

2015 Radiation Therapy Handbook

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




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

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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 & Registration Handbook is designed to help you understand, and to apply and prepare for, the process. It is published for each calendar year, but changes to policy or procedures may occur during the year, so be sure to check www.arrt.org/handbooklinks for updates.

Information in this handbook supersedes that in any prior versions. ARRT annually provides handbooks that correspond to the year of potential exam date.

To help you be as successful as possible, you will want to read the following information very carefully and save it for future reference.

In these pages, you will find...

- Introduction and background material on ARRT and its certification and registration programs
- Details on important eligibility requirements for certification and registration 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
- Important appendices like *ARRT Rules and Regulations*, *Standards of Ethics* and *Continuing Education Requirements*
- Sample application form and checklist

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

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 and registration process and beyond.

NCCA Accreditation

ARRT's Radiography, Nuclear Medicine Technology, Radiation Therapy, Sonography and Registered Radiologist Assistant certification and registration programs have earned accreditation by the National Commission for Certifying Agencies (NCCA), the accrediting body of the Institute for Credentialing Excellence (ICE).

To receive NCCA accreditation, ARRT demonstrated that this certification and registration program met strict standards in accordance with ICE's mission to promote excellence in competency assurance for practitioners in all occupations and professions.

For more information on ICE/NCCA and their accreditation programs, visit them at www.credentialingexcellence.org.

It is ARRT's policy not to discriminate against any candidate for certification and registration because of race, color, religion, creed, age, gender, national origin or ancestry.

The American Registry of Radiologic Technologists®

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Visit our website at www.arrt.org

2015 Certification and Registration Handbook for Radiation Therapy

Table of Contents

Introducing ARRT

Nine Decades of History	4
Organizational Structure	4
Mission-Driven	4-5
Two Categories: Primary and Post-Primary	5

Certification and Registration

Eligibility Requirements

Ethics	6
<i>Ethics Review Pre-Application</i>	
<i>Check "Ethics and the ARRT" Video</i>	
Education	7
<i>Degree Requirement for 2015 and Beyond</i>	
<i>3-Year Eligibility Limit for 2013 and Beyond</i>	
Examination	7-8
<i>Study Materials Not Provided by ARRT</i>	

Upholding Exam Security

Why Does Security Matter So Much?	8
<i>Help Us Protect Exam Security</i>	
Disclosing Exam Information	8
<i>Candidate Agreement on Exam Disclosure</i>	
Potential Disclosure Scenarios	9

Application Procedures

<i>Check "Applying for Certification" Video</i>	
Agreement of Candidates	10
Name Requirements	10
<i>Form, Legal Name and IDs Must Match</i>	
Photo Requirements	10
<i>Six-Month Limit on Photo and Signatures</i>	
Application Fees	10
Application Timing	11
<i>Avoid Processing Delays</i>	
Examination Window	11
<i>Out of Time? Extend Window or Forfeit Fee</i>	
Test Centers	11
Testing Accommodations	12
<i>Ask Up Front</i>	
Certification and Registration vs. State-Related Licensing	12
<i>Questions About Your State?</i>	

ARRT Follow-Up to Application

Acknowledgment of Receipt	13
Application Review	13
<i>Changes to Your Eligibility Status</i>	
Candidate Status Report (CSR)	13-14
Verifying Education	14
<i>Before You Pick a Date</i>	

Modifying Submitted Information

Address or Name Changes	14
Extending an Exam Window	14-15
<i>Maximum of Three Extensions</i>	

The Exam Appointment

Scheduling Your Appointment	15
<i>Internet Scheduling; Follow-Up and Confirm (p.16)</i>	
Missing Your Appointment	16
Canceling or Re-scheduling Your Appointment	16
<i>Invalid ID? Cancel Appointment; Exception</i>	
<i>Calling to Re-schedule? Remember to Cancel</i>	

Exam Administration Day

Test Center Environment	17
<i>Preview Exam Day via Video</i>	
Follow Procedures	17
Arrive Early	17
What if the Test Center is Closed?	17
<i>Severe Weather Looming?</i>	
ID, Photo, Signature, PVR	18
<i>Palm Vein Recognition</i>	
<i>Acceptable Forms of ID</i>	
Assignment to Testing Station	18
Calculators and Notes	19
Requesting Assistance	19
Exam Timing	19-20
<i>Pace Yourself</i>	
Test Center Misconduct and Score Cancellation	20-21
Taking the Exam	21
<i>Non-Disclosure Agreement</i>	
Candidate Comments	21
Leaving the Test Center	22
Appeals of Exam Administration	22

After the Examination

Cancellation of Scores	23
Score Reporting	23
Interpreting Scores	23-24
<i>How/When Will I Know I Am Certified and Registered?</i>	
Appeals of Exam Scoring	24
Re-examination	24
Three-Attempt, Three-Year Limit	24
<i>State Attempts Count Against Limit</i>	
Initial Certification and Registration	25
<i>Pins, Patches, Shields</i>	
Annual Renewal of Certification and Registration	25
<i>Using "R.T." or "ARRT" with Name?</i>	
Continuing Education Requirements	26
<i>Annual Renewal vs. CE Biennium</i>	
<i>CE Timeline for Newly Certified and Registered R.T.s</i>	
CQR: Continuing Qualifications Requirements	27
<i>Check out CQR on Video</i>	
Reinstatement of Certification and Registration by Examination	27
Re-qualification for Certification and Registration	27

APPENDICES

See page 28 for a list of appendices and page numbers.

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 and registration 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 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 examination programs to include 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 and registration. 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 and registration 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 10-member Board of Trustees determines ARRT policies. The Board is composed of six Registered Technologists and four radiologists. Five of the R.T. trustees are nominated by the American Society of Radiologic Technologists (ASRT); the sixth is nominated from a professional membership society identified by the board based on its current needs. The radiologist trustees are nominated by the American College of Radiology (ACR). 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 and registration 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 a system of annual renewal of certification and 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. or its territories.

Two Categories: Primary and Post-Primary

Primary

ARRT provides a primary category of certification and registration 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 and registration 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 and registration for radiologist assistants.

Candidates for post-primary certification and registration must be certified and 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.

*** Certification and registration in both Radiography and Mammography as supporting categories is needed for Breast Sonography eligibility.

Certification and Registration Eligibility Requirements

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

 **Concerned About
Ethics Eligibility?
Request a Review**

If you're concerned about whether your conviction record will affect eligibility, you can find out before even beginning an educational program.

ARRT investigates all potential violations to determine eligibility, which can cause delays in processing applications. Avoid delay by requesting a pre-application review of the violation before or during your education, rather than waiting until completing the educational program. (If you expect to graduate within six months, use the Application for Certification & Registration instead of the pre-application form.) ARRT determines the violation's impact on your eligibility. Once you establish ethics eligibility, you may proceed with application.

Download the pre-application packet from www.arrt.org/handbooklinks, or request a copy by phoning ARRT at 651.687.0048, ext. 8580.

Learn more about eligibility in the ARRT Rules and Regulations (Appendix E) and ARRT Standards of Ethics (Appendix F).

 **Check 'Ethics and
the ARRT' Video**

The "Ethics and the ARRT" video at www.arrt.org/videos could help answer additional questions you may have.

[Click here to return to Table of Contents](#)

Ethics

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

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 & Registration 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 copies of 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.

Delay in disclosure to ARRT of misdemeanor or felony charges and/or convictions results in a minimum private reprimand in the R.T.'s ARRT file. Although private reprimands are not publicly reported, a private reprimand is still considered to be a sanction against an individual's ARRT certification and registration.

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

The application also asks you to respond to a question about violations or sanctions related to the honor code. All candidates must sign a written consent under the Family Educational Rights and Privacy Act (FERPA). This consent allows ARRT to communicate freely and openly with program directors and to obtain specific parts of your educational records concerning violations of an honor code.

Degree Requirement for 2015 and Beyond

Candidates who complete their educational program after 12/31/2014 will be subject to an associate degree requirement. For more information, visit www.arrt.org/handbooklinks.

Three-Year Eligibility Limit

Candidates completing an educational program in 2013 and beyond have three years to establish eligibility.

Those who completed educational programs by the end of 2012 have five years to establish eligibility for ARRT certification and registration.

Candidates establish eligibility for ARRT certification and registration through the following stages:

- 1) *submitting appropriate application form and fee*
- 2) *undergoing an ethics review if necessary*
- 3) *completing the application process*
- 4) *receiving an assigned examination window in the form of a Candidate Status Report*

If you answer “Yes” on the application form to the “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.

If you require an ethics review, bear in mind that your eligibility time frame needs to accommodate the review. In other words, you should submit your application at the earliest possible time, so ARRT can complete the review and you can complete the application process within the eligibility time frame.

If you are not determined eligible within the allowable time frame, you must re-qualify as described on page 27.

Education

Candidates completing educational programs January 1, 2013, and beyond will have three years to submit applications and be determined eligible. (See sidebar at left).

Candidates in radiography, nuclear medicine technology or radiation therapy, or for radiologist assistant, must have completed an educational program in that discipline. Candidates in magnetic resonance imaging or sonography must have either completed an ARRT-recognized educational program in that discipline or met the discipline's post-primary eligibility requirements.

Candidates who complete an educational program in 2015 and beyond must have earned an associate (or more advanced) degree from an institution accredited by an agency recognized by ARRT. Visit www.arrt.org/handbooklinks for a list of accrediting agencies currently recognized by ARRT.

The degree does not need to be in radiologic sciences, and it can be earned before entering the educational program or after graduation from the program.

To verify the accreditation status of a certain program or institution, consult the appropriate accrediting agency's website.

Information on recognition of radiologist assistant programs can also be found at www.arrt.org/handbooklinks.

Candidates for ARRT primary certification and registration must, as part of their educational programs, demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures. (See appendix B for details.) Satisfaction of that requirement must be indicated by signature of your program director — and, if required, an authorized faculty member — on your application for certification and registration.

Examination

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

Consult the content specifications in Appendix A 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.

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 and registration revoked.

See the following “Upholding Exam Security” section for more information.

Pilot Questions

Pilot questions are unscored questions embedded in the exam. ARRT uses data from these pilot questions to evaluate new exam questions. This is a cost-effective way to

▼ **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.

▼ **Help Us Protect Exam Security**

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

▼ **Candidate Agreement on Exam Disclosure**

Disclosing exam information using language that is substantially similar to that used in questions and/or answers from ARRT exams is considered an attempt to subvert the integrity of the exam 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 examination. It is also considered an attempt to subvert the integrity of the exam to receive, from an examinee, exam information that uses language that is substantially similar to that used in questions and/or answers on the ARRT exam, whether requested or not, or to relay such information.

develop exam 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 exam. The number of pilot questions in your exam is listed on 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 exam scores.

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 and registration, 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 ensuring 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. Candidates will find language about the law in the Agreement of Candidates, and more 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?

Disclosing Exam Information: What's OK and What's Not

Candidates see language in the ARRT Application for Certification & Registration and the non-disclosure screens at the test center that clarifies what they are agreeing to comply with regarding exam security. That language is reproduced in the sidebar on page 21.

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

The table on the next page presents some scenarios that illustrate the difference 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 asks 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 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.
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 and registration handbooks.	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 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 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 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 and registration 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 questions 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.rrt.org/videos](http://www.arrt.org/videos).

Application Procedures

Before filling in the form, writing a check and mailing the envelope, take a moment to review the requirements for getting your certification and registration application accepted by ARRT.



Check 'Applying for Certification' Video

The "Applying for Certification" video at www.arrt.org/videos could help answer additional questions you may have.

Application Form Must Have Legal Name, IDs Must Match

Make sure you use your legal name on your application form 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 and registration 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*. Candidates should read and be familiar with the *ARRT Rules and Regulations*, included as Appendix E of this handbook, prior to signing and submitting an application.

Name Requirements

You must use your legal name when completing the application. A legal name is defined as the name appearing on a 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, 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. See the "Address or Name Changes" section on page 14 for further information.

Photo Requirements

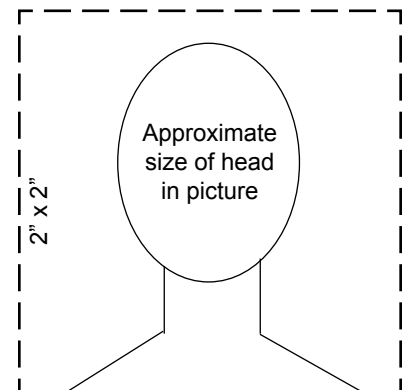
You must tape a passport-quality photograph of yourself to the application form. A template for an acceptable photo is shown below.

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 magazine or full-length prints will not be accepted.

For more information, search for "passport photo guidelines" at www.travel.state.gov.



Application Fees

Applications for certification and registration are subject to a fee of \$200. Re-application fees are \$175. Fees are not refundable and may not be transferred to another discipline for certification and registration.

You may pay by personal check or money order, payable to ARRT in U.S. funds. Each candidate's application must be accompanied by a separate check.



Avoid Processing Delays

- *Make sure your application is complete, the information is current and the correct fee is enclosed.*
- *Most applications are returned due to: no fee included, "Have you..." questions not answered or dates of training not listed.*
- *If you have been previously cleared for an ethics violation, as evidenced by a letter from ARRT, indicate "No" to the ethics question when filling out a new application.*
- *The photograph on your application must be of passport quality, i.e., clear and able to identify facial features.*

Application Timing

You may mail your application as early as three months in advance of your anticipated completion date. ARRT returns applications that are submitted more than three months in advance, unless they are specifically sent for an ethics review. Photocopies of the application are not accepted.

Candidates completing educational programs January 1, 2013, and beyond have three years from their program completion date to be determined eligible. (Candidates who graduated before January 1, 2013, have five years.)

These time limitations apply whether or not candidates have been working or they were deployed overseas through the military.

If you require an ethics review, bear in mind that your eligibility time frame needs to accommodate the review. In other words, you should submit your application as early as possible so ARRT can complete the review and you can complete the application process within the time frame. (See sidebar on page 6 for more information on ethics reviews.)

If you are not determined eligible within the eligibility time limitation, you must re-qualify by meeting the initial requirements of eligibility for the discipline in which you are applying for certification and registration. "Re-qualify" means that you must complete the necessary educational and ethics requirements and demonstrate clinical competency.

ARRT will send a Candidate Status Report (CSR) to you once your application has been processed. Although it usually takes less time for processing, allow up to four weeks from the date ARRT receives your application, 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, April 17, 2015, the examination window begins on Wednesday, April 22, 2015, and ends on Monday, July 20, 2015.

If an application is processed prior to the educational program completion date on the application form, the examination window will begin on the program completion date.

Your exam window will close automatically after 90 days or if you miss an appointment, an exam appointment is not canceled in time or you fail to comply with the non-disclosure agreement at the test center (see sidebar on page 21). If you don't schedule an appointment within your window, you forfeit your fee. To open a new exam window, you would have 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 Re-scheduling Your Appointment" on page 16) and submit a Window Extension Request Form to ARRT as detailed at left.

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 and driving directions may be viewed at www.pearsonvue.com/arrt. (Visiting www.arrt.org/handbooklinks will also link you to Pearson VUE.)

Running Out of Time? Extend Exam Window or Forfeit Fee

If you don't take the exam within your exam window, you will forfeit your fee. If you need more time, you may request an extension (see pages 14-15) by submitting a Window Extension Request Form to ARRT before the current window expires. The form is available at www.arrt.org/handbooklinks.



Testing Accommodations: Ask Up Front

Any request for testing accommodations must be submitted to ARRT each time you want to take an exam.

Testing Accommodations

If you require any deviation from standard testing procedures as outlined in this handbook, you must submit a request with your application. This requirement applies to any testing accommodation — including 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 and registration or re-examination application.

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 and registration or re-examination application is submitted.

If you do not submit a request form with each application, your application will be processed for examination *without* testing accommodations. ARRT cannot assign testing accommodations once your application has been processed and your 90-day examination 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. 3164, for a printed copy.

Call ARRT at 651.687.0048, ext. 3164, 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.

Certification and Registration 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 and registration exam, many states use the scores in licensing decisions.

Terminology used in establishing the authority of a technologist is often confusing.

ARRT uses the term “certification and registration” when an individual satisfies all eligibility requirements — which include ethics, education and examination. If you wish to become certified and registered with ARRT, you need to submit an application directly to ARRT. Submitting an application to an individual state licensing agency would not make you eligible for ARRT certification and registration.

Although you may have earned your ARRT credential, this does not automatically mean that you are eligible to work in your state. Most states have their own application policies and procedures that you must meet in order to work in the state. Verify with the state licensing agency in the state where you plan to work to make sure you meet their eligibility requirements.

Exam scores earned as a state candidate may not be used for later application to ARRT for certification and registration; however, if you attempt to pass an exam as a state licensing candidate it will be counted as an attempt for purposes of ARRT’s three-attempt, three-year limit for certification and registration (see page 24 for details).

Check your Candidate Status Report (CSR) to ensure that your application was processed for the exam you want — either ARRT certification and registration or state licensing. If the six-digit ID number listed on the front of your CSR begins with a “9,” you are scheduled for state examination only.



Questions About Your State Licensing Laws?

Administration of licensing laws differs from state to state. Some require submitting applications prior to exam administration, while others require only exam results. Direct any questions about licensing requirements to the individual state (see Appendix H for contact information). ARRT is unable to respond to questions regarding licensing requirements of specific states.

ARRT Follow-up to Application

It takes a few weeks for ARRT to confirm receipt of your application. Read here about how your application is acknowledged, reviewed and processed.

Acknowledgment of Receipt

Within four weeks of receiving your application, ARRT will mail a Candidate Status Report (CSR) to you (see Appendix C for sample). Due to processing volume during those four weeks, we may not be able to confirm by phone that your application has been received. Applications that include documentation for ethics review or requests for testing accommodations may require additional processing time.

If you want faster acknowledgment that ARRT has received an 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

When ARRT receives your application, staff reviews it to verify that you have correctly completed the form and satisfied all eligibility requirements.

Incomplete Applications

ARRT will return an incomplete application to you. Incomplete applications most typically result from: missing or unacceptable photograph (for photograph requirements see page 10), birth date or social security number not provided, inaccurate birth year or training dates, documentation for an ethics review not provided or explained, application fee incorrect or not submitted or Agreement of Candidates not signed.

Program directors are required to complete the educational program sections of the application. Applications must be signed by the program director and, if applicable, the authorized faculty member who is on record at ARRT. Stamped signatures are not acceptable.

Finding of Ineligibility

If ARRT receives information indicating ineligibility after already authorizing you to take the examination, ARRT will remove authorization and notify you in writing. If you are found to be ineligible, you will not be allowed to take the exam and your 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 you forfeit your fee. This also counts as an attempt.

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 ARRT within 30 days of notification of ineligibility.

Candidate Status Report (CSR)

ARRT will mail a Candidate Status Report (CSR) to you (see Appendix C for sample) after your eligibility is determined and your application is processed. The CSR contains candidate identification information, your permanent six-digit ARRT ID number and examination window dates.

Notify ARRT right away — before scheduling your exam appointment — if any identification information is incorrect. If you lose your CSR or do not receive it within the anticipated processing time of four weeks, call ARRT at 651.687.0048, ext. 8560.

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.

Before You Pick a Date...

Remember that you must have completed ALL requirements of the educational program before taking the exam.

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.

The examination window shows the dates during which you may take the exam. After your 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).

Verifying Education

ARRT contacts the director of the educational program indicated on your application to verify that you have successfully completed both the clinical and didactic phases of the program as it was accredited, as well as the ARRT-specified competency requirements. This includes all academic degree requirements if the program is accredited as degree granting. Completion of just the professional component of degree-granting programs does not satisfy the degree requirement.

Address or Name Changes

If any changes to your name or address occur after you have submitted your application form, notify ARRT immediately — 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 to allow enough time for both ARRT and Pearson VUE to 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 your CSR, cancel your appointment (see “Canceling or Re-scheduling 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 verify that all changes were made correctly.

Extending an Exam Window

If circumstances make it impossible for you to schedule an exam during your assigned window, you may request a new window from ARRT by completing a Window Extension Request 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 of the fax.

ARRT must receive your written request for a new window on or before the last day of your current examination window. If your window expires on a weekend or holiday, your 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.



Maximum of Three Extensions

You are allowed a maximum of three window extensions per exam application. If a third window extension 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 about requesting a window extension.

ARRT will deny requests received after the last day of the current window. After three window changes, you must submit a re-application form and fee.

To request a window extension, first cancel your existing appointment. Fax a Window Extension Request Form (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 Exam Appointment

Once your window is open, you may schedule your appointment with Pearson VUE. But, remember, you must have completed all requirements of the educational program before sitting for the exam.



Internet Scheduling

After you have been notified of your eligibility to sit for the exam, you may schedule online at www.pearsonvue.com/arrt. When you arrive at the web page, the process will differ depending on if you're a first-time or returning user.

First-time users should click on the "Create an Account" link, where you will be asked for your six-digit ID number and personal information from your Candidate Status Report. Make sure the information you enter on the screen matches the information on the front of your CSR. When creating your profile, follow the prompts until you have completed the process and can select the "Finish" link. At this point, you will be provided a link to follow for scheduling your exam.

Returning users should click on the "Sign In" link. If you have forgotten your password, click on the "Forgot my Password" link and follow the prompts.

To schedule online, candidates must provide an email address. Otherwise, they should phone the Pearson VUE Call Center directly to schedule an appointment.

Scheduling Your Appointment

Pearson VUE schedules appointments on a first-come, first-served basis. As soon as you've been granted an exam window, you may schedule your appointment one of two ways:

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

Even if you don't want to take the exam immediately, it's better to schedule early to obtain your desired appointment. If you delay too long in scheduling your exam appointment, you may not find an available appointment prior to your exam window expiration date. If your window is allowed to expire, you must submit a re-application form and fee to receive a new examination window. (See "Extending an Exam Window" on pages 14-15 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.

Have Your Information Available

Have your CSR at hand when going online or calling to schedule. You will be able to select a test center 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 exam discipline and ARRT ID number from your CSR. (ARRT does not provide ID numbers over the phone.) Calls may be recorded for quality assurance purposes. Pearson VUE 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 weekend 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 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 also available at www.pearsonvue.com/arrt.

NOTE: Occasionally the email confirmation may be filtered into a "spam" folder based on the security settings of your email account. Be aware that the email confirmation comes from PearsonVUEconfirmation@pearson.com. If you don't receive the confirmation from Pearson VUE within two days, check your filter settings and/or contact the Pearson VUE Call Center to confirm your email address on file and your appointment date and time, and request that a new confirmation email be sent.

ARRT is not able to confirm exam dates, times or locations for your examination, nor can ARRT provide driving directions to test centers.

Follow-Up and Confirm Your 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 emailed. 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 through the Internet.

Invalid ID? Cancel Appointment

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

Your ID is invalid if:

- it is not current (i.e., is expired)
- the name on ID varies from that on your ARRT file (see "ID, Photo, Signature, PVR" on page 18)
- there is no signature, or
- it is not an accepted form of ID (see bottom of page 18 for "Acceptable Forms of ID")

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

Calling to Re-schedule? Remember to Cancel

Just because you request to re-schedule your exam appointment doesn't mean that the initial appointment is automatically canceled. An uncanceled appointment is your responsibility, potentially resulting in forfeiting your application fee.

If you call Pearson VUE to re-schedule an appointment, your initial appointment remains in effect until you formally approve

[Click here to return to Table of Contents](#)

Missing Your Appointment

If you fail to keep an appointment or to re-schedule it as detailed in the next section, you will forfeit your application fee. However, a missed appointment does not count as an attempt for the three-attempt, three-year limit policy (explained on page 24). ARRT is not responsible for appointment discrepancies between you and the test center.

Canceling or Re-scheduling Your Appointment

You may cancel or re-schedule an appointment up to 24 hours (one business day) prior to the scheduled appointment — either by phone at 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 made, changed or canceled.

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

If you make or cancel an appointment, but don't receive an email confirmation, follow up by phoning the Call Center to confirm it (see sidebar at top of page). The table below shows that appointments for a given time on the scheduled exam day must be canceled by that same time on the preceding business day.

Scheduled Exam 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

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

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

If you fail to appear for a scheduled appointment or don't re-schedule through the prescribed procedure, you will forfeit your application fee. To re-schedule, you will have to submit a re-application form and fee. Neither ARRT nor Pearson VUE is 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 re-scheduling in these circumstances must be accompanied by official documentation and must be received by ARRT within 30 days after the scheduled exam date.

Timing 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.

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. Specifically request that the initial appointment is canceled. The next day, call Pearson VUE to confirm that the appointment was canceled.

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.

Preview Exam Day via Video

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

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. Waiting areas at the test centers are small. Friends, relatives or children will not be permitted to wait in the test center or to contact you during your examination.

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, be sure to request earplugs before beginning your exam. Noise reduction headphones can also be provided.

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.

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 your 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, and your file will be closed. ARRT does not refund application fees on forfeited appointments.

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

Severe Weather Looming?

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

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 the appointment. If it is closed, you will be given the opportunity to re-schedule the appointment.

In the event of a test-center closing, Pearson VUE will try to contact you to re-schedule the exam appointment. You may also call Pearson VUE to re-schedule.

ID, Photo, Signature, Palm Vein Recognition

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 candidates 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. Exams 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.

When you arrive at the test center, you will be required to show two forms of identification, both of which show your signature and your pre-printed name as it appears on your CSR. One of the IDs must be a current official government-issued photo ID. See 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 the CSR and both IDs.

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

Upon checking in, you will be asked to provide a digital signature, which constitutes a) your consent for ARRT and/or Pearson VUE to retain and transmit personal data and exam responses; and b) your agreement to abide by the ARRT Candidate Rules Agreement, which will be presented to you prior to your exam.

You will also 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.

The palm-vein information and photo 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.

You will be required to keep all personal items in a secure locker. This includes purses, wallets and jewelry that may create noise and be distracting to other candidates. You cannot access items placed in a secure locker for the duration of your exam unless you receive written pre-approval from ARRT. This includes breaks. Test centers assume no responsibility for candidates' personal belongings.

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 lost time due to this reason. 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.

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

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

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

Very Important! Please note that military IDs, resident cards ("green cards") or any other IDs that do not have your signature **will not be accepted** at the test center as valid primary or secondary identification.

Calculators and Notes

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

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 D presents facsimiles of the computer calculators. Examples of 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. And don't hold the note 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 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



Pace Yourself...

Use your time economically. Time remaining is displayed in the upper right corner of the computer screen. See "Pacing" on page 21 and Appendix D for more information.

Exam Timing

Time allowed for completing an exam is based on the number of questions. See the table below to understand the breakdown of the total time, including an 18-minute tutorial at the *beginning* of the exam, followed by the non-disclosure agreement, which allows two minutes for your response, and a 10-minute survey at the *end* of the exam.

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	25	95	18	2	1.75	10	2.25
Cardiac-Interventional Radiography		145	25	170	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.

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. You must click "A" for the non-disclosure agreement (see sidebar on page 21) that appears after the tutorial and before the exam.

Test Center Misconduct and Score Cancellation

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

Zero Tolerance Policy

ARRT has a zero tolerance policy regarding possession of cell phones and other electronic devices in the test center, as well as candidates leaving the test center building prior to completing the examination and attempting to re-enter the test center. Automatic score cancellation will result for any candidate violating this policy.

1. Under no circumstances are candidates permitted to access cell phones or any other type of electronic device after check-in at the test center. Test center personnel are instructed to dismiss any candidate found in possession of an electronic device after the candidate has completed the check-in procedures. This includes candidates on breaks.

Such electronic devices include, but are not limited to:

- cellular phones
- media players
- compact disc players or any other electronic communication/recording/listening device
- removable storage devices
- personal digital assistants (PDAs)
- calculator or computing watches
- scan pens
- laptop computers, tablets or any computer device
- photographic devices

If a candidate is found possessing a cell phone or any other type of electronic device, the candidate will not be allowed to continue testing and the test center administrator will file an incident report. Possession of a cell phone or any other type of electronic listening device after check-in will result in automatic score cancellation.

2. If test center staff observes a candidate leaving the test center building and re-entering the test center prior to completing the exam, the candidate will not be allowed to continue testing and the test center administrator will file an incident report. Leaving the test center building and attempting to re-enter the test center will result in automatic score cancellation.
3. Candidates should not bring papers, pamphlets, books, notebooks or study guides into the test center. These items must remain outside of the test center during your exam.
4. For any candidate demonstrating misconduct or irregular behavior during or in connection with the examination — as evidenced by observation, statistical analysis of test responses or otherwise — the ARRT will withhold examination scores and may revoke or suspend a certificate, deny or reject an application for renewal of certification and registration, censure or take any other appropriate action. This includes permanently barring the candidate from all future examinations, terminating candidate participation in the exam and invalidating the results of that exam and any prior exam.

Examples of misconduct or irregular behavior include, but are not limited to:

- Removing items from a secured locker without prior authorization
- Giving or receiving unauthorized help
- Attempting to take the examination for someone else
- Failing to follow test center staff instructions
- Tampering with the operation of the computer or attempting to use it for any function other than completing the examination
- Attempting to remove test questions (in any format) from the test center
- Creating a disturbance of any kind
- Accessing notes, books, study guides or unauthorized electronic devices

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. 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.

The agreement states: "This exam is confidential and protected by copyright law. 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."

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

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

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

Taking the Exam

Order of Questions

ARRT examinations present questions in random order, which is consistent with the purposes of education and evaluation. When a student 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 exam 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 using the mouse to select a highlighted area. Others may require you to answer a multiple-choice question after viewing a short video clip.

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.

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 by clicking on the "Review Flagged" button.

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. You must indicate some response to each question before the computer will proceed to the next question.

Find additional information in Appendix D.

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 that page. No additional testing time is allowed during the exam for making comments on questions.

You may comment on your test-center experience in the evaluation survey at the end of the exam.

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.

Appeals of Exam Administration

ARRT makes every effort to assure that examinations are fairly administered in a comfortable and safe environment.

On rare occasions, candidates 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 session from the point where you were interrupted. If you are unable to continue the testing session due to severe technical difficulties, reasonable accommodations will be made, including re-scheduling of an exam appointment. ARRT will evaluate individual requests for re-scheduling at no cost.

If you believe that your examination was administered in a manner that substantially deviated from normal testing procedures, you may request a review of the procedures. If you experience a problem, verify with the test center administrator before you leave the test center that they will file a report regarding your issue.

If you wish to request a review, submit a completed Appeal of Exam Administration Procedures form (at www.rrt.org/handbooklinks) detailing the specific nature of the alleged deviation from normal testing procedures. Be sure to include your phone number and email address, along with the examination category, administration date and test center location.

Because ARRT will investigate complaints only if they are received before your results have been released, you have only two days to submit the request. You may either fax the appeal form to 651.687.0349, then call 651.687.0048, ext. 3155, the day after faxing to confirm receipt; and/or mail the form (postmarked within two days of taking the exam) to ARRT.

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, your 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 are deemed ineligible, your exam scores will be canceled and not available. You forfeit the exam fee, 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.

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 the computer screen after completing the review portion of the 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. An eligibility status code "Q" means that ARRT has contacted your program director to verify your program completion date and is awaiting confirmation.

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

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 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.

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 exam compared to other forms of the same exam. Therefore, a scaled score of 75 represents the same level of exam performance, regardless of what examination form was administered.



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

Official scores are usually mailed within two to three weeks to the address we have on file. Your program director must confirm your completion date before your results can be processed and mailed.

If you have a change of address, please convey it to ARRT by the time you take your exam. This will prevent your results from going to the wrong address.

You may also check the "Verify Credentials" section at www.arrrt.org/handbooklinks which — generally within three weeks of taking the exam — will reflect your certification and registration status.



State Attempts Count Against Three-Attempt Limit

Candidates for certification and registration 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 the exam as a state candidate — instead of taking the exam for ARRT certification and registration — will have the state attempt count as an attempt toward their ARRT certification and registration. Passing the exam as a state candidate will not make you ARRT certified and registered. For more information, see the "Three-Attempt, Three-Year Limit" section at right.

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 discipline 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 exam, the total score would have been a 79. It is important to note that — except for the Sonography exam — pass/fail decisions are based on the *total number* of items correct and *not* on individual section scores. Because exam 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 exam questions, they are not as reliable as the total scaled score and should be interpreted with some discretion.

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 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 fail the examination, you will receive a re-application form with your score report. The re-application fee is \$175. ARRT will return applications and fees that arrive at the ARRT office less than 30 days before the three-year limit expires (see following "Three-Attempt, Three-Year Limit" section).

Three-Attempt, Three-Year Limit

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



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 certification and registration seal is another. Want to know more about our merchandise? Check out www.arrt.org/handbooklinks.

Initial Certification and Registration

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 certification and registration is in effect (see the "Annual Renewal of Certification and Registration" section below). Individuals certified and registered by ARRT are advised to use the symbol "(ARRT)" after the "R.T." to avoid confusion with certification and registration by any other source.

These marks are protected by law. ARRT pursues legal action against individuals who use these marks without authorization.

Use the following initials to indicate the specific discipline or disciplines for which you hold certification and registration. Abbreviate the discipline designation, which should be listed between the "R.T." and the "(ARRT)," as:

"(R)" for radiography	"(M)" for mammography
"(N)" for nuclear medicine technology	"(CT)" for computed tomography
"(T)" for radiation therapy	"(QM)" for quality management
"(MR)" for magnetic resonance imaging	"(BD)" for bone densitometry
"(S)" for sonography	"(CI)" for cardiac-interventional radiography
	"(VI)" for vascular-interventional radiography
The designation for Registered Radiologist Assistants is "R.R.A.(ARRT)."	"(VS)" for vascular sonography
	"(BS)" for breast sonography

Annual Renewal of Certification and Registration

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

Certification and registration of the certificate for those who have passed the examination and are otherwise eligible is valid only through the individual's next birth month. For example, an individual with a June birth month who passes the examination in March 2015 will be certified and registered through the end of June 2015.

Continued certification and registration requires annual renewal, which may be done online or by mail. ARRT will mail an application for renewal of certification and registration the month before your birth month, addressing it to your address on record at ARRT. You are responsible for notifying ARRT of any address changes.

Online

Renewal of certification and registration at www.arrt.org is available two months before and during your 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 your birth month.

Mail

To renew without penalty, the form and payment must be postmarked back to ARRT by the U.S. Postal Service on or before the last day of your birth month. In the June birth date example above, the application for renewal would be mailed to the registrant in early May. The R.T. then would return the form and payment to ARRT with a postmark no later than June 30, 2015.

Using 'R.T.' or 'ARRT' with Name?

Individuals not maintaining current certification and registration are not authorized to use "R.T." and/or "ARRT" behind their names.

Continuing Education Requirements

Annual Renewal vs. CE Biennium

The difference between annual renewal and the CE biennium is that annual renewal is the routine maintenance of your ARRT certification and registration. It requires response to the "Have you..." questions, 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 you must complete and report a minimum of 24 hours of continuing education activities. You report CE every other year in conjunction with your renewal of certification and registration.

Continuing education (CE) 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.

(NOTE: Continuing education requirements for Registered Radiologist Assistants and ARRT certified and registered sonographers differ somewhat from those noted here. Those individuals should refer to a link at www.arrt.org/handbooklinks for specifics.)

Upon earning your first ARRT certification and registration, you are subject to ARRT's continuing education requirements beginning with your next birth month. For example, if you pass an ARRT certification and registration exam in March 2015, you may begin accumulating mandatory CE credits on the first day of your next birth month — even if your birth month immediately follows the month you passed the exam.

But don't begin too early: any credits earned before your biennium begins will not be counted.

If you don't meet the continuing education requirements for renewal of certification and registration, you will find yourself in CE Probation status or subject to reinstatement or requalification requirements (see sections on next page describing those scenarios).

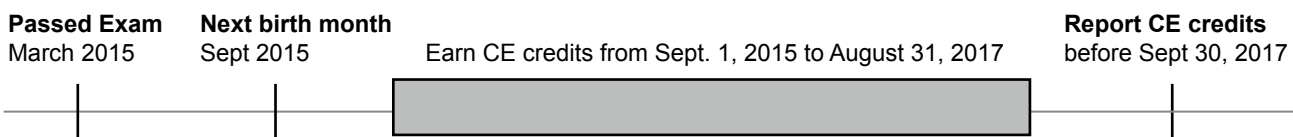
Technologists already certified and registered in a discipline who become certified and registered in additional disciplines maintain their original CE reporting schedule based upon their initial certification and registration. The continuing education requirement is 24 credits, regardless of the number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

The *Continuing Education Requirements* are included in this handbook as Appendix G. Details are also available at www.arrt.org/handbooklinks.

CE Timeline for Newly Certified and Registered R.T.s

Adapt this graphical representation of the timeline described above to your personal timeline (date you pass the exam, first day of your next birth month, and the two years following) to see when you can begin earning CE and when you need to have accumulated and reported 24 credits. If you have questions, phone 651.687.0048, ext. 8540, for additional assistance.

Example:



Your 2015 timeline:

Month you pass exam	Your next birth month	Earn CE credits from first day of your birth month in 2015 through last day of the month <i>before</i> your birth month in 2017	Report CE credits before last day of your birth month
_____	_____	Start: _____ Finish: _____	_____



Check out CQR on Video

Check out ARRT's "Continuing Qualifications Requirements" at www.arrt.org/videos.

CQR: Continuing Qualifications Requirements

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

During a window of opportunity prior to 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 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 content specifications for the then-current exam (as opposed to the exam used for initial certification and registration).

For more information, check out the "Continuing Qualifications Requirements" video at www.arrt.org/videos.

Reinstatement of Certification and Registration by Examination

Reinstatement is the process of restoring an ARRT credential whose certification and registration has not been maintained.

If you fail to meet CE requirements by the end of your CE-probation period, you move into reinstatement-through-examination status. Note that the reinstatement exam is the same as that currently used for certification and registration.

Reinstatement by examination is also required if your certification has been revoked as a result of an ethics violation, in which case sanction removal is also a prerequisite for reinstatement.

If you apply for reinstatement by examination, you have three attempts to pass the exam within a three-year time frame that begins with the starting date of your first reinstatement exam window.

Re-qualification for Certification and Registration

If the reinstatement by examination candidate has used up the three-attempt/three-year limit, the only pathway back to reinstating certification and registration is to once again successfully complete all didactic and clinical competency requirements of an accredited educational program. This pathway is also open to individuals who have not established eligibility for certification and registration before their eligibility period ends (see sidebar on page 7) or those who failed a third attempt.

To re-qualify, the individual must enroll in an educational program accredited by an ARRT-recognized accreditation mechanism. The candidate must re-demonstrate, to the satisfaction of the program, mastery of the current professional components of the education program required for graduation (i.e., didactic and clinical competencies). Enrollment may be in the same program or a different accredited educational program from that originally attended.

Apart from meeting the educational requirements, candidates for reinstatement must also meet the same *ARRT Standards of Ethics* and *ARRT Rules and Regulations* that apply to all certification and registration candidates.

This process is not to be confused with the CQR process, which is described above.

Appendices

<u>A. Didactic and Clinical Competency Requirements</u>	page 29
<u>B. Content Specifications</u>	page 35
<u>C. Sample Candidate Status Report</u>	page 43
<u>D. Computer-Based Testing Overview</u>	page 45
<u>E. Rules and Regulations</u>	page 49
<u>F. Standards of Ethics</u>	page 62
<u>G. Continuing Education Requirements</u>	page 68
<u>H. State Licensing Agencies</u>	page 77
<u>I. Sample Application for Certification</u>	pages 80-81
<u>J. Checklists</u>	pages 82-83



Radiation Therapy

1. Introduction

Candidates for certification and registration are required to meet the Professional Education Requirements specified in the ARRT Rules and Regulations. ARRT's Radiation Therapy Didactic and Clinical Competency Requirements are one component of the Professional Education Requirements.

The requirements are periodically updated based upon a practice analysis which is a systematic process to delineate the job responsibilities typically required of staff radiation therapists. The result of this process is a task inventory which is used to develop the clinical competency requirements (see section 4 below) and the content specifications which serve as the foundation for the didactic competency requirements (see section 3 below) and the examination.

2. Documentation of Compliance

To document that the Didactic and Clinical Competency Requirements have been satisfied by a candidate, the program director (and authorized faculty member if required) must sign the ENDORSEMENT SECTION of the Application for Certification and Registration included in the Certification and Registration Handbook.

Candidates who complete their educational program during 2014 or 2015 may use either the 2011 Didactic and Clinical Competency Requirements or the 2014 requirements. Candidates who graduate after December 31, 2015 must use the 2014 requirements.

3. Didactic Competency Requirements

The purpose of the didactic competency requirements is to verify that individuals had the opportunity to develop fundamental knowledge, integrate theory into practice and hone affective and critical thinking skills required to demonstrate professional competency. Candidates must successfully complete coursework addressing the topics listed in the ARRT Content Specifications for the Radiation Therapy Examination. These topics would typically be covered in a nationally-recognized curriculum such as the ASRT Radiation Therapy Curriculum. Educational programs accredited by a mechanism acceptable to ARRT generally offer education and experience beyond the minimum requirements specified here.

4. Clinical Competency Requirements

The purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiation therapy examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education. The following pages identify the specific procedures for the clinical competency requirements. Candidates may wish to use these pages, or their equivalent, to record completion of the requirements. The pages do NOT need to be sent to the ARRT.



4.1 General Performance Considerations

4.1.1 Patient Diversity

Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

4.1.2 Simulated Versus Actual Patient Performance

The ARRT requirements specify that certain clinical procedures may be simulated as designated in the specific requirements below. Simulations must meet the following criteria:

- The candidate must competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and interpersonal domains.
- The program director must be confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting, and, if applicable, the candidate must evaluate related images.

Examples of acceptable simulation include: demonstrating CPR on a mannequin; setting up another person for a treatment without actually activating the beam; and evaluating a related portal image from a teaching file.

4.1.3 Elements of Competence

Demonstration of clinical competence requires that the program director or the program director's designee has observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate's formal educational program.

4.1.4 Scope of Competence Assessment

The following is intended to offer a general guide to competence assessment in each of the three domains. It is recognized that most activities actually fall into more than one domain.

- Cognitive Domain: As part of providing treatment, candidates should demonstrate their understanding of concepts related to anatomy, physiology, pathology, and dose to critical structures. Candidates should also recognize complications and side-effects commonly associated with each treatment procedure. If facilities have a limited number of treatment options, candidates should also describe alternative treatment procedures (e.g., IMRT, IGRT, stereotactic) and explain how those procedures might apply to a given case.
- Psychomotor Domain: Candidates should demonstrate competence performing activities such as verifying treatment parameters, setting-up the treatment unit, positioning the patient, monitoring the patient during treatment delivery, and documenting treatment delivery.
- Interpersonal Domain: Candidates should demonstrate ongoing sensitivity to and compassion for each patient's physical and emotional well-being, interact with members of the radiation therapy treatment team in a positive and productive manner, and maintain high ethical standards.

The duration of clinical training may not allow students to follow patients over the entire course of treatment. However, some provision should be made to permit candidates to interact with at least one patient and monitor the patient's progress over the continuum of their treatment planning and delivery.



4.2 Radiation Therapy Specific Requirements

4.2.1 General Patient Care

Candidates must have demonstrated competence in all four patient care activities listed below. The activities should be performed on patients whenever possible, but procedures may be demonstrated in a clinical lab environment if state or institutional regulations prohibit candidates from performing the procedures on patients.

4.2.2 Simulation Procedures

Candidates must demonstrate competence in treatment simulation for seven anatomic regions. Either a CT simulator or treatment machine may be used. Requirements specific to CT simulation appear in the appendix. It is expected that the candidate will participate with appropriate personnel at one or more of the following levels of responsibility: perform, discuss, review, or observe (level of participation may depend on state or institutional requirements). All simulation procedures must be demonstrated on patients.

Demonstration of competence includes considerations related to radiation safety, equipment operation, patient and equipment monitoring, patient positioning, treatment volume localization, imaging procedures and processing, record keeping, and patient management and education.

4.2.3 Dosimetry

Candidates must demonstrate competence calculating doses for seven treatment set-ups. Calculations should be performed for actual patients; however, calculations may be completed in a clinical lab exercise if demonstration on actual patients is not feasible.

4.2.4 Treatment Accessory Devices

Candidates must demonstrate competence in fabricating four devices.

4.2.5 Participatory Procedures

Candidates must participate in three procedures that may be infrequent but are high-risk procedures. Participation means that the candidate takes an active role in the procedure and understands the critical concepts vital to the success of the procedure. Participation may be performed in a clinical lab exercise if necessary.

4.2.6 Radiation Treatment Procedures

Candidates must demonstrate competence in all 12 of the mandatory procedures and seven of the nine elective procedures. All of the mandatory procedures must be demonstrated on patients. Two electives may be demonstrated in a clinical lab environment. Demonstration of competence does not require actual delivery of treatment dose. Demonstration of competence includes considerations related to radiation safety, equipment operation, patient and equipment monitoring, patient positioning, treatment volume localization, dose to critical structures, imaging procedures and processing, dose verification, record keeping, and patient management and education.



General Patient Care Procedures	Date Completed	Competence Verified By
CPR-BLS		
Vital Signs (Blood Pressure, Pulse, Respiration, Temperature)		
O ₂ Administration		
Patient Transfer		
Simulation Procedures		
Brain		
Head and Neck		
Chest		
Breast		
Abdomen		
Pelvis		
Skeletal		
Dosimetry		
Single Field		
Parallel Opposed Fields with Field Shaping		
Geometric Gap		
Weighted Fields		
Wedged Fields		
Computer Generated Isodose Plan		
Electron Field		
Treatment Accessory Devices		
Custom Block (Electron)		
Bolus		
Custom Immobilization Devices for Thorax or Abdomen/Pelvis (e.g., Foaming Agents, Vacuum Bags)		
Thermoplastic Mold		
Participatory Procedures		
Total Body Irradiation (TBI)		
Craniospinal		
Brachytherapy		



Radiation Treatment Procedures	Mandatory or Elective		Date Completed	Patient or Simulated	Competence Verified By
	Mandatory	Elective			
Brain					
Primary	✓				
Metastatic	✓				
Head and Neck					
Laterals Only		✓			
Multiple Fields * to include Supraclavicular	✓				
Chest					
AP/PA	✓				
Multiple Fields *	✓				
Breast					
Tangentials Only	✓				
Tangentials with Supraclavicular	✓				
Tangentials with Supraclavicular and Posterior Axilla Boost		✓			
Tangentials with Supraclavicular and Internal Mammary		✓			
Abdomen					
AP/PA **		✓			
Multiple Fields	✓				
Para-Aortic		✓			
Pelvis					
AP/PA **		✓			
Multiple Field Supine *	✓				
Multiple Field Prone *		✓			
Inguinal		✓			
Skeletal					
Spine	✓				
Extremity	✓				
Electron Fields					
Single	✓				
Abutting Fields		✓			

* Multiple fields may include IMRT.

** AP/PA Abdomen and AP/PA Pelvis does not include treatments for metastatic spine disease.



Appendix

CT Simulation

- Ensure that candidate follows ALARA.
- Operate CT scanner, perform daily QA as appropriate (e.g., lasers, phantom scans).
- Explain procedure to patient, prepare supplies needed for simulation, and monitor patient and equipment during procedure.
- Position and immobilize patient using available tools and instrumentation as required (e.g., lasers, fiducial markers).
- Perform CT scan for region of interest; participate in determining treatment fields.
- Review and discuss CT scan and treatment plan with appropriate personnel.
- Utilize preset protocols or adjust imaging parameters to obtain optimal images.
- Mark isocenter and transmit network images to workstation.
- Record patient position and other required information (e.g., set-up, table position).
- Manage patient as situation requires, including monitoring for possible contrast reactions.
- Instruct patient on maintenance of skin marks.



The Radiation Therapy Examination

The purpose of The American Registry of Radiologic Technologists® (ARRT®) Radiation Therapy Examination is to assess the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of the staff radiation therapist at entry into the profession. To identify the knowledge and skills covered by the examination, the ARRT periodically conducts practice analysis studies involving a nationwide sample of staff radiation therapists.¹ The results of the most recent practice analysis are reflected in this document. The complete task inventory, which serves as the basis for these content specifications, is available from our website **arrt.org**.

The table below presents the five major content categories, along with the number and percentage of test questions appearing in each category. The remaining pages provide a detailed listing of topics addressed within each major content category.

This document is not intended to serve as a curriculum guide. Although certification programs and educational programs may have related purposes, their functions are clearly different. Educational programs are generally broader in scope and address subject matter not included in these content specifications.

Content Category	Percent of Test	Number of Scored Questions ²
A. Radiation Protection and Quality Assurance	17.5%	35
B. Clinical Concepts in Radiation Oncology	27.5%	55
C. Treatment Planning	27.5%	55
D. Treatment Delivery	12.5%	25
E. Patient Care and Education	15.0%	30
Total	100%	200

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.



A. Radiation Protection and Quality Assurance (35)

I. Radiation Physics and Biology (15)

- A. Sources of Radiation
 - 1. radioactive material
 - 2. machine-produced radiation
- B. Basic Properties of Radiation
 - 1. wave characteristics
 - 2. exponential attenuation
 - 3. inverse-square law
 - 4. x-ray beam quality
- C. Interactions with Matter
 - 1. photon interactions (e.g., Compton, photoelectric effect)
 - 2. electron interactions
 - 3. particle interactions (e.g., proton, neutron)
- D. Biological Effects of Radiation
 - 1. radiosensitivity
 - 2. dose-response relationships
 - 3. somatic effects
 - a. cellular
 - b. tissue (i.e., hemopoietic, skin, reproductive organs)
 - c. embryonic and fetal risks
 - d. carcinogenesis
 - e. early versus late effects
 - f. acute versus chronic effects
- E. Measurement of Radiation
 - 1. units of measurement
 - a. absorbed dose (gray)
 - b. dose equivalent (rem)
 - c. exposure (Roentgen)
 - 2. instrumentation
 - a. ionization chamber
 - b. Geiger-Muller detector
 - c. TLD/OSL (Optically Stimulated Luminescence)
 - d. diodes
 - e. neutron detectors

2. Radiation Protection (8)

- A. Fundamental Principles
 - 1. ALARA
 - 2. basic methods of protection (time, distance, shielding)
- B. Personnel Monitoring
 - 1. NCRP recommendations for personnel monitoring (report #116)
 - a. occupational exposure (sievert)
 - b. public exposure
 - c. embryo/fetus exposure
 - 2. maintenance and evaluation of personnel dosimetry records
- C. Facilities and Area Monitoring
 - 1. NRC regulations (10 CFR, parts 20 and 35)
 - a. classification of areas (restricted, controlled, unrestricted)
 - b. required postings (signs)
 - c. area monitoring devices
 - 2. barrier requirements
 - a. primary
 - b. secondary

3. Environmental Protection (3)

- A. Toxic or Hazardous Material
 - 1. metals (e.g., shielding alloy)
 - 2. chemicals
 - 3. radioactive materials
 - 4. chemotherapy
- B. Handling and Disposal
- C. Material Safety Data Sheet (MSDS)

(Section A continues on the following page.)



A. Radiation Protection and Quality Assurance (continued)

4. Equipment Use and Quality Assurance (9)

- A. Components and Operation
 - 1. linear accelerator
 - 2. CT simulator
- B. Quality Control Procedures
 - 1. warm up and inspection of linear accelerators and CT simulators
 - a. interlock systems
 - b. safety lights
 - c. emergency switches
 - d. critical machine parameters (e.g., pressure, temperature)
 - e. electrical and mechanical hazards
 - 2. radiation output verification
 - a. methods
 - b. frequency
 - c. effect of environment (e.g., humidity) on measurements
 - 3. light and treatment field checks
 - a. light and radiation field agreement
 - b. collimator indicator agreement
 - c. multileaf collimator performance
 - d. sidelight/laser accuracy check (isocenter)
 - 4. rotation check
 - a. safety procedures
 - b. operation of gantry/console
 - 5. evaluation of quality assurance results
 - a. interpretation
 - b. course of action
 - c. documentation



B. Clinical Concepts in Radiation Oncology (55)

I. Patient Evaluation (9)

- A. Epidemiology and Etiology
 - 1. cancer risk factors
 - 2. prevalence and incidence
- B. Cancer Screening
- C. Signs and Symptoms
- D. Physical Examination
- E. Imaging Studies (e.g., CT, MRI)
- F. Other Diagnostic Studies
 - 1. lab results
 - 2. surgical reports

2. Anatomy, Physiology, Pathophysiology, Pathology, Lymphatic Drainage and Metastatic Patterns Related to the Following: (20)

- A. Brain and Spinal Cord
- B. Head and Neck
(includes thyroid and salivary glands)
- C. Breast
- D. Lung
- E. Abdomen, Pelvis, GI and GU
 - 1. esophagus, stomach, small bowel, large bowel, rectum and anus
 - 2. pancreas, adrenal, liver and gallbladder
 - 3. ureters, kidney, bladder and urethra
- F. Reproductive
 - 1. prostate, testes
 - 2. endometrium, cervix, ovaries, uterus, vagina and vulva
- G. Skeletal
- H. Miscellaneous
 - 1. lymphoma (Hodgkin's and non-Hodgkin's)
 - 2. sarcomas (bone and soft tissue)
 - 3. multiple myeloma
 - 4. skin
 - 5. leukemia
 - 6. mycosis fungoides
 - 7. bone marrow transplant
 - 8. benign (e.g., heterotopic bone, keloid, AVM)

3. Tumor Classification (6)

- A. Histopathologic Types (e.g., benign, sarcomas, carcinomas)
- B. Histopathologic Grade
 - 1. purpose (differentiation and growth rate)
 - 2. grading system (e.g., GX, G1-G4)
- C. Staging (basic concepts; not specific sites)
 - 1. purpose
 - 2. components (e.g., TNM, I-IV)

4. Treatment Options (indications, benefits, risks) (6)

- A. Chemotherapy
- B. Surgery
- C. Radiation Therapy
 - 1. external beam
 - 2. brachytherapy*
- D. Multimodality Treatment

5. Radiation Tissue Tolerance (14)

- A. Tolerance Levels ($TD_{5/5}$)
- B. Adverse Effects
- C. Dose to Critical Structures
- D. Radiobiological Factors
(e.g., dose, fractionation, volume)
- E. Biological Factors (e.g., age, anatomic variation, medical conditions)
- F. Medical Factors (e.g., concurrent medications, prior surgery, pacemakers)
- G. Other Factors (e.g., radiosensitizers, radioprotectors)
- H. Contribution from Other Sources
 - 1. chemotherapy
 - 2. brachytherapy*
 - 3. other fields (e.g., prior or abutting)
 - 4. radiation effect modifiers

* Only basic concepts related to common uses of brachytherapy are covered, including dose to surrounding tissue and radiation protection issues. Specific procedures and isotope characteristics are not covered.



C. Treatment Planning (55)

I. Treatment Volume Localization (20)

- A. Treatment Techniques and Anatomic Relationships
 - 1. radiation therapy techniques
 - 2. sectional and topographic anatomy
 - 3. critical organs
 - 4. patient positioning and immobilization
- B. CT Simulation
 - 1. CT image acquisition (e.g., mA, slice thickness and spacing)
 - 2. CT image processing and display (e.g., reconstruction, window level, field of view, CT number)
 - 3. contour volume and isocenter determination
 - 4. image transmission, storage and retrieval
 - 5. programmable lasers
- C. Contrast Media
 - 1. types and techniques
 - 2. contraindications
 - 3. adverse reactions
- D. Documentation of Simulation Procedure
 - 1. anatomic position
 - 2. equipment orientation
 - 3. accessory equipment
 - 4. field parameters
 - 5. set-up diagrams or photographs

2. Prescription and Dose Calculation (24)

- A. Treatment Prescription
 - 1. total tumor dose
 - 2. fractionation schedules
 - 3. radiation energy
 - 4. types of radiation
 - 5. treatment volume (e.g., GTV, CTV, PTV)
 - 6. number of fields
 - 7. fixed versus rotational fields
 - 8. field weighting
 - 9. field orientation
 - 10. treatment unit capabilities and limitations
 - 11. modifications
- B. Geometric Parameters and Patient Measurements
 - 1. field size and shape
 - 2. tumor depth
 - 3. patient thickness
 - 4. SSD, SAD
 - 5. collimator setting
 - 6. abutting fields (e.g., gap calculations)
- C. Dose Calculation and Verification
 - 1. selection of energy
 - 2. equivalent square (open and blocked field)
 - 3. scatter factors (e.g., collimator, phantom)
 - 4. percentage depth dose
 - 5. TAR, TMR
 - 6. SSD, SAD
 - 7. inverse square
 - 8. extended distance factors
 - 9. wedges (e.g., wedge angle or factor)
 - 10. off-axis calculation
 - 11. isodose curves and their characteristics (e.g., penumbra, DVH)
 - 12. factors for beam modifiers (e.g., tray factor, bolus, compensator)
 - 13. inhomogeneity correction factors
 - 14. rotational factors
 - 15. machine output data (e.g., cGy/min)
 - 16. verification and documentation

(Section C continues on the following page.)



C. Treatment Planning (continued)

3. Treatment Accessories (11)

- A. Types of Devices
 - 1. immobilization
 - 2. compensating filters
 - 3. shielding (e.g., blocks, multileaf collimation)
 - 4. bolus
- B. Design Methods and Materials
 - 1. custom electron beam shaping devices
 - 2. custom immobilization devices
 - 3. bolus

C. Parameters

- 1. SSD, SAD
- 2. collimator settings
- 3. patient thickness
- 4. block thickness, half value layer (HVL), half-value thickness (HVT)
- 5. beam energy and type

D. Treatment Delivery (25)

1. Verification and Application of the Treatment Plan (4)

- A. Patient Position
- B. Isocenter
- C. Treatment Parameters (e.g., beam orientation, energy)
- D. Prescription
- E. Modality
 - 1. 2D
 - 2. 3D
 - 3. 4D
 - 4. IMRT
 - 5. stereotactic

2. Treatment Machine Set-Up (8)

- A. Auxiliary Set-Up Devices
 - 1. couch indexing
 - 2. positioning aids
 - 3. alignment lasers
- B. Machine Operation
 - 1. SSD, SAD
 - 2. collimator or cone settings
 - 3. optical or mechanical distance indicator
 - 4. gantry angle
 - 5. collimator angle
 - 6. field light
 - 7. treatment couch
 - 8. console controls

C. Beam Modifiers

- 1. wedges (enhanced dynamic wedge, physical wedge)
- 2. bolus
- 3. compensators
- 4. blocks
- 5. multileaf collimation

3. Treatment Administration (8)

- A. Patient Monitoring Systems
 - 1. direct visual
 - 2. indirect visual (mirror, TV monitor)
 - 3. two-way voice communication system
 - 4. back-up systems
 - 5. monitoring regulations
 - 6. emergency situations
- B. Record and Verify Systems*
- C. Portal Imaging*
- D. Site Verification*
- E. Dose Verification (e.g., diodes, film)
- F. Equipment Malfunctions
 - 1. types (e.g., radiation, electrical, mechanical)
 - 2. documentation and reporting

* Includes questions related to magnification and orthogonal imaging.

(Section D continues on the following page.)



D. Treatment Delivery (continued)

4. Documentation (5)

A. Information Included in Treatment Record

1. prescription
2. monitor units or time
3. tumor dose (daily and accumulated)
4. energy and type of radiation
5. date
6. time of day for b.i.d. treatment
7. fraction
8. elapsed days
9. field number and description
10. doses to other points of interest
11. set-up instructions

B. Elements of Record Keeping

1. patient identification
2. accountability (e.g., signatures)
3. accuracy and legibility
4. correction of errors
5. reconstruction of treatment
6. variance from prescription (errors, prescription changes)
7. medical events (i.e., definition and required documentation)

C. Charge Capture Terminology

1. professional and technical components
2. CPT® principles

E. Patient Care and Education (30)

1. Ethical and Legal Aspects (5)

A. Patient's Rights

1. informed consent (i.e., written, oral, implied)
2. confidentiality (HIPAA)
3. additional rights (e.g., Patient's Bill of Rights)
 - a. privacy
 - b. extent of care (e.g., palliative, DNR)
 - c. access to information
 - d. living will, health care proxy
 - e. research participation
 - f. other

B. Legal Issues

1. common terminology (e.g., battery, negligence, malpractice)
2. legal doctrines (e.g., respondeat superior, res ipsa loquitur)

C. ARRT Standards of Ethics

2. Interpersonal Communications (2)

A. Modes of Communication

1. verbal/written
2. nonverbal (e.g., eye contact, touching)
3. professional communication

B. Patient Characteristics

1. cultural and social factors
2. emotional status, acceptance of condition (e.g., stage of grief)

3. physical or sensory impairments

4. age

5. explanation of medical terms

C. Patient Education

1. explanation of treatment
2. treatment compliance (e.g., positioning, skin marks)
3. support services
 - a. hospice
 - b. other professionals (e.g., clergy, social services)

3. Patient Assessment and Management (8)

A. Treatment Side Effects

1. signs and symptoms
2. causes
3. management

B. Blood Studies

1. types of studies (e.g., CBC, BUN, creatinine)
2. factors affecting blood values

C. Dietary Counseling

1. common problems
2. causes
3. dietary management

(Section E continues on the following page.)



E. Patient Care and Education (continued)

4. Physical Assistance and Transfer (4)

- A. Patient Transfer and Movement
 - 1. body mechanics
 - 2. transfer techniques
- B. Assisting Patients with Medical Equipment
 - 1. infusion catheters and pumps
 - 2. oxygen delivery systems
 - 3. other (e.g., nasogastric tubes, urinary catheters, tracheostomy tubes)

5. Medical Emergencies (4)

- A. Allergic Reactions (e.g., contrast, latex)
- B. Cardiac or Respiratory Arrest (CPR)
- C. Physical Injury or Trauma
- D. Other Medical Disorders (e.g., seizures, diabetic reactions)

6. Infection Control (7)

- A. Terminology and Basic Concepts
 - 1. asepsis
 - a. medical
 - b. surgical
 - c. sterile technique
 - 2. pathogens
 - a. fomites, vehicles, vectors
 - b. nosocomial infections
- B. Cycle of Infection
 - 1. pathogen
 - 2. source or reservoir of infection
 - 3. susceptible host
 - 4. method of transmission
 - a. contact (direct, indirect)
 - b. droplet
 - c. airborne/suspended
 - d. common vehicle
 - e. vector borne

- C. Standard/Universal Precautions (general patient contact; blood, body fluids, non-intact skin)
 - 1. handwashing
 - 2. gloves, gowns
 - 3. masks
 - 4. medical asepsis (e.g., equipment disinfection)
- D. Additional or Transmission-Based Precautions (e.g., hepatitis B, HIV, rubella, tuberculosis)
 - 1. airborne (e.g., respiratory protection, negative ventilation)
 - 2. droplet (e.g., mask, restricted patient placement)
 - 3. contact (e.g., gloves, gown, restricted patient placement)
- E. Disposal of Contaminated Materials
 - 1. linens
 - 2. needles
 - 3. patient supplies (e.g., tubes, emesis basin)



THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®

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CANDIDATE STATUS REPORT

See Reverse Side for Important Information and Instructions on Scheduling Your Appointment

Please read the ARRT *Certification and Registration Handbook* for examination details.

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

DATE: 04/19/2015

ID#: XXXXXX

NUMBER OF PRIOR ATTEMPTS:	0	SOCIAL SECURITY NUMBER:	123-45-6789
3-YEAR START DATE:	04/24/2015	BIRTHDATE:	05/17/1989
WINDOW START DATE:	04/24/2015	GRADUATION DATE:	
WINDOW END DATE:	07/22/2015		
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 and Registration 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 disciplines. Changing the examination window or not appearing for a scheduled examination does not change the three-year limit. Please see the *ARRT Certification and Registration 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 you from scheduling an examination 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

**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 examination. The examination 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 and Registration 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 and Registration 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 ARRT guidelines before requesting a new exam date or making changes in the test center location. See ARRT *Certification and Registration Handbook* for details. Pearson VUE will assess a \$10 fee for every canceled or re-scheduled appointment.

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 with ARRT. Window dates cannot be changed if an appointment is scheduled. Requests for changes in your examination window dates must be made in writing and received by the ARRT on or before the last day of your current window. Your new examination window will begin the day your window change request is processed at the ARRT. See ARRT *Certification and Registration Handbook* for details.

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. See your *Certification and Registration Handbook* for facsimiles of the online calculators.

Results

Please allow two to three weeks for delivery of examination scores.
Final 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. You must notify ARRT in writing of any negative situations that may have affected your exam performance before your exam results are released. ARRT will not investigate complaints it receives after your results have processed.

(07/14)

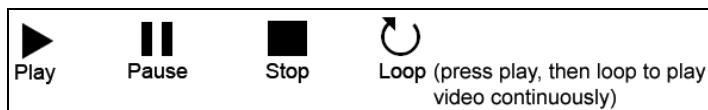
Computer-Based Testing Overview

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 accept a non-disclosure agreement – it requires that all candidates agree to **not** copy any test questions or otherwise disclose the content of the exam. You must accept the terms of the non-disclosure agreement; 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. Items with Hot Areas or Videos:** This format consists of a question accompanied by a medical image, drawing, graphic, or video.

To answer a ‘hot area’ question, place the cursor over the selected area and click the mouse; the highlighted areas are possible answers to the question. When selected, the area will become outlined and change color. To change your answer, move the mouse to another shaded area and click the mouse. The final selected shaded area will be recorded as your final answer.

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)

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.

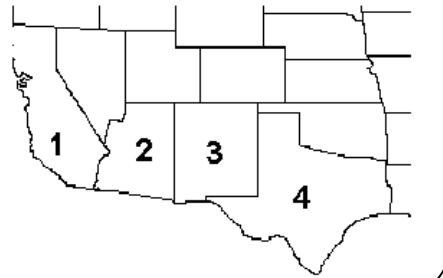
You can comment on specific exam questions by clicking on the "Comment" button. The "Calculator" button gives access to an on-screen calculator (see next page).

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

The screenshot shows a dark grey navigation bar with the following elements from left to right: a 'Comment' button with a speech bubble icon, a 'Calculator' button with a calculator icon, a clock icon followed by 'Time Remaining 03:29:20', a counter icon followed by '3 of 180', and an 'Flag for Review' button with a flag icon.

The Alamo is located in the state labeled with 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.

The screenshot shows a dark grey navigation bar with a 'Previous' button (left arrow) and a 'Next' button (right arrow).

(continued on next page)

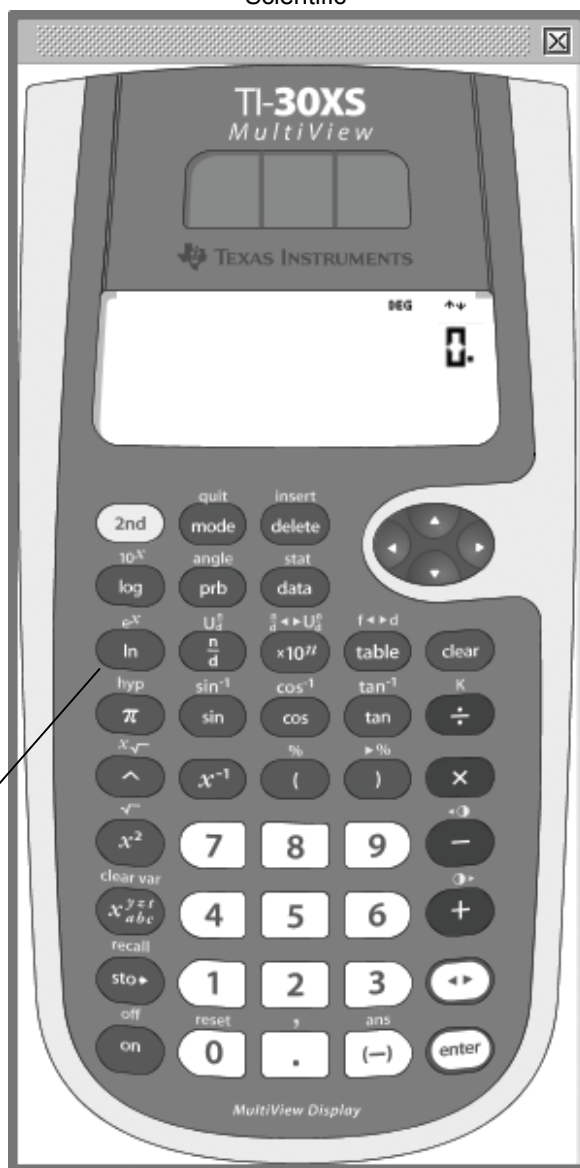
To use the calculator, click on the “Calculator” button at the upper left side of the exam screen. You can operate the calculator by using the mouse to click on numbers or arithmetic operations. Alternatively, the keyboard can be used. **Note: Please make sure to check the display screen on the calculator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

Standard



Scientific



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)

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

Buttons: 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, 2014
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ARTICLE I. CERTIFICATION AND REGISTRATION

Section 1.01 General. The American Registry of Radiologic Technologists[®] (ARRT[®]) shall establish qualifications for certification and 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 registration using the qualifications that it establishes, and shall duly certify and register individuals meeting these qualifications.

Section 1.02 Certification and Registration. Individuals having satisfied the requirements for certification and registration described in the *ARRT Rules and Regulations* are awarded a certificate attesting to the fact that the initial requirements were met and are, therefore, certified and registered by the ARRT. The individual remains certified and registered with the ARRT as long as the person has met the requirements for initial certification and registration and continues to meet the requirements for certification and registration as described in the *ARRT Rules and Regulations*. Certification and 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 certification and registration 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 certification and registration shall be in effect. The certification and registration 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 certified and 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 certification and/or registration from any other source and to indicate the specific category or categories for which certification and 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 certified and 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 certified and 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 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 certification and registration by the ARRT so long as certification and registration shall be in effect 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 AND REGISTRATION

Section 2.01 General. A candidate for certification and registration 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 and registration if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for certification and registration.

Section 2.02 Ethics Requirements for Certification and Registration. A candidate for certification and registration must be a person of good moral character and must not have

ARRT Rules and Regulations, continued

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 and Registration. Candidates for certification and registration must meet the following requirements:

(a) Radiography. Candidates must successfully complete a formal educational program in radiography accredited by a mechanism acceptable to the ARRT and must complete the ARRT Radiography Didactic and Clinical Competency Requirements as part of the educational program.

Candidates 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 radiography educational program or after graduation from the radiography program, or may be awarded upon completion of the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination and within the timeframe noted below.

For those completing a program before 2013, eligibility to participate in the certification examination must be established within five years of completing the professional component of the radiography program and for those completing a program after 2012, within three years of completion of the professional component of the radiography program.

(b) Nuclear Medicine Technology. Candidates must successfully complete a formal educational program in nuclear medicine technology accredited by a mechanism acceptable to the ARRT and must complete the ARRT Nuclear Medicine Technology Didactic and Clinical Competency Requirements as part of the educational program.

Candidates 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 nuclear medicine technology educational program or after graduation from the nuclear medicine technology program, or may be awarded upon completion of the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination and within the timeframe noted below.

For those completing a program before 2013, eligibility to participate in the certification examination must be established within five years of completing the professional component of the nuclear medicine technology program and for those completing a program after 2012, within three years of completion of the professional component of the nuclear medicine technology program.

(c) Radiation Therapy. Candidates must successfully complete a formal educational program in radiation therapy accredited by a mechanism acceptable to the ARRT and must complete the ARRT Radiation Didactic and Clinical Competency Requirements as part of the educational program.

Candidates 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 radiation therapy educational program or after graduation from the radiation therapy program, or may be awarded upon completion of the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination and within the timeframe noted below.

For those completing a program before 2013, eligibility to participate in the certification examination must be established within five years of completing the professional component of the radiation therapy program and for those completing a program after 2012, within three years of completion of the professional component of the radiation therapy program.

(d) Cardiovascular-Interventional Radiography. Candidates must be certified and registered in radiography by the ARRT and must maintain certification and 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 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 certified and registered in radiography by the ARRT and must maintain certification and registration in radiography at all times to be eligible for certification and registration in mammography. Prior to submitting an application for certification and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(f) Computed Tomography. Candidates must be certified and 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 certification and 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 and registration candidates must document completion of the ARRT Clinical Experience Requirements in Computed Tomography during the 24 month

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ARRT Rules and Regulations, continued

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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(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 certified and 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 certification and 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 and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

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 complete the ARRT Magnetic Resonance Imaging Didactic and Clinical Competency Requirements as part of the educational program.

Candidates for certification and registration 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 magnetic resonance imaging educational program or after graduation from the magnetic resonance imaging program, or may be awarded upon completion of the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination and within the timeframe noted below.

For those completing a program before 2013, eligibility to participate in the certification examination must be established within five years of completing the professional component of the magnetic resonance imaging program and for those completing a program after 2012, within three years of completion of the professional component of the magnetic imaging resonance imaging program.

(h) Quality Management. Candidates must be certified and registered in radiography or radiation therapy by the ARRT or in nuclear medicine technology by the ARRT or the Nuclear

Medicine Technology Certification Board (NMTCB), and must maintain certification and 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 and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(i) Sonography. There are three options for meeting the Professional Education Requirement for Sonography. Under the first option, candidates must be certified and registered in radiography or radiation therapy by the ARRT or in magnetic resonance imaging by ARRT earned under the formal educational eligibility pathway or in nuclear medicine technology by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) or in any sonography-related modality by ARDMS. After ARRT sonography certification and registration has been awarded certification and registration in radiography or radiation therapy by the ARRT or in magnetic resonance imaging by ARRT or in nuclear medicine technology by the ARRT or NMTCB or in any sonography-related modality by ARDMS does not need to be maintained to be eligible for continued certification and registration in sonography (Effective January 1, 2016). Prior to submitting an application for certification and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

Under the second option, candidates must successfully complete a formal educational program in sonography accredited by a mechanism acceptable to the ARRT and must complete the ARRT Sonography Didactic and Clinical Competency Requirements as part of the educational program.

Candidates for certification and registration 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 sonography educational program or after graduation from the sonography program, or may be awarded upon completion of the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination and within the timeframe noted below.

For those completing a program before 2013, eligibility to participate in the certification examination must be established within five years of completing the professional component of the sonography program and for those completing a program

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ARRT Rules and Regulations, continued

after 2012, within three years of completion of the professional component of the sonography program.

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 and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(j) Bone Densitometry. Candidates must be certified and 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 certification and 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 and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(k) Vascular Sonography. Candidates must be certified and 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 certification and 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 and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(l) Cardiac-Interventional Radiography. Candidates must be certified and registered in radiography by the ARRT and must maintain certification and registration in radiography at all times to be eligible for certification and registration in cardiac-interventional radiography. Prior to submitting an application for certification and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(m) Vascular-Interventional Radiography. Candidates must be certified and registered in radiography by the ARRT and must maintain certification and registration in radiography at all times to be eligible for certification and registration in vascular-interventional radiography. Prior to submitting an application for certification and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(n) Breast Sonography. Candidates must be certified and 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 certification and 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 and registration 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 and registration. The education must reflect the content of the examination content specifications and must be distributed across the content categories as described in the Certification and Registration Handbook for the discipline.

(o) Radiologist Assistant. Candidates must be certified and registered in radiography by the ARRT and must maintain certification and 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 and registration. 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

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ARRT Rules and Regulations, continued

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. For those completing a program before 2013, eligibility to participate in the certification examination must be established within five years of completion of the professional component of the radiologist assistant program and for those completing a program after 2012, within three years of completion of the professional component of the radiologist assistant program. 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.

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

Section 2.04 Examination Requirement for Certification and Registration. Candidates for certification and registration 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 and registration. 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 and Registration for Registered Technologists. All new certifications and registrations awarded on or after January 1, 2011 will be awarded for a maximum of a 10-year period. Completion of the Continuing Qualifications Requirements as described in Section 2.07 (which may be amended from time to time) must be documented prior to the end of the 10-year period to be eligible to continue certification and registration for an additional 10-year period. All requirements for annual renewal of certification and registration will remain in effect during the 10-year period as will all reinstatement requirements. Any certification and registration awarded prior to January 1, 2011 is not subject to the requirements of Section 2.05 except if a certification and registration awarded prior to January 1, 2011 is revoked for any reason.

If a certification and registration awarded prior to January 1, 2011 is revoked and if that individual regains certification and registration on or after January 1, 2011, the new certification and registration will be subject to the time-limited provisions of this section.

Section 2.06 Time-Limited Certification and Registration for Registered Radiologist Assistants. All Radiologist Assistant certifications and registrations will be awarded for a maximum of a 10-year period. Completion of the Continuing Qualifications Requirements as described in Section 2.07 (which may be amended from time to time) must be documented prior to the end of the 10-year period to be eligible to continue certification and registration for an additional 10-year period. All requirements for annual renewal of certification and registration will remain in effect during the 10-year period as will all reinstatement requirements.

Section 2.07 Continuing Qualification Requirements (CQR). The CQR compliance period is the last three years of the 10-year period assigned upon being awarded certification. CQR compliance requires completion of a professional profile that promotes reflective practice. The profile must be completed in a format as specified by ARRT and according to deadlines set by ARRT. CQR compliance also requires completion of a structured self-assessment as administered by ARRT. The structured self-assessment identifies knowledge gaps that must be addressed by completing continuing education in a manner and time frame as specified by ARRT.

ARTICLE III. CERTIFICATION AND REGISTRATION PROCESS

Section 3.01 Application for Certification and Registration. Applications 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 candidates shall furnish such information as the Board of Trustees shall request. Applications for certification and registration in radiography, nuclear medicine technology, or radiation therapy, or applications for certification and registration in sonography or magnetic resonance imaging if applying under the formal educational program option, or applications for certification and registration 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 and registration 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 and registration 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 and Registration 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;

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ARRT Rules and Regulations, continued

- 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 certification and registration, the revocation or suspension of certification and registration, 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 and registration 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
- 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 registration; 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 certification and registration; and/or
 - revoke or suspend my certification and registration; and/or
 - deny or reject my application for renewal of certification and registration or otherwise refuse to renew my certification and registration; 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;

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ARRT Rules and Regulations, continued

- 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 certification and registration 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 certification and 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 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 certification and registration previously issued to me, the ARRT's revocation of any certification and registration 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 certification and registration issued to me, refuse to issue to me any certificate or renewal of the certification and registration thereof, censure me, and/or cancel my certification and 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 and registration or non-

certification and registration 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 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 and registration 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 in Primary Categories and for Radiologist Assistants. 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 and registration 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*.

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ARRT Rules and Regulations, continued

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 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 candidate. 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 and registration 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.

Section 3.07 Re-Examination in Post-Primary Categories. A candidate who has failed a post-primary 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.

Candidates are limited to three attempts to pass post-primary examinations. This includes candidates for magnetic resonance imaging certification who apply under the Magnetic Resonance Imaging Clinical Experience pathway and candidates for sonography certification who apply under the Sonography Clinical Experience pathway or the ARDMS pathway. 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. An individual not passing the examination within the three-attempt, three-year limit 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., mammography) will have the number of examination attempts completed on or after January 1, 2010 as a state licensing candidate counted toward the three-attempt limit.

ARTICLE IV. QUALIFICATIONS FOR CONTINUED CERTIFICATION AND REGISTRATION

Section 4.01 General. Upon meeting the initial qualifications for certification and registration and being duly certified and registered by the ARRT, an individual is certified and 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 certification and registration shall be in effect through the individual's birth month of the following year. The certification and registration 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 certification and registration of any person if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for certification and registration.

Section 4.02 Ethics Requirements for Renewal of Certification and Registration. An applicant for renewal of certification and registration 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. An applicant for renewal of certification and registration must fulfill the continuing education requirements as set out in full in the *ARRT Continuing Education Requirements*. Copies of this document will be made available upon request and are available on the ARRT website.

Section 4.04 Additional Requirements for Renewal of Certification and Registration. An applicant for renewal of certification and registration must continue to meet the applicable requirements described in Section 2.03, 2.05, 2.06, and 2.07.

ARTICLE V. CERTIFICATION AND REGISTRATION RENEWAL PROCESSES

Section 5.01 Application for Renewal of Certification and Registration. Applications for renewal of certification and 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 available to applicants according to the month of birth and must be completed and postmarked on or before the deadline stated on the form if sent to ARRT through the U.S. postal service; or, if submitted through the ARRT website, must be received by ARRT before midnight Central Time on the last day of the applicant'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 Certification and Registration. Applicants for renewal of certification and registration must agree to comply with the following statement and must indicate agreement by signing the application form.

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ARRT Rules and Regulations, continued

"I hereby apply to the ARRT for renewal of certification and registration 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 and registration 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 certification and registration, 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 certification and registration, to deny or reject my application for renewal of certification and registration or to otherwise refuse to renew the certification and registration, 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 certification and 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 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 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 certification and registration previously issued to me; the ARRT's revocation of any certification and registration 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 certification and registration issued to me, refuse renewal of the certification and registration, censure me, and/or cancel my certification and 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 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 Certification and Registration. Failure to apply for renewal of certification and registration, or failure to meet the qualifications for renewal of certification and registration, or failure to supply all required information by the stated deadline shall result in the discontinuation of certification and registration. The ARRT does not permit the display of a certificate for individuals not currently certified and 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 certified and 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.

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ARRT Rules and Regulations, continued

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 certification and 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 certification or registration 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.
- 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.

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**ARTICLE VI.
QUALIFICATIONS FOR REINSTATEMENT OF
CERTIFICATION AND REGISTRATION**

Section 6.01 General. A certification and registration issued by the ARRT that has been discontinued may be reinstated if the applicant for reinstatement of certification and registration meets the requirements for reinstatement as described in Article VI of 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 certification and registration of any person if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for certification and registration.

Section 6.02 Ethics Requirement for Reinstatement. An applicant for reinstatement of certification and registration 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 education requirements and/or re-examination requirements depending upon how long certification and registration has been discontinued. The length of time discontinued is determined relative to the individual's CE biennium period. The CE biennium period is described in the *ARRT Continuing Education Requirements*. 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 certification and 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 and registration in effect at the time, as described in Article II of the *ARRT Rules and Regulations*).

Section 6.04 Additional Qualifications for Reinstatement of a Time-Limited Certification and Registration.

An individual is eligible to reinstate a time-limited certification and registration 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 and registration was awarded or if it has been less than 10 years since a new 10-year period was designated. Reinstatement of certification and registration after being discontinued for non-compliance with the Continuing Qualifications Requirements by the end of the ten-year period requires the individual to complete the Continuing Qualifications Requirements as described in Section 2.07 within one year of the end of the ten-year period (during which the individual is not certified and registered). Reinstatement of certification and registration beyond this one-year period will require compliance with both the Continuing Qualifications

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ARRT Rules and Regulations, continued

Requirements and compliance with Section 6.03(d) of these *Rules and Regulations*.

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(d).

If a certification and registration awarded prior to January 1, 2011 is revoked and if that individual regains certification and registration on or after January 1, 2011, the new certification and registration will be subject to the time-limited provisions of Section 2.05.

ARTICLE VII. REINSTATEMENT OF CERTIFICATION AND REGISTRATION PROCESS

Section 7.01 Application for Reinstatement of Certification and Registration. Applications for reinstatement of certification and 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 certification and registration 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 registration, and applicants for renewal or reinstatement of certification and 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

and registration, refuse the renewal of certification and registration, or revoke certification and registration, 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 certification and 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 certification and registration for such period of time as it deems appropriate.

Section 9.02 Denial of Application for Renewal of Certification and Registration. An application for the renewal of certification and registration 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 certification and registration specified in the *ARRT Rules and Regulations* or in the *ARRT Standards of Ethics*.

The certification and registration 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 certification and registration.

Section 9.03 Revocation or Suspension of Certification and Registration; Censure of Registrant. The Board of Trustees may revoke or suspend certification and registration issued by it, 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 and registration, renewal of certification and registration, or reinstatement of certification and 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 certification and registration specified in the *ARRT Rules and Regulations*.

ARTICLE X. CONTINUING EDUCATION REQUIREMENTS

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

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

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*. 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*, 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* 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.

Appendix F

ARRT[®] Standards of Ethics

Last Revised: September 1, 2014
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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 certified and registered by ARRT or that were formerly certified and registered by ARRT (collectively, "Certificate Holders"), and to persons applying for certification and registration 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

ARRT Standards of Ethics, continued

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 and 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 and registration with the ARRT when that is not the case.
2. Subverting or attempting to subvert ARRT's examination process, and/or the structured self-assessments that are part of the Continuing Qualifications Requirements (CQR) process. Conduct that subverts or attempts to subvert ARRT's examination and/or CQR assessment process includes, but is not limited to:
 - (i) disclosing examination and/or CQR assessment information using language that is substantially similar to that used in questions and/or answers from ARRT examinations and/or CQR assessments when such information is gained as a direct result of having been an examinee or a participant in a CQR assessment or having communicated with an examinee or a CQR participant; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators, anyone else involved in the preparation of Candidates to sit for the examinations, or CQR participants; and/or
 - (ii) receiving examination and/or CQR assessment information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations or CQR assessments from an examinee, or a CQR participant, whether requested or not; and/or
 - (iii) copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination and/or CQR assessment 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 and/or CQR assessment participants, or any other individual for the purpose of reconstructing any portion of examination and/or CQR assessment materials; and/or
 - (iv) using or purporting to use any portion of examination and/or CQR assessment materials that were obtained improperly or without authorization for the purpose of instructing or preparing any Candidate for examination or participant for CQR assessment; and/or
 - (v) selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination and/or CQR assessment materials without authorization; and/or
 - (vi) removing or attempting to remove examination and/or CQR assessment materials from an examination or assessment room, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination or CQR assessment 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 or CQR assessment of ARRT; and/or
 - (viii) communicating with another individual during administration of the examination or CQR assessment for the purpose of giving or receiving help in answering examination or CQR assessment questions, copying another Candidate's, or CQR participant's answers, permitting another Candidate or a CQR participant to copy one's answers, or possessing unauthorized materials including, but not limited to, notes; and/or
 - (ix) impersonating a Candidate, or a CQR participant, or permitting an impersonator to take or attempt to take the examination or CQR assessment on one's own behalf; and/or
 - (x) using any other means that potentially alters the results of the examination or CQR assessment such that the results may not accurately represent the professional knowledge base of a Candidate, or a CQR participant.
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

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ARRT Standards of Ethics, continued

- 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, releasing, or otherwise failing to adequately protect the security or privacy of confidential patient information.
 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*, and/or ARRT's Continuing Qualifications Requirements (CQR). Conduct that subverts or attempts to subvert ARRT's CE or CQR Requirements includes, but is not limited to:
 - (i) providing false, inaccurate, altered, or deceptive information related to CE or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or
 - (ii) assisting others to provide false, inaccurate, altered, or deceptive information related to CE or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or
 - (iii) conduct that results or could result in a false or deceptive report of CE or CQR completion; and/or
 - (iv) conduct that in any way compromises the integrity of the CE or CQR Requirements such as sharing answers to the post-tests or self-learning activities, providing or using false certificates of participation, or verifying credits that were not earned.
 19. Subverting or attempting to subvert the ARRT certification and registration processes 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.

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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 and registration (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 certification and 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.

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, unless both the individual and the Ethics Committee agree to a postponement beyond the 30 day period. The Ethics Committee has the absolute discretion to deny any request for a postponement and to proceed to a hearing with or without the participation of the individual. 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

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ARRT Standards of Ethics, continued

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) Voluntary Surrender of Credentials

At any time during the ethics review process, the Certificate Holder may request to voluntarily surrender his or her ARRT credentials and accept permanent revocation of ARRT Certification and Registration. To request a voluntary surrender, the Certificate Holder must complete the Voluntary Credential Surrender and Sanction Agreement form ("Agreement") that is available on the ARRT website at www.rrt.org. The Agreement must be signed by the Certificate Holder, notarized, and submitted to the ARRT. The Executive Director of ARRT shall have the authority to receive the request and may be assisted by staff members and/or legal counsel of ARRT. The Executive Director is not empowered to enter into a binding agreement, but rather may recommend a proposed action to the Ethics Committee. The Ethics Committee will then decide whether to accept or deny the request for surrender of credentials. If denied by ARRT, the ethics review will continue according to the *Standards of Ethics*. If accepted by ARRT, the ethics review process will be discontinued, the Certificate Holder agrees to waive all rights set forth in these Administrative Procedures, and a sanction for permanent revocation will be entered against the Certificate Holder.

(g) 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 and registration (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 certification and registration, or in connection with the revocation or suspension of certification and 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 and registration (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 certification and 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 and registration or renewal or reinstatement of certification and 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

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ARRT Standards of Ethics, continued

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 certification and registration with ARRT, revocation or suspension of certification and registration 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.

4. Publication of Adverse Decisions

Final decisions and summary suspensions 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 written inquiries into an individual's certification and registration status. ARRT shall also have the right to publish any final adverse decisions and summary suspensions 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; 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*.

ARRT[®] Continuing Education Requirements

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SECTION 1. INTRODUCTION

The Board of Trustees of the American Registry of Radiologic Technologists (ARRT) announced in 1991 that it would begin phasing in continuing education requirements for renewal of certification and registration. In 1995, Continuing Education (CE) became a mandatory requirement for renewal or reinstatement of certification and registration. This document describes the CE Requirements. The requirements are subject to change as the need arises. **Terminology** used in the text is defined in **Section 20** of this document.

SECTION 2. RATIONALE FOR CONTINUING EDUCATION

Certification and registration is a method of assuring the medical community and the public that an individual is qualified by knowledge and skills to practice within the profession. After initial certification and registration, advancing technology and changing job responsibilities may require technologists to update their knowledge and skills consistent with any new developments in medical imaging, radiation therapy, and interventional procedures.

The purpose of the Continuing Education (CE) Requirements is to provide a mechanism for Registered Technologists to fulfill their responsibility to maintain competence in their categories of certification and registration. Participation in CE demonstrates accountability to peers, physicians, healthcare facilities, and the public. It also reinforces the Code of Ethics jointly endorsed by The American Registry of Radiologic Technologists and The American Society of Radiologic Technologists (ASRT).

All Registered Technologists (R.T.s) are required to comply with the CE Requirements. Registered Radiologist Assistants (R.R.A.s) and Registered Sonographers are held to additional requirements that are identified in **Sections 18 and 19** respectively.

SECTION 3. RENEWAL OF CERTIFICATION AND REGISTRATION OF A CERTIFICATE

When an ARRT certificate is first issued, it is registered through the end of the R.T.s next birth month. Thereafter, R.T.s must complete the *Application for Renewal of Certification and Registration* on an annual basis corresponding with their birth month.

Two months prior to an R.T.'s birth month, an application for renewal of certification and registration is available online and may be accessed on the ARRT website at www.arrt.org. During the month prior to an R.T.'s birth month, an *Application for Renewal of Certification and Registration* is mailed to the address of record by the ARRT. The renewal process requires completion of the renewal application on which the applicant supplies current information and agrees to continue to practice according to the *Standards of Ethics*. In addition, every other year, the R.T. must document participation in CE by listing on the renewal form the CE activities completed during the past

reporting period. The R.T. has until the end of his /her birth month to complete the application.

SECTION 4. BIENNIUM REPORTING PERIOD

The CE Requirements are linked to a two-year period (biennium) that is defined in relation to the R.T.'s birth month. The biennium begins on the first day of the R.T.'s birth month. The biennium extends for two years to the end of the month prior to the birth month. Biennium dates are identified in the lower right corner of the annual Application for Renewal of Certification and Registration and are printed on the pocket credential card after renewal of certification and registration is complete. Biennium dates may also be verified by accessing the Verify Credentials tab on the ARRT website or through the interactive telephone system by selecting option 1, Continuing Registration Information. All CE credits must be completed between these dates. The renewal of certification and registration will continue on an annual basis, with the CE Requirements being reported every other year. The two-year CE period was selected to allow flexibility in fulfilling the requirements (i.e., if no CE can be earned in the first year, the second year is still available to complete the credits). The end of one biennium will mark the beginning of the next biennium. **Credits earned in one biennium cannot be carried forward into the next biennium.**

Biennium Reporting Period

Example 4.1: An R.T. who has a February birth month is assigned a biennium from February 1, 2014, through January 31, 2016. To comply with the CE Requirements, 24 CE credits must be reported with the application for renewal in February 2016. The next biennium starts February 1, 2016, and extends to January 31, 2018. While certification and registration renewal is required every year, reporting of CE compliance is only required every other year. 24 CE credits must be reported with the application for renewal in February 2018.

SECTION 5. CE REQUIREMENTS FOR NEW CERTIFIED AND REGISTERED TECHNOLOGISTS

R.T.'s who have recently earned their first ARRT certification and registration will begin the mandatory CE Requirements on the first day of their next birth month after the examination administration.

Example for New R.T.s

Example 5.1: New R.T.s who earn initial certification and registration in 2014 begin their first CE biennium on the first day of their next birth month and will be required to report CE compliance with their renewal two years later. For example: A new R.T. has an October birth date and initial certification and registration in June 2014. His/her biennium will begin on October 1, 2014 and continue to September 30, 2016.

Continuing Education Requirements, continued

R.T.s who become certified and registered in additional disciplines will maintain the biennium reporting period established with their initial certification and registration.

SECTION 6. OPTIONS FOR SATISFYING CE REQUIREMENTS DURING A BIENNIUM

There are three options for meeting the CE Requirements. Only one option must be met to satisfy the requirements. The options are: (1) earn 24 CE credits that meet the criteria set forth by the ARRT; or (2) earn certification and registration in a primary discipline not previously held and for which the individual is eligible and which the ARRT recognizes for this purpose; or (3) earn post-primary certification and registration not previously held and for which the individual is eligible and which the ARRT recognizes for this purpose. Each of these options is described in further detail in Section 7 and Section 8.

SECTION 7. SATISFACTION OF CE REQUIREMENTS BY EARNING CE CREDITS

One option for satisfying the CE Requirements is to earn 24 Category A or A+ credits of continuing education evaluated by a Recognized Continuing Education Evaluation Mechanism (RCEEM) or RCEEM+ during the biennium. A maximum of 12 CE credits per biennium may be claimed for tumor boards. (See Section 20 for more information concerning tumor boards.) **Effective January 1, 2011, the maximum number of CE credit for applications facility training will be capped at 8.0 Category A credits per biennium.** Directed readings, home study courses, or Internet activities reported in a biennium may not be repeated for credit in the same or any subsequent biennium. Lecture presentations may not be repeated for credit in the same biennium.

CE activities (as defined in this document) that contain content relevant to the radiologist extender and have been approved by a RCEEM+ are awarded Category A+ credit. **ARRT approved RCEEMs+ are identified in Section 20.**

CE activities accepted by other credentialing organizations may not satisfy ARRT's CE Requirements (e.g., clinical instructorship, AMA, nursing CE).

R.T.s and R.R.A.s should select CE topics that are related to their area of practice and that will maintain their competence and prevent professional obsolescence.

The CE requirement is **not** dependent on the number of ARRT certificates held by the R.T. For example, an R.T. certified and registered in both radiography and mammography need earn only 24 credits per biennium for the ARRT. The credits do not have to be specific to radiography or mammography but must be relevant to the radiologic sciences and/or patient care as it relates to the radiologic sciences. This does not address the CE requirement for the Mammography Quality Standards Act (MQSA) of the Food and Drug Administration (FDA). If you have questions regarding the FDA MQSA requirements, **please contact the FDA Mammography Hotline at (800) 838-7715 or www.fda.gov.**

SECTION 8. SATISFACTION OF CE REQUIREMENTS BY PASSING AN EXAMINATION

Within a biennium, R.T.s who become certified and registered in an additional primary or post-primary discipline have met the CE Requirement for the current reporting period. In order to use an additional primary or post-primary certification and registration, R.T.s must first receive official notification from

ARRT that they have successfully passed the examination and have become certified and registered in the new discipline. On-site scores are not considered official notification.

Examples of primary certifications and/or registrations that have been approved by the ARRT are:

- (1) Radiography through ARRT,
- (2) Nuclear Medicine Technology through ARRT or NMTCB,
- (3) Radiation Therapy through ARRT,
- (4) Sonography through ARRT,
- (5) Magnetic Resonance Imaging through ARRT,
- (6) Dosimetry through MDCB,
- (7) Diagnostic Medical Sonography, Vascular Technology or Diagnostic Cardiac Sonography through the ARDMS (initial certification - that is passing both SPI and a specialty exam) is awarded 24 CE credits; exams in additional specialty areas, will qualify for 16 ARRT CE credits with CE bienniums beginning on or after January 1, 2013),
- (8) The Certified Radiology Administrator (CRA) certification program is sponsored by the AHRA and independently managed by the Radiology Administration Certification Commission (RACC).

Examples of approved post-primary certifications and/or registrations are:

- (1) Mammography through ARRT,
- (2) Computed Tomography through ARRT,
- (3) Magnetic Resonance Imaging through ARRT,
- (4) Quality Management through ARRT,
- (5) Sonography through ARRT,
- (6) Vascular Sonography through ARRT,
- (7) Bone Densitometry through ARRT,
- (8) Vascular-Interventional Radiography through ARRT,
- (9) Cardiac-Interventional Radiography through ARRT,
- (10) Breast Sonography through ARRT,
- (11) Radiologist Assistant through ARRT,
- (12) Nuclear Cardiology through NMTCB,
- (13) Positron Emission Tomography through NMTCB,
- (14) Certified Imaging Informatics Professional through ABII.

CE credits will not be awarded for an initial ARRT primary certification and registration exam or re-examination for reinstatement of certification and registration.

SECTION 9. CE PROBATION STATUS: APPLICANTS FOR RENEWAL WHO FAIL TO MEET THE CE REQUIREMENTS

An R.T. who applies for renewal of certification and registration, but who fails to meet the CE Requirements within the previous biennium or is non-compliant at the time of renewal, will automatically be assigned to a "CE Probation" status. Additionally, R.T.s whose CE Report Forms are incomplete will be assigned to the CE Probation status. R.T.s who have been assigned to probation due to failure to meet the CE Requirements will receive a credential card indicating "CE Probation". This status will be reported in response to any inquiries regarding the R.T.'s standing with the ARRT.

The CE probation period will begin on the first day of the birth month and extend until the last day of the following sixth month. During the CE probation period, R.T.s will be allowed to complete the credits that they were lacking during the biennium with no additional penalty credits. When the CE probation credits are completed, the R.T. must submit a CE

(continued on next page)

Continuing Education Requirements, continued

Probation Report Form along with a \$50 fee. When CE compliance is confirmed, the CE Probation status will be removed and a new credential card issued. **If the individual is not in compliance with the CE Probation Requirements by the end of the probation period, certification and registration will be discontinued.** Eligibility to reinstate will follow the existing policies as noted in the *ARRT Rules and Regulations*.

R.T.s who have annually renewed, but are classified as being on CE probation due to not meeting the CE Requirements, may be removed from CE probation status by successfully completing **one** of the following options **during the first 6 months of the biennium**: a primary certification and registration examination in a different discipline for which they are eligible; **or** a post-primary certification and registration examination for which they are eligible; **or** completion of CE credits. If the CE option is used, the R.T. will be required to complete the number of credits lacking from the 24 credits required during the previous biennium. All CE probation credits must meet the ARRT's definition of Category A or A+ credit. In addition to the CE credits that are required during the **first 6 months** of the next biennium for removal from probation status, **an additional 24 CE credits must be completed by the end of the new biennium** in order to remain in compliance with the requirements. **CE credits used to satisfy the probation requirements cannot be used for the biennium requirements.**

Example of the Number of CE Credits Required for Removal from CE Probation Status

Example 9.1:

CE Credits Reported in the Biennium	Probation Credits Required
22	2
15	9
12	12
5	19

Example of CE Probation Status for a Biennium Not in Compliance

Example 9.2:

24 credits required between 6/1/2012 and 5/31/2014.

June 1, 2014– An R.T. with a June birth month reported 19 CE credits of the 24 required for the past biennium (lacking 5 credits) and paid the annual renewal fee. Placed on CE probation status.

November 30, 2014 – The R.T. completed a total of 5 CE probation credits or passed an exam between June 1, 2014, and November 30, 2014, and paid the CE probation fee. Removed from CE probation status.

May 31, 2015– During the 2014-2016 biennium (in addition to the probation CE Requirements) the R.T. must complete an additional 24 credits of CE or pass an additional certification and registration exam, and pay the annual renewal fee to remain certified and registered.

SECTION 10. FAILURE TO RENEW CERTIFICATION AND REGISTRATION

An individual who fails to apply for renewal of certification and registration or who does not pay the annual fee or who does

not meet the CE probation requirements is no longer certified and registered by the ARRT. Present or prospective employers or state licensing agencies inquiring about the status of such a person will be told that the individual is not certified and registered by the ARRT. Since information for those who do not annually renew can quickly become outdated, and since providing such information is a service reserved only for R.T.s, no information on the person (other than that they are not certified and registered by the ARRT) will be provided. Reinstatement of certification and registration will be allowed only after successful completion of the reinstatement requirements as noted in the *ARRT Rules and Regulations*.

SECTION 11. RETIRED AND DISABLED

R.T.s who are permanently retired from active practice in medical imaging, interventional procedures, and/or radiation therapy who no longer wish to meet the Continuing Education Requirements may apply for retired recognition in accordance with the provisions of Section 5.06 of the *ARRT Rules and Regulations*.

R.T.s who are permanently disabled and who no longer wish to meet the Continuing Education Requirements may apply for disabled recognition in accordance with the provisions of Section 5.07 of the *ARRT Rules and Regulations*.

SECTION 12. REQUIREMENTS FOR CE ACTIVITIES

All activities applied toward the CE Requirements must meet the ARRT's definition of a CE activity. The definition states that a learning activity must be planned, organized, and administered to maintain and enhance the knowledge and skills underlying the professional performance that an R.T. uses to provide services to patients, the public, or the medical profession. Activities meeting this definition may qualify as either Category A or A+ credit, depending upon whether they have been submitted reviewed, and approved by a RCEEM or a RCEEM+.

The R.T. participating in a CE activity does not submit the activity to a RCEEM for approval. Instead, the R.T. is responsible for selecting activities that the CE sponsor has already submitted to a RCEEM or RCEEM+ for Category A or A+ credit.

Activities meeting ARRT's definition of an Approved Academic Course are not required to be submitted to a RCEEM to qualify for Category A credit. (See Section 20 for *Approved Academic Course*).

Advanced CPR certification (such as ACLS and PALS) through the American Heart Association, Red Cross, or the American Health & Safety Institute are not required to be submitted to a RCEEM for Category A credit. **CPR Instructor or Instructor Trainer no longer receives CE credit with CE bienniums beginning on or after January 1, 2015. ARRT no longer accepts CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.**

All other CE activities must be approved by a RCEEM or RCEEM+ in order to be assigned Category A or A+ credits. The ARRT recognizes that some states have legislation requiring CE credits in order to maintain a state license to practice in the profession. An R.T. who completes CE activities in the state in which he or she is licensed as part of his or her state's licensing requirements may count the CE

(continued on next page)

Continuing Education Requirements, continued

credit as Category A if the state regulatory agency is mandated by law to evaluate CE activities for licensing purposes and has approved the activity for CE credit. **The state licensing agencies currently approved as meeting ARRT criteria are Florida, Illinois, Iowa, Kentucky, Massachusetts, New Mexico, Oregon, and Texas.**

Activities that have been approved by the American Medical Association (AMA Category 1) will not be accepted for CE credit except for the R.R.A. as described in Section 18. **Hospital accreditation (Joint Commission) and federal government (OSHA) education requirements such as fire safety, lifting procedures, patient restraints, etc., that are completed after January 1, 2007 are not recognized by ARRT unless approved by a RCEEM.**

SECTION 13. AWARDING OF CE CREDITS

Category A and A+ activities as identified in Section 12 are awarded the number of CE credits assigned by the evaluation mechanism (i.e., RCEEM, RCEEM+, state licensing agency) or as specified in this section. A contact hour is defined as being equal to 50 to 60 minutes. Activities longer than one hour should be assigned whole or partial CE credit based on the 50-minute hour. Educational activities of 30 to 49 minutes in duration will be awarded one-half CE credit. An activity that lasts less than 30 minutes will receive no credit.

Directed readings, home study courses, or Internet activities reported in a biennium may not be repeated for credit in the same or any subsequent biennium. These activities are not complete until the post-test has been submitted and the sponsor has issued the certificate of participation. The pre-printed date on the certificate is the date of completion; and must be applied by the CE sponsor. R.T.s may not alter this date.

Activities meeting the definition of an approved academic course (See Section 20) will be awarded credit at the rate of 12 CE credits for each academic **quarter** credit or 16 CE credits for each academic **semester** credit. A transcript (official or student copy) must include **both** the month and year the course was completed is acceptable documentation for a CE audit. An indication that the class was passed (pass/fail) or a grade of "C" or better is required to receive CE credit for an academic course.

ACLS or PALS certification will be awarded a maximum of six CE credits. A valid advanced CPR card from the Red Cross, the American Heart Association, or the American Safety and Health Institute is acceptable documentation for a CE audit. The advanced CPR certification (ACLS or PALS) can be used only **once** per biennium. The total number of credits from advanced CPR certification is limited to six CE credits per biennium.

CPR Instructor or Instructor Trainer no longer receives CE credit with CE bienniums beginning on or after January 1, 2015. ARRT no longer accepts CE credit for basic CPR (i.e., BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.

CE activities accepted by another credentialing organization may not comply with ARRT's CE Requirements (e.g., clinical instructorship).

SECTION 14. DOCUMENTATION AND REPORTING PROCEDURES

R.T.s are required to maintain proof of participation in CE activities. At the end of the reporting period, the ARRT will provide a CE Report Form along with the Application for Renewal of Certification and Registration. The R.T. will be required to list completed CE activities on the CE Report Form and attest to the truthfulness of the information. Failure to complete the CE Report Form in its entirety will result in the assignment of CE probation status. Individual CE documentation forms verifying participation should NOT be returned with the renewal form.

When the CE Report Form is received in the ARRT office, a sample of R.T.s will be selected and asked to provide copies of documentation of CE participation. (See Section 20 for definition of Audit). This documentation will be used to verify the CE activities that were reported. The ARRT reserves the right to make adjustments to CE status after the review is completed. **ARRT will discontinue the certification and registration of an individual who does not respond to a request for a CE audit by submitting documentation of CE participation. Reinstatement will be required.** The ARRT reserves the right to request original documentation when in its sole opinion there is any question regarding authenticity. If original documentation is requested, it will be returned at the end of the inquiry. **The R.T. is responsible for keeping the original documents for one full year after the end of the biennium reporting period or eighteen (18) months after the end of the CE probation reporting period.** An R.T. may decide to have documentation maintained by an ARRT-approved record-keeping mechanism. Several such mechanisms exist and are provided by various national societies either as a service to their members or at a fee to non-members. The ARRT currently recognizes the CE record provided by the **ASRT, SDMS, SNMMI-TS, and SMRT**. The ARRT accepts the CE records from the state licensing agencies in **Florida, Iowa, and Kentucky** only for the R.T.s licensed by those states.

It remains the responsibility of the R.T. to see that records are maintained properly. Errors made by a record-keeping mechanism are **not** acceptable reasons for failure to provide appropriate documentation.

Documentation of participation in Category A and Category A+ CE activities must be on a certificate or in written form that clearly indicates the information needed to identify the activity as having been approved by a RCEEM or RCEEM+. Documentation must include name of the participant, pre-printed dates of attendance (**handwritten dates are not accepted**), title and content of the activity, Category A or A+ designation, number of contact hours for the activity, name of the sponsor, signature of the instructor or an authorized representative of the sponsor issuing the documentation, and CE reference number provided by the RCEEM, and identification of approving RCEEM.

Approved academic courses, as defined by the ARRT, may be used for compliance with the CE Requirements (See Section 20 for definitions of an Approved Academic Course). A copy of a college transcript (official or student) that includes **both** the month and year the course was completed is acceptable documentation for a CE audit. An indication that the class was passed (pass/fail) or a grade of "C" or better is required to receive CE credit for an academic course. There is no limit on the number of times an R.T. may be audited.

(continued on next page)

Continuing Education Requirements, continued

SECTION 15. ELECTRONIC TRANSFER OF CE RECORDS

The ARRT will accept electronic transfer of CE credits from record-keeping organizations that have been approved by the ARRT.

- If you completed your required CE credits **at least two months prior to the end of your biennium** and your records were successfully transferred, ARRT will not send you a CE Report Form. A notice of the transfer will be printed on the renewal form.
- If you complete the paper renewal form, you must list ALL CE credits completed during the biennium. Do not assume any transfer of credits
- If you renew online, the transferred CE credits will appear on your online CE Report Form. You can add other CE credits that you completed to demonstrate compliance. Do not assume that CE credits you completed were transferred if you do not see them on the online form.

SECTION 16. REQUIREMENTS FOR CE SPONSORS

Sponsors of CE activities are the owners or authorized representatives of the owners of the CE activity and are responsible for the content, quality, and integrity of the educational activity. Sponsors plan, organize, support, endorse, subsidize, and/or administer educational activities. Sponsors are also responsible for documenting attendee participation for possible verification at a later date. Sponsors may be, but are not limited to: national, regional, state, and district professional societies; academic institutions; healthcare agencies; healthcare facilities; and federal, state, and local government agencies or individuals. Sponsors must apply for and receive approval from a RCEEM or RCEEM+ in order to award Category A or A+ credit for activities. CE sponsors may not receive credit for completing activities that they developed. CE sponsors/instructors may not receive credit for courses that they teach as part of their job responsibilities.

SECTION 17. RESPONSIBILITIES OF THE REGISTERED TECHNOLOGIST (R.T.)

Compliance with the CE requirements is ultimately the individual R.T.'s responsibility. If an activity is intended for use as Category A credit, the R.T. is responsible for contacting the sponsor of the CE activity if there are questions as to whether the activity has been approved by a RCEEM or RCEEM+ for Category A or A+ credit. If the certification and registration examination option is going to be attempted for CE credit, the R.T. must make sure that sufficient time is available to comply with the CE Requirements in the event that the certification and registration is not achieved.

The R.T. is responsible for maintaining proper documentation on activities even if an ARRT-approved record-keeping mechanism is being used to track credits. R.T.s should retain a copy of the ARRT CE Report Form submitted for renewal of certification and registration. R.T.s should list ALL Category A and A+ CE credits earned, even if the total is more than 24 credits. Once the CE Report form is submitted, changes cannot be made. CE Probation status will be assigned if reported and compliant CE credits are less than the minimum 24 required – even if time remains in the CE biennium. As noted in Section 14, the R.T. is also responsible for providing proper documentation for validation of CE participation at the request of the ARRT.

SECTION 18. CE REQUIREMENTS FOR THE REGISTERED RADIOLOGIST ASSISTANT (R.R.A.)

(1) The R.R.A. is required to complete 50 CE credits within a biennium.

The 50 CE credits must satisfy several criteria as noted below:

- A minimum of 25 of the 50 CE credits must be earned through activities designated as Category A or Category A+. Category A credits are those approved by a RCEEM as being appropriate for R.T.s. Category A+ credits are intended for the radiologist extender and approved by a RCEEM+. Current RCEEM+ approvers are ASRT, RSNA, AVIR and SNMMI-TS. Certain activities available to R.R.A.s (see AMA/ACCME, AAPA, and AAFP below) are not classified as either Category A or Category A+ but may be used in the manner described below.
- A minimum of 25 of the 50 credits must be earned through activities intended for the radiologist/physician extender or the radiologist/physician. Activities meeting this requirement include:
 - Activities designated as Category A+ (i.e., activities intended for the radiologist extender and approved by a RCEEM+ authorized by ARRT to evaluate such activities.)
 - Activities approved by the AMA/ACCME (Accreditation Council for Continuing Medical Education) for Category I credit. These activities are designated as Category P credits for the R.R.A. These are not Category A+ credits because AMA/ACCME is not a RCEEM or RCEEM+.
 - Activities approved by the AAPA (American Academy of Physician Assistants) for Category I credit. These activities are designated as Category P credits for the R.R.A. These are not Category A+ credits because AAPA is not a RCEEM+.
 - Activities approved by the AAFP (American Academy of Family Physicians) for Category I credit. These activities are designated as Category P credits for the R.R.A. These are not Category A+ credits because AAFP is not a RCEEM+.
 - A maximum of 12 CE credits per biennium may be claimed for tumor boards. (See Section 20 for more information concerning tumor boards.)
- A minimum of 35 of the 50 CE credits must be discipline or specialty specific to the R.R.A. area of practice. The area of practice is defined as the role generally performed by R.R.A.s as opposed to the specific role of an individual R.R.A.
 - The individual R.R.A. will monitor this requirement. ARRT will check compliance through the CE audit process.
- General Requirements:
 - Sponsor of the CE activity must be able to verify the individual's participation.
 - The activity must be a minimum of 30 minutes in length.
 - A maximum of 12 CE credits for tumor board activities may be used.
 - Category A+ credit must meet the same approval and documentation requirements as Category A credit. Additional requirements may apply only to Category A+ activities.

CE Requirements for the R.R.A will be integrated into the requirements needed to maintain the R.T. designation; that is, earning 50 CE credits that meet the criteria described above

(continued on next page)

Continuing Education Requirements, continued

will satisfy the requirements to maintain both the R.T. and the R.R.A. The R.R.A. will maintain the same CE reporting period that was assigned when the individual became an R.T. R.R.A. CE Requirements will begin on the first day of an individual's next biennium after obtaining the R.R.A. certification and registration.

RCEEMs that wish to review and approve R.R.A. level CE activities must receive approval from ARRT before the evaluated CE activities will be accepted as R.R.A. level CE or Category A+ credit. Interested RCEEMs may request application information by contacting ARRT. If approved, ARRT will designate these RCEEMs as RCEEM+.

(2) CE Probation for the R.R.A. R.R.A.s who are not in compliance with the CE biennium requirements will be placed on CE probation. The CE probation period will begin on the first day of the birth month and extend until the last day of the following sixth month. For example, CE probation for an R.R.A. born in January would be from January 1 through June 30. During the CE probation period, R.R.A.s must complete the credits that they were lacking during the biennium with no additional penalty credits. A credential card will be issued indicating "CE Probation" and will be valid for the probation period. When the CE probation credits are completed, the R.R.A. must submit a CE Probation Report Form along with a \$50 fee. When compliance is confirmed, the CE probation status will be removed and a new credential card issued. If the R.R.A. is not in compliance with the CE Probation Requirements by the end of the probation period, certification and registration will be discontinued. Reinstatement of certification and registration will be allowed only after successful completion of the reinstatement requirements as noted in the *ARRT Rules and Regulations*.

SECTION 19. CE REQUIREMENTS FOR ARRT CERTIFIED AND REGISTERED SONOGRAPHERS

(1) Effective January 1, 2013, those holding the ARRT R.T. (S)(ARRT) credential, are required to complete a minimum of 16 sonography-specific CE credits as part of the required 24 CE biennial credits.

CE Requirements for sonographers will be integrated into the requirements needed to maintain the R.T. designation; that is, the 16 CE credits specific to sonography will count towards the 24 CE credits that are required each biennium. Sonographers will maintain the same CE reporting period that was assigned when the individual became an R.T. CE activities accepted by other credentialing organizations may not satisfy ARRT's CE requirements (e.g., clinical instructorship, AMA, nursing CE).

- **Sonography RCEEMs (i.e., AIUM, SDMS, SVU)**
CE activities approved by these RCEEMs will be accepted as compliant with the sonography-specific CE requirement.*
- **Non-Sonography RCEEMs (i.e., AHRA, ASRT, SNMMI-TS) and State Licensing Agencies (SLAs)**
CE activities approved by these RCEEMs and/or SLAs that have the words "Sonography" or "Ultrasound" in the title will be accepted as compliant with the sonography-specific CE Requirement.
- **Certification Exams**
ARRT Breast Sonography (24 CE credits)
ARRT Vascular Sonography (24 CE credits)
ARDMS initial certification (24 CE credits)

ARDMS specialty certification following initial certification (16 CE credits with CE bienniums beginning on or after January 1, 2013.)

- **Academic Courses**
Courses that meet ARRT's academic criteria and Sonography Content Specifications:
12 CE credits per 1 quarter hour course
16 CE credits per 1 semester hour course.

**Must follow ARRT's Continuing Education Requirements.*

(2) CE Probation for the R.T.(S)(ARRT)

Sonographers who are not in compliance with the CE Requirements by the end of their CE biennium will be placed on CE probation. The CE probation period will begin on the first day of the birth month and extend until the last day of the sixth month. For example, CE probation for a sonographer born in January would be from January 1 through June 30. During the CE probation period, the sonographer must complete the credits that were lacking during the biennium. A credential card will be issued indicating "CE Probation" and will be valid for the probation period. When the CE probation credits are completed, the sonographer must submit a CE Probation Report Form along with a \$50 fee. The total number of CE credits completed during the 30 months prior to the end of the CE probation period (that is, 24 month CE biennium period plus 6-month CE probation period) must be 24 with at least 16 of the total specific to sonography. When compliance is confirmed, the CE probation designation will be removed and a new credential card issued. If the sonographer is not in compliance with the CE probation requirements by the end of the probation period, certification and registration will be discontinued. Reinstatement of certification and registration will be allowed only after successful completion of the reinstatement requirements as noted in the *ARRT Rules and Regulations*.

SECTION 20. DEFINITION OF TERMS

Terminology used within this document is defined as follows:

AAFP: American Academy of Family Physicians, phone: (913) 906-6000 or (800) 274-2237, website: www.aafp.org.

AAPA: American Academy of Physician Assistants, phone:(703) 836-2272, website: www.aapa.org.

ABII: American Board of Imaging Informatics, phone: (651) 994-6410, website: www.abii.org.

ACCME: Accreditation Council for Continuing Medical Education, phone: (312) 527-9200, website: www.accme.org.

ACR: American College of Radiology, phone: (800) 227-5463, website: www.acr.org.

Advanced Level CPR: Category A credit will be awarded for valid advanced level CPR certification. Advanced level CPR certification is limited to the following: Advanced Cardiac Life Support (ACLS), or Pediatric Advanced Life Support (PALS). Only one certification may be claimed per biennium. Six Category A credits will be awarded on the date of certification or re-certification. A copy of a valid certification card issued by the Red Cross, the American Heart Association, or the American Safety & Health Institute will serve as documentation. **CPR Instructor or Instructor Trainer no longer receives CE credit with CE bienniums beginning**

(continued on next page)

Continuing Education Requirements, continued

on or after January 1, 2015. ARRT does not accept CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.

AHRA: American Healthcare Radiology Administrators, 490-B Boston Post Road, Suite 200, Sudbury, MA 01776, phone: (978) 443-7591 or (800) 334-2472, website: www.ahraonline.org.

AIUM: American Institute of Ultrasound in Medicine, 14750 Sweitzer Lane, Suite 100, Laurel, MD 20707, phone: (301) 498-4100 or (800) 638-5352, website: www.aium.org.

AMA: Activities approved by the American Medical Association (AMA Category 1) may not be used by R.T.s to satisfy CE requirements unless also approved by a RCEEM or a RCEEM+. They may be used by R.R.A.s as described in Section 18.

ANA: Activities approved by the American Nurses Association **may not be used** by R.T.s or R.R.A.s to satisfy CE requirements unless also approved by a RCEEM or a RCEEM+.

ANCC: Activities approved by the American Nurses Credentialing Center **may not be used** by R.T.s or R.R.A.s to satisfy CE requirements unless also approved by a RCEEM or a RCEEM+.

Approved Academic Course: A formal course of study that is relevant to the radiologic sciences and/or patient care as it relates to the radiologic sciences and is offered by a post-secondary educational institution accredited by a mechanism recognized by the ARRT. Accreditation mechanisms currently recognized by the ARRT are: Middle States Commission on Higher Education, New England Association of Schools and Colleges, North Central Association of Colleges and Schools Higher Learning Commission (HLC), Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission on Colleges, Western Association of Schools and Colleges Accrediting Commission of Community and Junior Colleges (ACCJC), Senior College Commission (SCC), and the Accrediting Bureau of Health Education Schools (ABHES) for courses completed on or after January 20, 2014. Relevant courses in the biologic sciences, physical sciences, radiologic sciences, health and medical sciences, social sciences, communication (verbal and written), mathematics, computers, management, or post-secondary adult education methodology will be accepted. Some subject areas that will **NOT** be applicable include, but not limited to, clinicals, independent study; courses in archeology, astronomy, fine arts, geology, geography, history, music, philosophy, and religion. CE is awarded for dissertations and thesis when published in a peer-reviewed journal or is listed in MEDLINE.

Academic courses completed on or after January 1, 2015, must be accredited by mechanisms recognized by the USDE or CHEA, and the institution must be authorized to grant degrees by the U.S. Congress, state government or a recognized sovereign Indian tribe.

ARDMS: American Registry for Diagnostic Medical Sonography, 51 Monroe Street, Plaza East One, Rockville, MD 20850, phone: (800) 541-9754, or (301) 738-8401 website: www.ardms.org.

ARRT: American Registry of Radiologic Technologists, 1255 Northland Drive, St. Paul, MN 55120-1155, phone (651) 687-0048, website: www.arrt.org.

ASNC: American Society of Nuclear Cardiology, 4340 East-West Highway, Suite 1120, Bethesda, MD, 20814, phone: (301) 215-7575, website: www.asnc.org.

ASRT: American Society of Radiologic Technologists, 15000 Central Avenue SE, Albuquerque, NM, 87123-3909, phone: (505) 298-4500 or (800) 444-2778, website: www.asrt.org.

Audit (CE): An official verification of CE credits reported to ARRT. The ARRT can request individual CE records and/or certificates of participation that are used to validate the CE credits reported to the ARRT. As of January 1, 2006, ARRT will discontinue the certification and registration of an individual who does not respond to a CE audit by submitting documentation of CE participation. Reinstatement will be required. (See Section 14.)

AVIR: Association of Vascular and Interventional Radiographers, 2201 Cooperative Way, Suite 600, Herndon, VA 20171, phone: (571) 252-7174 website: www.avir.org.

Biennium: A period of time spanning two years. As used in the ARRT renewal process, the start of the R.T.'s birth month every other year marks the beginning of a biennium. Because the ARRT's renewal process is linked to the R.T.'s birth month, the biennial period is likewise linked to an R.T.'s birth month.

CAMRT: Canadian Association of Medical Radiation Technologists, 1000 - 85 Albert Street, Ottawa, Ontario, Canada K1P 6A4, phone: (613) 234-0012 or (800) 463-9729 (Canada only), website: www.camrt.ca.

Category A Credit: An activity that qualifies as a CE Activity as defined in this document and that meets one of the following criteria, is awarded Category A credit.

1. Activities approved by a RCEEM. (See listing of RCEEMs in this section),

2. Approved Academic Courses (See references to an approved academic course in this section and in Section 13).

3. Advanced CPR Certification in ACLS or PALS, through the American Heart Association, the Red Cross, or the American Safety and Health Institute. **ARRT no longer accepts CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.**

4. State Licensing Agency: R.T.s who are licensed by and have completed CE requirements to maintain their license in the following states may designate the CE activities that are evaluated and approved by their state licensing agency as Category A credit (see Section 12):

Florida Illinois Iowa Kentucky
Massachusetts New Mexico Oregon Texas

Category A+ Credit: CE Activities (as defined in this document) that contain content relevant to the radiologist extender and that have been approved by a RCEEM+ are awarded Category A+ credit.

(continued on next page)

Continuing Education Requirements, continued

Category P Credit: CE activities (as defined in this document) that contain content relevant to the radiologist extender and have been awarded Category I credit by the AMA/ACCME, AAPA, or the AAFP. Category P credits may only be used for CE compliance by the R.R.A.

CE Probation Status: Failure to comply with the CE Requirements will result in CE probation being assigned. (See Section 9).

Certification and Registration: The process of attesting to the demonstration of qualifications in a profession. A technologist receives a certificate after successfully passing an ARRT examination and meeting all other educational and ethics requirements for eligibility. The ARRT annually registers the certificates of technologists who comply with the *ARRT Rules and Regulations*, the *ARRT Standards of Ethics*, and the *Continuing Education Requirements*.

CIIP: Certified Imaging Informatics Professional. Credential awarded by the ABII in Imaging Informatics.

Contact Hour: Equal to 50-60 minutes and awarded one CE credit.

Continuing Education (CE) Activity: A learning activity that is planned, organized, and administered to maintain and enhance the professional knowledge and skills underlying professional performance that a technologist uses to provide services for patients, the public, or the medical profession. Activities meeting this definition may qualify as either Category A or A+ credit depending upon whether they have been submitted to review and approval by a Recognized Continuing Education Evaluation Mechanism (RCEEM or RCEEM+).

Continuing Education (CE) Credit: Unit of measurement for CE activities. One CE credit is awarded for one contact hour (50-60 minutes). Activities longer than one hour are assigned whole or partial credits based on the 50-60 minute hour. Educational activities of 30-49 minutes duration will be awarded one-half of one CE credit. An activity that lasts less than 30 minutes will receive no credit.

Documentation: Proof of participation in a particular educational activity. May be submitted in the form of a certificate of completion or an itemized list from the CE sponsor. All documentation must include: name of the sponsor issuing the documentation, and a reference number issued by a RCEEM. (see Section 14)

In-service Presentation: In-service presentations that are general in content and apply to a wide audience of technologists would be considered a CE activity. In-service presentations that are specific to a facility will **not** be awarded CE credit. In-service presentations must be approved for Category A CE credit by a RCEEM or recognized state licensing agency.

Example 20.1: A course on universal precautions would be applicable for any technologist.

Example 20.2: A course on how radiographic procedures are finalized is specific to that facility and does not meet the definition of a CE activity.

MDCB: Medical Dosimetrist Certification Board, 1120 Rt. 73, Suite 200, Mt. Laurel, NJ, 08054, phone: (856) 439-1631 or (866) 813-6322, website: www.mdcb.org. NOTE: Re-examination in Dosimetry by the MDCB does not count for additional CE credits.

NMTCB: Nuclear Medicine Technology Certification Board, 3558 Habersham at Northlake, Building I, Tucker, GA 30084, phone: (404) 315-1739, website: www.nmtcb.org.

Presentation: An educational activity in which the presenter develops and orally presents a topic. With proper documentation, a presenter may receive CE credits for developing a presentation that has been evaluated and approved by a RCEEM or a RCEEM+. Although the developer of the activity must present the activity in order to receive CE credit, no credit is awarded for actual presentation. Two CE credits are awarded for the development of each contact-hour of lecture. Presenters do not earn credit for courses that have been developed by another individual. Multiple presenters are awarded credit based upon the portion of the lecture they develop. Each presentation can be used only once for credit. This total must not exceed 12 credits per biennium.

RACC: The Radiology Administration Certification Commission, 490-B Boston Post Road, Suite 200, Sudbury, MA 01776, phone: (978) 443-7591, website: www.crainfo.org.

Radiologic Technology: The health profession comprised of certified and registered technologists and radiation therapists who provide services for physicians, patients, and the public. This “umbrella” term encompasses the imaging and therapeutic modalities in medical radiology, including the radiologist assistant.

RCEEM and RCEEM + (Recognized Continuing Education Evaluation Mechanism): A mechanism for evaluating the content, quality, and integrity of an educational activity. The evaluation must include a review of educational objectives, content selection, faculty qualifications, and educational methods and materials. Among the requirements for qualification as a RCEEM, an organization must be national in scope, non-profit, radiology based, and willing to evaluate CE activities developed by any technologist within a given discipline. The organization must demonstrate the need for an additional RCEEM and supply evidence of sufficient experience and resources to provide for the valid and reliable evaluation of CE activities. The **RCEEM+** has all of the responsibilities of a RCEEM in addition to the evaluation and approval of radiologist extender level (R.R.A.) CE activities. The RCEEM+ is authorized to award both Categories A and A+ credit depending on the content level of the activity.

Organizations with current **RCEEM** status include:

- American College of Radiology*
- American Healthcare Radiology Administrators*
- American Institute of Ultrasound in Medicine*
- American Society of Nuclear Cardiology*
- ** *American Society of Radiologic Technologists*
- ** *Association of Vascular and Interventional Radiographers*
- Canadian Association of Medical Radiation Technologists*
- ** *Medical Dosimetrist Certification Board*

(continued on next page)

Continuing Education Requirements, continued

Radiological Society of North America
Society of Diagnostic Medical Sonography
Section for Magnetic Resonance Technologists
** Society of Nuclear Medicine and Molecular
Imaging-Technologist Section
Society for Vascular Ultrasound

** Identifies organizations with **RCEEM+** status.

Reinstatement: An individual who fails to renew certification and registration or fails to comply with the CE Requirements for renewal will be discontinued and is no longer certified and registered by the ARRT. In order to become certified and registered again, the individual must apply for reinstatement of registration and meet other requirements as described in the *ARRT Rules and Regulations*.

R.R.A.: ARRT awards the designation "Registered Radiologist Assistant" or "R.R.A." to radiologist extenders who meet and continue to meet certification and registration requirements as designated in the *ARRT Rules and Regulations*.

RSNA: Radiological Society of North America, 820 Jorie Boulevard, Oak Brook, IL 60523-2251, phone: (630) 571-2670 or (800) 381-6660 (US and Canada), website: www.rsna.org.

R.T.: ARRT awards the designation "Registered Technologist" or "R.T." to those who meet and continue to meet certification and registration requirements as designated in the *ARRT Rules and Regulations*.

SDMS: Society of Diagnostic Medical Sonography, 2745 Dallas Parkway, Ste 350, Plano TX, 75093-8730, phone: (214) 473-8057 or (800) 229-9506, website: www.sdms.org.

SLA: State Licensing Agency, the following states may designate the CE activities that are evaluated and approved by their state licensing agency as Category A credit (see *Section 12*):

Florida	Illinois	Iowa	Kentucky
Massachusetts	New Mexico	Oregon	Texas

SMRT: Section for Magnetic Resonance Technologists of the International Society for Magnetic Resonance in Medicine, 2030 Addison Street, 7th Floor, Berkeley, CA 94704, phone: (510) 841-1899, website: www.ismrm.org/smrt.

SNMMI-TS: Society of Nuclear Medicine and Molecular Imaging-Technologist Section, 1850 Samuel Morse Drive, Reston, VA 20190, phone: (703) 708-9000, website: www.snmmi.org.

Sponsor: The owner or authorized representative of the owner of the CE activity. The sponsor is an individual or an organization responsible for the content, quality, and integrity of the educational activity. A sponsor plans, organizes supports, endorses, subsidizes, and/or administers educational activities. (See *Section 16*.)

SVU: Society for Vascular Ultrasound, 4601 Presidents Drive, Suite 260, Lanham, MD 20706, phone: (301) 459-7550, website: www.svunet.org.

Tumor Boards: Sometimes referred to as chart rounds or cancer conferences, tumor boards are limited to 12 credits per biennium and must be RCEEM or SLA approved. Tumor boards are typically a general review of a specific tumor to include anatomy, physiology, pathology, symptoms, and treatment options. CE credit is not to be awarded for activities during which the treatment plan for a patient is discussed.

Appendix H

State Licensing Agencies

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

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 – Radiographer 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	850.488.0595	Florida Department of Health – Radiologic Technology Certification 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 1035 Outer Park Dr. Springfield, IL 62704
Indiana	317.233.7565	IDPH, Medical Radiology Services 2 North Meridian St., 4 Selig 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
Kentucky	502.782.5687	Kentucky Board of Medical Imaging & Radiation Therapy 42 Fountain Place Frankfort, KY 40601

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State Licensing Agencies, continued

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	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 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	DHHS Licensure Unit PO Box 94986 Lincoln, NE 68509
New Jersey	609.984.5890	New Jersey Dept. of Environmental Protection Bureau of X-ray Compliance PO Box 420, Mail Code 25-01 Trenton, NJ 08625
New Mexico	505.753.7256 ext. 1009	Medical Imaging and Radiation Therapy Program PO Box 5469 Santa Fe, NM 87502-5469
New York	518.402.7580	Bureau of Environmental Radiation Protection NY Dept. of Health Empire State Plaza, COrning Tower, 12th floor 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

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State Licensing Agencies, continued

Rhode Island	401.222.2837	Rhode Island Dept. of Health / Radiologic Health Program 3 Capitol Hill, Rm 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	Examination Processing Center <i>(for Limited Scope and Bone Densitometry Equipment Operator exams)</i> 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 Radiologic Technologist Program Dept. of State Health Services MS 1982, PO Box 149347 Austin, TX 78714
Utah	800.733.9267	PSI Exams LLC <i>(for Limited Scope and Bone Densitometry Equipment Operator exams)</i> 3210 E 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 89 Main St., 3rd floor 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	608.266.2112	Wisconsin Department of Safety and Professional Services 1400 Washington Ave PO Box 8935 Madison WI 53708
Wyoming	307.777.3628	Wyoming State Board of Radiologic Technologist Examiners Emerson Bldg., Rm. 104 2001 Capitol Ave Cheyenne, WY 82002

The American Registry of Radiologic Technologists®

1255 Northland Dr., St. Paul, MN 55120-1155 • Phone 651.687.0048 • www.arrt.org

For ARRT use only

RADIATION THERAPY

2015 APPLICATION for CERTIFICATION & REGISTRATION

Last Name

Name on application must be legal name and match name on two IDs presented at test center. See handbook for details.

First Name

Middle Initial/Name

Mailing Address

City

State/Prov **Zip/PC**

Birth date and social security number must be provided for purposes of positive identification.

Birth Date **Month** **Day** **Year** **Social Security Number (SSN)**
(US citizens only) **or** **No SSN** (Not a US citizen) **Male** **Female**

Have you previously submitted an application for ARRT certification in radiography, nuclear medicine technology, radiation therapy, sonography or magnetic resonance imaging, or a pre-application to determine eligibility?

No **Yes: If "Yes," provide your ARRT ID number and any previous names.**
ARRT ID Number, if known **Previous Name(s)**

Are you requesting testing accommodations (deviation from standard testing procedures) at the test center?

No **Yes: If "Yes," you must submit your request and supporting documents with this application. See handbook for details.**

Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court martial? **Yes** **No**

- You are required to report charges or convictions that were: plea of guilty, plea of no contest (nolo contendere), withheld/deferred adjudication, stayed, set aside, suspended, or pre-trial diversion.
- > DO NOT report juvenile convictions processed in juvenile court.
- > DO NOT report traffic citations unless they involved alcohol or drug use.
- If you answer "Yes," provide an explanation of the events and all documentation relevant to the matter.
- Offenses previously reported and formally cleared by the ARRT should be indicated as "No."

Have you had any professional license, permit, registration or certification denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT)? **Yes** **No**

- > DO NOT report continuing education (CE) probation.
- If you answer "Yes," provide an explanation of the events and all documentation relevant to the matter.
- Offenses previously reported and formally cleared by the ARRT should be indicated as "No."

Have you ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification requirements? **Yes** **No**

- If you answer "Yes," provide all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred.
- All applicants must read and sign the "Written Consent under FERPA" on the reverse side of this application.

Further information regarding these reporting requirements is available at www.arrt.org/handbooklinks or by calling ARRT at 651.687.0048, ext. 8580.

Print Legibly: Forms with smudged print will be returned as incomplete.

Complete Front and Back of Form: Failure to provide complete and accurate information in each of the white boxes or to include the correct fee will result in an incomplete application, which will be returned. Photocopies of the application will not be accepted.

Include Payment: Application fee is \$200 in US funds. Make check payable to ARRT. Fee is not refundable or transferable. (Payment of fee is not deductible as a charitable contribution, but may qualify as an employee business expense deduction on your personal tax return. For more information, call the IRS Service Center at 800.829.1040.)

For More Information: Refer to the Certification & Registration Handbook available at www.arrt.org/Handbooks or call ARRT at 651.687.0048, ext. 8560.

DO NOT WRITE IN SPACE BELOW. FOR OFFICE USE ONLY. Verified by: _____ Input by: _____ App received: _____ T

TWO FIELDS TO BE COMPLETED BY THE CANDIDATE (CANDIDATE MUST ALSO COMPLETE REVERSE SIDE)

AGREEMENT OF CANDIDATES: The terms and conditions set forth in the "Agreement of Candidates" available to me on page 2 of the Radiation Therapy Application for Certification & Registration packet are hereby incorporated in and made a part of this application by reference as fully as though the same were set forth in full in this place, and by signing below, I hereby consent to and agree to be legally bound in all respects by each and all of such terms and conditions

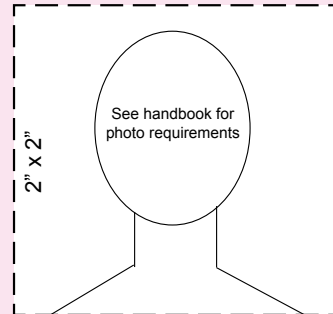
By signing this application, I acknowledge that I have read the Certification & Registration Handbook.

Attach photograph with clear tape, top and bottom. Do not staple.

Month	Day	Year	

Signature of Candidate (NOTE: Signature must match that on IDs used at test center.)

WRITTEN CONSENT UNDER FERPA: To allow ARRT to communicate freely and openly with my Educational Program Director, and to allow ARRT to obtain specific parts of my education records in order to verify whether I have ever been suspended, dismissed or expelled from an educational program that I attended in order to meet ARRT certification & registration requirements, I hereby waive in part the confidentiality of my education records under the *Family Educational Rights and Privacy Act*, 20 U.S.C. Section 1232g ("FERPA"), and consent to the release of any and all education records relating to my suspension, dismissal or expulsion to the ARRT for purposes of its review of my application for certification by ARRT. In the event my educational program requires a different written consent under FERPA, I will promptly execute same.



Passport-quality photograph as described in Certification & Registration Handbook under "Application Procedures."

Month	Day	Year	

Signature of Candidate (NOTE: Signature must match that on IDs used at test center.)

Candidate's completion of this side of application form ends here. Educational Program Director is to complete fields below this line.

FOUR FIELDS TO BE COMPLETED ONLY BY THE EDUCATIONAL PROGRAM DIRECTOR

ENDORSEMENTS: Endorsements below must be completed by the educational program director (and, if required, the authorized faculty member) after the photograph of the candidate is attached above.

1. This candidate (has/will have) successfully completed all didactic and clinical competency requirements of the approved educational program that is noted on this application; the candidate has also completed all course work and has demonstrated the competency requirements as identified in the Radiation Therapy Didactic and Clinical Competency Requirements document from the Certification & Registration Handbook in place at the time of program completion and, to the best of my knowledge, the candidate has provided accurate information and answers on the reverse side of this page.

2. Dates this candidate attended the educational program: Start

Month	Day	Year

 Completion

Month	Day	Year

3a. For programs that offer degree programs

Type of degree candidate (has/will have) upon completion of the program:

Associate Baccalaureate
 Masters Doctoral

Date the degree (was/will be) awarded:

Month	Day	Year

3b. For programs that do not offer degrees OR for programs that accept degrees from other institutions

Type of degree candidate (has/will have) from another institution:

Associate Baccalaureate
 Masters Doctoral

Date the degree

(was/will be) awarded:

Month	Day	Year

Full name of institution awarding the degree:

3c. For programs that accept international degrees

If the candidate's degree was awarded outside the U.S., provide the name of ARRT-recognized credential evaluation service that evaluated the degree/coursework and indicated that the candidate has a U.S. associate (or higher) degree equivalent:

4. **SIGNATURE(S):** I attest that all the information provided on this application is accurate and that the photograph attached hereto is the person identified on this application.

Signature of educational program director — NO STAMPED SIGNATURES

Signature of authorized faculty member (if required) — NO STAMPED SIGNATURES

Month	Day	Year

Month	Day	Year

Institution

For Office Use Only



Check 'Applying for Certification' video

The "Applying for Certification" video at www.arrt.org/videos could help answer additional questions you may have.

Appendix J, Part 1

Before You Apply: Checklist

You are responsible for providing complete and accurate information. Review the following before you fill in your application and send it to ARRT.

The application is available from your program director.

- Ensure that the name on the IDs you will present at the test center matches your legal name on your application. Questions? See pages 10 and 18.
- Use a valid address, 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 mail correspondence.
- Will you require testing accommodations at the test center? If so, you must submit required documentation along with this application. See page 12 for details.
- Pay particular attention to the "Have you..." questions. If you have any questions, see the "Ethics" section on page 6, or call ARRT at 651.687.0048, ext. 8580.
- If you've ever applied for ARRT certification before, be sure to provide your ARRT ID number and any previous name under which you may have applied or held certification.
- Be sure to read the small type very carefully, because it has big consequences for you. The "Agreement of Candidates" — attached to the application packet — is a legally binding document. Every candidate must also read and sign the "Written Consent Under FERPA."
- You must sign and date the application in the boxes below the agreements with your legal name, indicating that you have read and will abide by the terms of the agreements.
- The endorsements must be completed by your educational program director and, if required, by an authorized faculty member.
- The dates must indicate the date the program director and, if required, authorized faculty member signed — it should *not* be a future date or the date they project you completing the program.

After both sides of the form are completed, your last step is to:

- Mail your application and fee using the envelope provided with your application.

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

TIP Check 'What to Expect on Exam Day' Video

The "What to Expect on Exam Day" video at www.arrrt.org/videos could help answer additional questions you may have.

Appendix J, Part 2

After You Apply: Checklist

Here's what happens after you've sent your application and before you become certified and registered by ARRT. Refer to this handbook throughout the process — particularly this checklist so you can monitor your progress.

Scheduling your appointment...

- ARRT will send you a Candidate Status Report (CSR) within four weeks of having received your application. If four weeks have passed and you haven't received your CSR, call ARRT at 651.687.0048, ext. 8560.
- Before scheduling an appointment, review the CSR for accuracy. Call 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 14-15.
- To schedule an exam date and time, follow the instructions on the back of your CSR. For details, refer to page 15 in this handbook under "Scheduling Your Appointment."
- If you have to cancel or reschedule an appointment, follow the procedures detailed on page 16.

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 the "Acceptable Forms of ID" section on page 18.
- You will have two minutes to accept the Non-Disclosure Agreement before taking the exam. See details on page 21.
- A preliminary scaled score is displayed on the computer screen at the end of the review section of the exam. Once you exit the screen, this score cannot be reproduced, and printed copies are not available.

Following the exam...

- If you wish to appeal your exam administration, fax a completed Appeal of Exam Administration Procedures form, available at www.arrrt.org/handbooklinks, to ARRT within two days of exam administration date, as detailed on page 22.
- Wait for your exam results to arrive by mail or by checking the website as detailed under "Score Reporting" on page 23. Don't call the ARRT office until three weeks have passed.