one member of the Ethics Committee as the Committee's Chair to serve for a term of two years as the principal administrative officer responsible for management of the promulgation, interpretation, and enforcement of the *Standards of Ethics*. The President may remove and replace the Chair of the Committee, with the approval of the Board of Trustees, at any time, with or without cause. The Chair presides at and participates in meetings of the Ethics Committee and is responsible directly and exclusively to the Board of Trustees, using staff, legal counsel, and other resources necessary to fulfill the responsibilities of administering the *Standards of Ethics*.

(c) Preliminary Screening of Potential Violation of the Rules of Ethics

The Chair of the Ethics Committee shall review each alleged violation of the Rules of Ethics that is brought to the attention of the Ethics Committee. If, in the sole discretion of the Chair: (1) there is insufficient information upon which to base a charge of a violation of the Rules of Ethics; or (2) the allegations against the Certificate Holder or Candidate are patently frivolous or inconsequential; or (3) the allegations, if true, would not constitute a violation of the Rules of Ethics, the Chair may summarily dismiss the matter. The Chair may be assisted by staff and/or legal counsel of ARRT. The Chair shall report each such summary dismissal to the Ethics Committee.

(d) Alternative Dispositions

At the Chair's direction and upon request, the Executive Director of ARRT shall have the power to investigate allegations and to enter into negotiations with the Certificate Holder or Candidate regarding the possible settlement of an alleged violation of the Rules of Ethics. The Executive Director may be assisted by staff members and/or legal counsel of ARRT. The Executive Director is not empowered to enter into a binding settlement, but rather may recommend a proposed settlement to the Ethics Committee.

The Ethics Committee may accept the proposed settlement, make a counterproposal to the Certificate Holder or Candidate, or reject the proposed settlement and proceed

under these Administrative Procedures. A Certificate Holder or Candidate who voluntarily enters into an Alternative Disposition Agreement agrees to waive all rights set forth in these Administrative Procedures.

(e) Summary Suspensions

If an alleged violation of the Rules of Ethics involves the occurrence, with respect to a Certificate Holder, of an event described in the Rules of Ethics, or any other event that the Ethics Committee determines would, if true, potentially pose harm to the health, safety, or well being of any patient or the public, then, notwithstanding anything apparently or expressly to the contrary contained in these Administrative Procedures, the Ethics Committee may, without prior notice to the Certificate Holder and without a prior hearing, summarily suspend the certification and registration of the Certificate Holder pending a final determination under these Administrative Procedures with respect to whether the alleged violation of the Rules of Ethics in fact occurred. Within five working days after the Ethics Committee summarily suspends the certification and registration of a Certificate Holder in accordance with this provision, the Ethics Committee shall, by certified mail, return receipt requested, give to the Certificate Holder written notice that describes: (1) the summary suspension; (2) the reason or reasons for it; and (3) the right of the Certificate Holder to request a hearing with respect to the summary suspension by written notice to the Ethics Committee, which written notice must be received by the Ethics Committee not later than 15 days after the date of the written notice of summary suspension by the Ethics Committee to the Certificate Holder. If the Certificate Holder requests a hearing in a timely manner with respect to the summary suspension, the hearing shall be held before the Ethics Committee or a panel comprised of no fewer than three members of the Ethics Committee as promptly as practicable, but in any event within 30 days after the Ethics Committee's receipt of the Certificate Holder's request for the hearing. The applicable provisions of Section 2 (Hearings) of these Administrative Procedures shall govern all hearings with respect to summary suspensions, except that neither a determination of the Ethics Committee, in the absence of a timely request for a hearing by the affected Certificate Holder, nor a determination by the Ethics Committee or a panel, following a timely requested hearing, is appealable to the Board of Trustees.

(f) Civil or Criminal Penalties

Conduct that violates the ARRT's Rules of Ethics may also violate applicable state or federal law. In addition to the potential sanctions under the *Standards of Ethics*, the ARRT may, without giving prior notice, pursue civil and/or criminal penalties against the Certificate Holder or Candidate.

2. Hearings

Whenever the ARRT proposes to take action in respect to the denial of an application for certification (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of ARRT, in which case there is no right to a hearing) or of an application for renewal or reinstatement of a registration, or in connection with the revocation or suspension of a certificate or registration, or the censure of a Certificate Holder or Candidate for an alleged violation of the Rules of Ethics, it shall give written notice thereof to such person, specifying the reasons for such proposed action. A

Certificate Holder or Candidate to whom such notice is given shall have 30 days from the date the notice of such proposed action is mailed to make a written request for a hearing. The written request for a hearing must be accompanied by a nonrefundable hearing fee in the amount of \$100. In rare cases, the hearing fee may be waived, in whole or in part, at the sole discretion of the Ethics Committee.

Failure to make a written request for a hearing and to remit the hearing fee (unless the hearing fee is waived in writing by the ARRT) within such period shall constitute consent to the action taken by the Ethics Committee or the Board of Trustees pursuant to such notice. A Certificate Holder or Candidate who requests a hearing in the manner prescribed above shall advise the Ethics Committee of his or her intention to appear at the hearing. A Certificate Holder or Candidate who requests a hearing may elect to appear by a written submission which shall be verified or acknowledged under oath.

Failure to appear at the hearing or to supply a written submission in response to the charges shall be deemed a default on the merits and shall be deemed consent to whatever action or disciplinary measures that the Ethics Committee determines to take. Hearings shall be held at such date, time, and place as shall be designated by the Ethics Committee or the Executive Director. The Certificate Holder or Candidate shall be given at least 30 days notice of the date, time, and place of the hearing.

The hearing is conducted by the Ethics Committee with any three or more of its members participating, other than any member of the Ethics Committee whose professional activities are conducted at a location in the approximate area of the Certificate Holder or Candidate in question. In the event of such disqualification, the President may appoint a Trustee to serve on the Ethics Committee for the sole purpose of participating in the hearing and rendering a decision. At the hearing, ARRT shall present the charges against the Certificate Holder or Candidate in question, and the facts and evidence of ARRT in respect to the basis or bases for the proposed action or disciplinary measure. The Ethics Committee may be assisted by legal counsel. The Certificate Holder or Candidate in question, by legal counsel or other representative if he or she desires (at the sole expense of the Certificate Holder or Candidate in question), shall have the right to call witnesses, present testimony, and be heard in his or her own defense; to hear the testimony of and to cross-examine any witnesses appearing at such hearing; and to present such other evidence or testimony as the Ethics Committee shall deem appropriate to do substantial justice. Any information may be considered that is relevant or potentially relevant. The Ethics Committee shall not be bound by any state or federal rules of evidence. The Certificate Holder or Candidate in question shall have the right to submit a written statement at the close of the hearing. A transcript or an audio recording of the hearing testimony is made for in-person hearings only. Ethics Committee deliberations are not recorded.

In the case where ARRT proposes to take action in respect to the denial of an application for certification (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of the ARRT) or the denial of renewal or reinstatement of a

registration, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for certification or renewal or reinstatement of a registration, and shall promptly transmit the same to the Board of Trustees and to the Certificate Holder or Candidate in question.

In the case of alleged violations of the Rules of Ethics by a Certificate Holder or Candidate, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether there has been a violation of the Rules of Ethics and, if so, the appropriate sanction, and shall promptly transmit the same to the Board of Trustees and to the Certificate Holder or Candidate in question. Potential sanctions include denial of renewal or reinstatement of a registration with ARRT, revocation or suspension of a certification or registration or both with ARRT, or the public or private reprimand of a Certificate Holder or Candidate.

Unless a timely appeal from any findings of fact and determination by the Ethics Committee is taken to the Board of Trustees in accordance with Section 3 below (Appeals), the Ethics Committee's findings of fact and determination in any matter (including the specified sanction) shall be final and binding upon the Certificate Holder or Candidate in question.

3. Appeals

Except as otherwise noted in these Administrative Procedures, the Certificate Holder or Candidate may appeal any decision of the Ethics Committee to the Board of Trustees by submitting a written request for an appeal within 30 days after the decision of the Ethics Committee is mailed. The written request for an appeal must be accompanied by a nonrefundable appeal fee in the amount of \$250. In rare cases, the appeal fee may be waived, in whole or in part, at the sole discretion of the Ethics Committee.

In the event of an appeal, those Trustees who participated in the hearing of the Ethics Committee shall not participate in the appeal. The remaining members of the Board of Trustees shall consider the decision of the Ethics Committee, the files and records of ARRT applicable to the case at issue, and any written appellate submission of the Certificate Holder or Candidate in question, and shall determine whether to affirm or to modify the decision of the Ethics Committee or to remand the matter to the Ethics Committee for further consideration. In making such determination to affirm or to modify, findings of fact made by the Ethics Committee shall be conclusive if supported by any evidence. The Board of Trustees may grant re-hearings, hear additional evidence, or request that ARRT or the Certificate Holder or Candidate in question provide additional information in such manner, on such issues, and within such time as it may prescribe. All hearings and appeals provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any Certificate Holder or Candidate to make an unauthorized publication or revelation of the same, except to his or her attorney or other representative, immediate superior, or employer.

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4. Publication of Adverse Decisions

Final decisions that are adverse to the Certificate Holder or Candidate will be communicated to the appropriate authorities of certification organizations and state licensing agencies and provided in response to inquiries into an individual's certification and/or registration status. ARRT shall also have the right to publish any adverse decisions and the reasons therefore. For purposes of this paragraph, a "final decision" means and includes: a determination of the Ethics Committee relating to an adverse decision if the affected Certificate Holder or Candidate does not request a hearing in a timely manner; a non-appealable decision of the Ethics Committee or a panel relating to an adverse decision that is issued after a hearing on the matter; an appealable decision of the Ethics Committee from which no timely appeal is taken; and, the decision of the Board of Trustees in a case involving an appeal of an appealable decision of the Ethics Committee.

5. Procedure to Request Removal of a Sanction

A sanction imposed by ARRT specifically provides a sanction time frame and it shall be presumed that a sanction may only be reconsidered after the time frame has elapsed. At any point after a sanction first becomes eligible for reconsideration, the individual may submit a written request ("Request") to ARRT asking the Ethics Committee to remove the sanction. The Request must be accompanied by a nonrefundable fee in the amount of \$250. A Request that is not accompanied by the fee or is submitted before the matter is eligible for reconsideration will be returned to the individual and will not be considered. In rare cases, the fee may be waived, in whole or in part, at the sole discretion of the Ethics Committee. The individual is not entitled to make a

personal appearance before the Ethics Committee in connection with a request to remove a sanction.

Although there is no required format, the Request must include compelling reasons justifying the removal of the sanction. It is recommended that the individual demonstrate at least the following: (1) an understanding of the reasons for the sanction; (2) an understanding of why the action leading to the sanction was felt to warrant the sanction imposed; and (3) detailed information demonstrating that his or her behavior has improved and similar activities will not be repeated. Letters of recommendation from individuals, who are knowledgeable about the person's current character and behavior, including efforts at rehabilitation, are advised. If a letter of recommendation is not on original letterhead or is not duly notarized, the Ethics Committee shall have the discretion to ignore that letter of recommendation.

Removal of the sanction is a prerequisite to applying for reinstatement of certification and registration. If, at the sole discretion of the Ethics Committee, the sanction is removed, the individual will be allowed to pursue reinstatement via the policies and procedures in place at that time as stated in Section 6.05 of the *ARRT Rules and Regulations*.

If the Ethics Committee denies removal of the sanction, the decision is not subject to a hearing or to an appeal, and the Committee will not reconsider removal of the sanction for as long as is directed by the Committee.

6. Amendments to the Standards of Ethics

ARRT reserves the right to amend the *Standards of Ethics* following the procedures under Article XI, Section 11.02 of the *ARRT Rules and Regulations*.



State Licensing Agencies

This list may change after publication in this handbook. For an up-to-date list at any time, check the www.arrt.org website.

Arizona	(602) 255-4845	Medical Radiologic Technology Board of Examiners 4814 South 40th St. Phoenix, AZ 85040
Arkansas	(501) 661-2301	Arkansas Department of Health Radiologic Technology Licensure Program Freeway Medical Building, Suite 100 5800 W 10th St. Little Rock, AR 72204
California	(916) 327-5106	CDPH, Radiological Health Branch – Certification PO Box 997414, MS #7610 Sacramento, CA 95899-7414
Colorado	(303) 692-3448	Colorado Department of Public Health and Environment Radiation Control Program HMWMD – X-Ray Certification Unit 4300 Cherry Creek Dr. S., #B2 Denver, CO 80246-1530
Connecticut	(860) 509-7603	Department of Public Health – Radiography Licensure 410 Capitol Ave, MS #12APP Hartford, CT 06134-0308
Delaware	(302) 744-4546	Division of Public Health – Office of Radiation Control 417 Federal St. Dover, DE 19901
Florida	(850) 245-4910	Florida Dept. of Health Certification Office for EMT/Paramedic/RAD Tech/RA/Med Phys 4052 Bald Cypress Way, Bin C85 Tallahassee, FL 32399-3285
Hawaii	(808) 586-4700	Hawaii Radiologic Technology Board 591 Ala Moana Blvd., Room #133 Honolulu, HI 96813-4921
Illinois	(217) 785-9913	IEMA – Division of Nuclear Safety 1035 Outer Park Dr. Springfield, IL 62704
Indiana	(317) 233-7565	IDPH, Medical Radiology Services 2 North Meridian St., 5F Indianapolis, IN 46204-3003
Iowa	(515) 281-0415	Iowa Department of Public Health, Bureau of Radiological Health Lucas State Office Bldg., 5th floor 321 E 12th St Des Moines, IA 50319
Kansas	(888) 886-7205	Kansas State Board of Healing Arts 800 SW Jackson, Lower Level Suite A Topeka, KS 66612

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State Licensing Agencies, continued

Kentucky	(502) 564-3700	Radiation Health Branch HS 1 C-A, 275 East Main St. Frankfort, KY 40621
Louisiana	(504) 838-5231	Louisiana State Radiologic Technology, Board of Examiners 3108 Cleary Ave., Suite 207 Metairie, LA 70002
Maine	(207) 624-8626	Radiologic Technology Board of Examiners State House Station #35 Augusta, ME 04333-0035
Maryland	(410) 764-4777	Maryland Board of Physicians 4201 Patterson Ave. / PO Box 2571 Baltimore, MD 21215-0002
Massachusetts	(617) 242-3035 ext. 2005	MA Dept. of Public Health – Radiation Control Program Schrafft Center, Suite 1M2A 529 Main St. Charlestown, MA 02129
Minnesota	(651) 201-4545	Department of Health Indoor Environments and Radiation Science Section, X-Ray Unit PO Box 64497 St. Paul, MN 55164
Mississippi	(601) 364-7360	State Department of Health, Professional Licensure PO Box 1700 Jackson, MS 39215-1700
Montana	(406) 841-2300	Montana Board of Radiologic Technologists PO Box 200513, 301 South Park, 4 th Floor Helena, MT 59620-0513
Nebraska	(402) 471-2118	Dept. of Health and Human Services Licensure Unit 301 Centennial Mall South PO Box 94986 Lincoln, NE 68509
New Jersey	(609) 984-5890	New Jersey Dept. of Environmental Protection – X-Ray Compliance PO Box 420, Mail Code 25-01 Trenton, NJ 08625
New Mexico	(505) 476-8600	NM Medical Imaging & Radiation Therapy Program PO Box 5469 Santa Fe, NM 87532
New York	(518) 402-7580	Bureau of Environmental Radiation Protection – NY State Dept. of Health ESP, Corning Tower 12th Flr, Room 1221 Albany, NY 12237
Ohio	(614) 752-4319	Ohio Dept. of Health, Radiologic Technology Section 246 N. High St. Columbus, OH 43215
Oregon	(971) 673-0215	Oregon Board of Medical Imaging 800 NE Oregon St., Suite 1160A Portland, OR 97232
Pennsylvania	(717) 783-1400 (Medicine) (717) 783-4858 (Osteopathic)	State Board of Medicine/ State Board of Osteopathic Medicine PO Box 2649 Harrisburg, PA 17105-2649

Rhode Island	(401) 222-2837	Radiologic Health Program – Rhode Island Dept. of Health 3 Capitol Hill, Room 206 Providence, RI 02908
South Carolina	(803) 771-6141	South Carolina Radiation Quality Standards Association PO Box 7515 Columbia, SC 29202
Tennessee	(615) 383-9499	Tennessee Examination Processing Center PO Box 41776 Nashville, TN 37204
	(615) 532-3202	Tennessee Board of Medical Examiners Heritage Place Metro Center 227 French Landing #300 Nashville, TN 37243
Texas	(512) 834-6617	Medical Radiologist Technologist Certification Program Dept. of State Health Services MS 1982, PO Box 149347 Austin, TX 78714
Utah	(800) 733-9267	Utah Candidate Exam Processing Center PSI Exams LLC 3210 East Tropicana Ave. Las Vegas, NV 89121
	(801) 530-6628	Division of Occupational and Professional Licensing 160 East 300 South / PO Box 146741 Salt Lake City, UT 84114-6741
Vermont	(802) 828-3228	Board of Radiologic Technology/Office of Professional Regulation National Life Building, North Floor 2 Montpelier, VT 05620
Virginia	(804) 367-3051	Commonwealth of Virginia Dept. of Health Professions Board of Medicine Perimeter Center, Ste. 300 9960 Mayland Dr. Richmond, VA 23233
Washington	(360) 236-4700	Department of Health Radiologic Technology Program PO Box 47852 Olympia, WA 98504-7852
West Virginia	(304) 787-4398	WV MI & RTT Board of Examiners 1715 Flat Top Rd. / PO Box 638 Cool Ridge, WV 25825
Wisconsin	(608) 266-3020	Department of Safety and Professional Services 1400 East Washington Ave. PO Box 8935 Madison, WI 53708
Wyoming	(307) 777-5403	Wyoming Board of Radiologic Technologist Examiners 2800 Central Ave Cheyenne, WY 82002



Before You Apply: Checklist

*You are responsible for providing complete and accurate information.
Review the following before you begin the application process.*

The application for certification — available by logging into My ARRT Info at **www.rrt.org** or, for NMTCB candidates, by calling (651) 687-0048, ext. 8560 — requires you to provide a variety of information. The following reminders are meant to help you through the process.

- Provide contact information for the supervisor(s) who can verify that you have completed your clinical experience requirements. NOTE: Clinical experience requirements must be documented and provided to your supervisor before your application is submitted.
- Ensure that the name on your application matches the name on the IDs you will present at the test center. Questions? See pages 10 and 18.
- Ensure the address on the application is the one where you receive mail. Don't worry if it doesn't match your IDs; just make sure it's where you want ARRT to send correspondence.
- Pay particular attention to the "Have you..." questions. If you have any questions about the ethics-related questions, see page 6 or phone the ARRT office at (651) 687-0048, ext. 8580. If you have questions about testing accommodations, see page 12 or call (651) 687-0048, ext. 3155.
- Will you require testing accommodations at the test center? If so, you must submit required documentation. See page 12 for details.
- Complete the "Terms and Conditions" section.
- Submit your application and fee to ARRT. Your application fee is \$200 if you are an ARRT candidate, payable online by credit card or by mailing a check or money order with an online confirmation letter or paper application. If you are a NMTCB candidate, please include your check or money order for \$400 when submitting your paper application. This fee is not refundable or transferable.

See page 72 for Part 2 of Appendix J — your checklist for what happens after you mail your application.



Application Instructions

To apply for certification, log into the My ARRT Info section of **www.rrt.org** and select the "Post-Primary Certification Applications" button. You'll be able to choose the discipline-specific application for any exams that you are eligible for. Then, simply follow the prompts to complete and submit your application form and fee.

If you don't have access to My ARRT Info, are using NMTCB registration as a supporting category or would prefer to submit a paper application by mail, please contact the Initial Certification Department at (651) 687-0048, ext. 8560.



After You Apply: Checklist

Here's what has to happen after you've submitted your application and before you can become certified by ARRT. You should keep your Certification Handbook for reference. You may want to keep this checklist handy so you can check off your progress.

Scheduling your appointment...

- ARRT will send you a Candidate Status Report (CSR) within two to three weeks of having received your application. If four weeks have passed and you haven't received your CSR, call the ARRT office at (651) 687-0048, ext. 8560.
- Before scheduling an appointment, review your CSR for accuracy. Phone ARRT at (651) 687-0048, ext. 8560, regarding any corrections or changes.
- Be sure to note the dates of your examination window, the 90-day period during which you must schedule and take the exam. If you are running out of time, request an extension as detailed on pages 11 and 15.
- To schedule an exam date and time, follow the instructions on the back of your CSR. Refer back to pages 15-16 for details.
- If you have to cancel or reschedule an appointment, follow the procedures detailed on pages 16-17.

Before you go...

- Check out the "What to Expect on Exam Day" video at www.arrrt.org/videos.

At the test center...

- Be sure to bring along two forms of ID as detailed in this handbook on page 18.
- A preliminary scaled score is displayed on the computer screen at the end of the review section of the exam. Once you exit this screen this score cannot be reproduced and printed copies are not available.

Following the exam...

- If you wish to appeal your test administration, your signed request must be received at ARRT within two days of the test administration date, as detailed on pages 22-23.
- Official scores and certification results are usually mailed within two to three weeks to the address we have on file. Candidates may also check "Verify Credentials" at www.arrrt.org which — generally within three weeks of taking the exam — will reflect the candidate's registration status.

