



The following provides details on the documentation required for an ethics review. The information must be mailed to ARRT, Ethics Requirements Department, 1255 Northland Drive, St. Paul, MN 55120. **ARRT does not accept reporting of ethics violations via email.**

If you are reporting a violation with your online renewal or post primary application, all documentation must be received **within 30 days** of the application submission.

Disclosure to state licensing agencies does not constitute disclosure to ARRT.

If you have any questions, please contact the Ethics Requirements Department at 651.687.0048, ext. 8580.

<p>You have answered "Yes" to:</p>	<p>Have you ever been charged with or convicted in court of a <u>misdemeanor</u> or <u>felony</u> (including conviction of a similar offense in a <u>military court-martial</u>)?</p> <p>You are required to report:</p> <ul style="list-style-type: none">• Charges or convictions, including those that that were stayed, withheld/deferred, set aside, or suspended.• Any plea of guilty, Alford plea, or plea of no contest (nolo contendere).• Court supervision, probation, or pre-trial diversion.• Traffic violations charged as a misdemeanor or felony.• Traffic violations that involved drugs or alcohol.
<p>The <u>required</u> information for an ethics review is:</p>	<ol style="list-style-type: none">1. Personal explanation of the events that led to each charge or conviction.2. Official court documents* to confirm:<ul style="list-style-type: none">• The charges filed (misdemeanor, felony, or military court-martial) to include the date and jurisdiction in which the situation occurred;• The final judgment (guilty, no contest [nolo contendere], withheld or deferred adjudication, stayed sentence, set-aside sentence, suspended sentence or pre-trial diversion);• The sentencing requirements (parole, probation, fines); and• The status of the conditions of the court (e.g., completed, case closed, dismissed). <p>Continue on next page</p>

<p>The <u>required</u> information for an ethics review is (continued):</p>	<ol style="list-style-type: none"> 3. Official documentation of probation or parole to include a current update from your probation or parole office, including the estimated probation or parole completion date. This must be an official document from the probation office and include contact information. 4. Official documentation of completion of court requirements. 5. Official documentation of any mental health or substance abuse counseling or treatment, if applicable.
<p>Exceptions that do not need to be reported are:</p>	<ul style="list-style-type: none"> • Juvenile offenses and convictions processed in juvenile court. • Speeding and parking tickets that did not rise to the level of a misdemeanor or felony and did NOT involve drugs or alcohol. • Charges that were dismissed if there were no court conditions required. • Sealed or expunged cases (If you don't have court documents that prove your charges/convictions were actually sealed or expunged, you must report the violation). • Offenses previously reported to ARRT and for which ARRT has sent you correspondence. <p>Reminder: You must report YES for all traffic violations that involved drugs and/or alcohol.</p>

* Documents may usually be obtained by request from the court in the jurisdiction in which the charge or conviction occurred. Send copies, not originals.