



INSTRUCTIONS

Often, Registered Technologists wish to align their ARRT CE biennia with the timing of state licensing CE reporting. You may use this form to request a change in the years of your biennium once. You must make your request during the first year of your biennium, and once we make the change, you can't request another change.

Once approved, the beginning and ending years of your biennium will advance by one year. For example, if your biennium begins in 2018 and ends in 2020, the years will change to 2019 and 2021, respectively. Because we base CE biennium dates on your birth month, we can't change the month or day your CE biennium begins or ends.

- (1) Complete the form on Side 2, printing legibly. We'll return forms that are illegible or incomplete.
- (2) Submit copies of certificates for 12 Category A or A+ credits with your form. You must have completed the credits within the first year of your CE biennium.
- (3) Mail the form and certificate copies to: ARRT, Continuing Registration Department, 1255 Northland Drive, St. Paul, MN 55120-1155.
- (4) Make sure your request is postmarked by the U.S. Postal Service no later than the last day of your birth month in the first year of your CE biennium.
- (5) Questions? Contact our Continuing Registration Department at 651.687.0048, ext. 8540.

