



## INSTRUCTIONS

Do you think you might have to disclose an ethics violation? If so, The Ethics Review Preapplication lets you do so in advance—instead of on your Application for Certification and Registration, after you've completed an ARRT-recognized educational program.

### WHEN NOT TO USE THIS FORM

*Don't use this form if either of the following apply to you:*

- You're within six months of graduation from an ARRT-recognized educational program. (If this describes you, submit the information identified in this packet with your Application for Certification and Registration instead. The application is available from your program director.)
- You answer no to all three questions in the section below.

### WHEN TO USE THIS FORM

*Use this form if both of the following apply to you:*

- You aren't enrolled in an ARRT-recognized educational program, or you're at least six months away from graduation in such a program
- You answer yes to one or more of the following three questions:

**(1) Have you ever been convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?**

Indicate "Yes" for:

- Charges or convictions, including those 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

Indicate "No" for:

- 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 and formally cleared by ARRT.

**Reminder:** You must report YES for all traffic violations that involved drugs and/or alcohol.



**(2) Has a regulatory authority or certification board—other than ARRT—ever:**

- Denied, revoked, or suspended your professional license, permit, registration, or certification; or
- Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order; or
- Allowed voluntary surrender of your professional license, permit, registration, or certification; or
- Subjected you to any conditions or disciplinary actions by such an organization?

Indicate “No”:

- If you have no offenses
- If your only offense is ARRT Continuing Education (CE) probation
- For offenses previously reported to and formally cleared by ARRT

**(3) While attending an educational program to meet ARRT certification and registration requirements, were you ever suspended, dismissed, or expelled from that program?**

Indicate “No” if previously reported to and formally cleared by ARRT

By answering this question, whether “No” or “Yes,” you’ll:

- Agree to Written Consent under the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g (“FERPA”), which allows ARRT to:
  - Communicate freely and openly with your Educational Program Director
  - Obtain specific parts of your education records in order to verify whether you have ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements
- Waive, in part, the confidentiality of your education records under “FERPA”
- Consent to the release of any and all education records relating to your suspension, dismissal or expulsion to ARRT for purposes of its review of your application for certification and registration by ARRT.
- Agree to promptly execute any additional written consents under “FERPA” if your educational program has a different requirement

## SUBMIT THE FOLLOWING DOCUMENTATION WITH THIS FORM

*If any of the documents you’re submitting don’t match the name on your Ethics Review Preapplication, submit evidence of the name change (e.g., copy of marriage certificate or court order showing name change).*

### For Criminal Violations:

- Explanation of the events that led to each charge or conviction.
- Copies (not originals) of official court documents\* to confirm each of the following:
  - Nature of charges filed (misdemeanor, felony, or military court-martial)
  - Date on and jurisdiction in which the charges were filed
  - Final judgment, if applicable (guilty, Alford plea, nolo contendere [no contest], withheld or deferred adjudication, suspended or stayed sentence, set aside, or pretrial diversion)
  - Sentencing requirements (parole, probation, fines)
  - Status of the conditions of the court (e.g., completed, case closed, dismissed)

*\*You usually can obtain such documents by request at the courthouse in the jurisdiction in which the charge or conviction occurred.*



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- If you're on probation or parole, send a current update from your probation or parole officer, including the estimated date that your probation or parole will end. Your probation or parole officer must print or type the update on official stationery; include the telephone number of the probation or parole office; and mail it directly from the probation or parole office to ARRT at 1255 Northland Drive, St. Paul, MN 55120-1155.
- If you've completed the requirements of the court, including probation or parole, we need proof that you've done so. Send us a copy of the official court release documents or the release letter on official court stationery.
- Documentation of your completion of any court-ordered remedial programs and community service (if applicable).
- Written status of any counseling or treatment (if applicable), and/or documentation of completion, required as a result of your charge or conviction.
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

### **For Regulatory Authority or Certification Board Violations:**

- Provide your explanation of the events that led to the violation.
- Submit a copy of official documentation of any agreement or disciplinary action another state or federal regulatory authority or certification board has taken.
- Provide a copy of your state license (if applicable).
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

### **For Honor Code Violations:**

- Provide your explanation of the events that led to the suspension, dismissal, or expulsion.
- Send a copy of all correspondence between you and your educational program regarding the incident and any disciplinary action taken.
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

## **IMPORTANT NOTES AND ACKNOWLEDGEMENTS**

- (1) The Ethics Review applies only to violations specified in the Ethics Review Preapplication. It doesn't apply to any violations you don't report or to violations that occur after you submit the Ethics Review Preapplication.
- (2) Submitting the Ethics Review Preapplication doesn't take the place of completing any other ARRT eligibility and application requirements. You still must submit an Application for Certification and Registration when you graduate.

## **CHECKLIST**

Before submitting this preapplication, be sure to complete these four steps:

- Fill out the Ethics Review Preapplication form on the next page.
- Sign the agreement—found at the end of this document—in the presence of a notary.
- Enclose all required documentation (see previous pages).
- Enclose the \$100 Ethics Review fee, payable to ARRT by personal check or money order.
- Send items noted above, the signed/notarized agreement and completed preapplication form to:  
ARRT, 1255 Northland Dr., St. Paul, MN 55120

**If you submit an incomplete Ethics Review Preapplication, or you don't include all required documentation, we will return it.**

For ARRT use only



# ETHICS REVIEW PREAPPLICATION

**NOTE: If you are within six months of your graduation, do not use this form.**

**Read the instructions carefully. Incomplete forms and submissions without appropriate documentation will be returned.**

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

Last Name

First Name

Middle Name or Initial

Street Address 1

Street Address 2

City  State/Prov  Zip/PC

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

Birthdate    -  -   or  Male  Female   
MO DA YR U.S. Social Security Number No SSN (US citizens only) (Not a US Citizen)

**Have you applied for or are you currently enrolled in a radiologic technology program? If you are within six months of your graduation, do not use this form.**

No  Yes  If "yes," what is the projected date for completion of your educational program?     
MO DA YR

**Have you previously submitted an application for ARRT Certification and Registration to radiography, nuclear medicine technology, radiation therapy, sonography or magnetic resonance imaging, or an Ethics Review Preapplication?**

No  Yes  If "yes," provide your ARRT number and any previous names. ARRT ID Number   
Previous Name

**Review and Sign the Ethics Review Preapplication Agreement on the Next Page**

