



THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

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Article 1. Purpose of Continuing Qualifications Requirements (CQR)

Section 1.1 Statement of Purpose. The Continuing Qualifications Requirements assist Registered Technologists (R.T.s) and Registered Radiologist Assistants (R.R.A.s)¹ document their continued qualifications in the categories of certification and registration held.

Article 2. Time-Limited Credentials

Section 2.1 10-Year Period. All credentials subject to CQR are awarded for a maximum of a 10-year period. The 10-year CQR period for a discipline begins the first day of the individual's next birth month after the certification and registration is awarded and ends on the last day of the month preceding the birth month 10 years later. Once the 10-year period is established for a discipline it remains permanently anchored to that date for that discipline and is not re-set if certification and registration in the discipline is discontinued and later reinstated.

Section 2.2 Credentials Awarded Prior to January 1, 2011. Credentials awarded prior to January 1, 2011 are not subject to CQR except: (A) if such certification and registration is revoked and is reinstated on or after January 1, 2011 and in such cases, the certification and registration will be subject to CQR; or (B) the R.T. decides to voluntarily comply with the CQR (see Article 6); or (C) the credential is the R.R.A. (see Section 2.4).

Section 2.3 Credentials Awarded Since January 1, 2011. Certifications and registrations awarded on or after January 1, 2011 are subject to CQR. Any certification and registration programs introduced in the future will be subject to CQR unless expressly stated otherwise in this document.

Section 2.4 Registered Radiologist Assistant Credentials. All radiologist assistant credentials are subject to CQR regardless of when they were earned.

Section 2.5 Exceptions. Credentials in disciplines that are no longer being issued by ARRT will not be subject to CQR.

Individuals who obtained certification and registration in Quality Management (QM) since January 1, 2011 will not be required to satisfy CQR for QM nor will those who earned the QM credential before January 1, 2011 be allowed to voluntarily participate in CQR for QM.

Individuals who earned the CV credential will not be allowed to voluntarily participate in CQR for CV.

1. All R.R.A.s are also R.T.s so for purposes of this document, R.R.A.s will only be referenced in those sections that apply uniquely to R.R.A.s.

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Section 2.6 Multiple Credentials. If certification and registration is held in multiple disciplines, CQR must be completed for each one earned on or after January 1, 2011. Each credential will have a separate 10-year period.

Section 2.7 Annual Renewal of Certification and Registration. All requirements for annual renewal of certification and registration will remain in effect during the 10-year period.

Section 2.8 Biennial CE. All requirements for biennial CE will remain in effect during the 10-year period.

Article 3. Compliance Period

Section 3.1 CQR Compliance Period. The CQR Compliance Period for a discipline is the last three years of the 10-year period as assigned upon being initially awarded certification and registration for that discipline and for each subsequent 10-year period. The CQR Compliance Period begins on the first day of the birth month at the beginning of the eighth year of the 10-year period and ends on the last day of the month preceding the birth month three years later. Continuing Qualifications Requirements compliance must be documented prior to the end of the 10-year period to be eligible to continue certification and registration in the discipline for an additional 10-year period.

Article 4. Compliance Components

Section 4.1 CQR Participant Agreement. CQR participants must sign and abide by the agreement as reproduced in Article 9 of this document.

Section 4.2 CQR Disclaimer. CQR participants must sign and abide by the CQR Disclaimer as reproduced in Article 10 of this document.

Section 4.3 Professional Profile. The Professional Profile assists in gaining an awareness of the clinical expectations for newly certified and registered professionals in a given discipline and to provide opportunities to learn more about those clinical procedures not in the R.T.'s current practice. The subcomponents of the Professional Profile include a Reflective Exercise, a Profile Summary, and Clinical Refreshers.

The clinical activities in the profile are identified from the practice analysis. CQR participants indicate how often they have performed the various clinical activities during the last two years by completing a brief online survey. The exercise encourages participants to reflect on their current practice as well as become aware of the types of clinical activities that

entry-level professionals in the same discipline are performing.

The profile summary provides a graphical representation of a participant's responses to the reflective exercise, allowing participants to evaluate the depth and breadth of their own practices relative to that of other R.T.s practicing in that discipline.

The clinical refreshers are short educational activities intended to remind participants about the basics of conducting a given clinical procedure. The refreshers are not meant to be comprehensive training resources. The refreshers are also not necessarily intended to meet the requirements ARRT has for Continuing Education (CE). Completion of the suggested refreshers is voluntary.

Section 4.4 Structured Self-Assessment (SSA). The Structured Self-Assessment assists individuals to identify gaps in the knowledge underlying the intelligent performance of the tasks typically required for practice within the discipline of certification and registration held and help direct their professional development efforts. The ARRT's SSA Content Outline for the discipline defines the body of knowledge that must be mastered and maintained to meet ARRT's definition of what it means to be qualified.

Section 4.5 Results Report. Performance on the SSA is reported as standards met. The SSA may not be repeated. Content areas in which the standard was not met indicate the number of CE credits that must be completed to satisfy CQR.

Section 4.6 Education for CQR. Educational activities assist individuals in addressing gaps in the knowledge that underlies the intelligent performance of the tasks typically required for practice within the disciplines of certification and registration held. Educational activities must meet the same quality standards as ARRT's biennial CE requirements. CE identified in the results report must be completed by the end of the CQR Compliance Period.

Section 4.7 CE Completed for CQR. CE credits used for CQR compliance must have an assigned credit distribution at the time of reporting. A list of CE activities is available for participants to choose from, however, if an activity is not on the list, and the participant wishes to use it for compliance, ARRT must first review the activity to determine if it is appropriate to meet the individual's CE needs.

Article 5. Non-Compliance with CQR

Section 5.1 Loss of Certification and Registration. If CQR is not completed by the end of the CQR Compliance Period the individual's certification and registration will be discontinued in that discipline.

Section 5.2 Year 11. Individuals who have a discontinued discipline for failing to comply with CQR may complete the components of CQR by the end of the 11th year to meet CQR and become eligible for reinstatement. CE required for CQR must be reported before the end of the 11th year. Once the individual documents completion of all requirements the individual must follow existing reinstatement procedures and pay applicable fees to regain certification and registration in the CQR discipline.

Section 5.3 Beyond Year 11. Individuals who have not completed CQR, including reporting any CE required for CQR by the end of the 11th year, must reinstate to regain certification and registration. Completion of CQR is not required at this point. If the individual fails to comply with CQR in a discipline that supports another discipline, this discipline will also be discontinued at the end of the 10th year. To regain certification and registration in a discipline, existing reinstatement procedures as noted in the *ARRT Rules and Regulations* will apply.

Successful completion of the reinstatement process does not change the CQR 10-year period established when certification and registration was earned (see Section 2.1).

Article 6. Voluntary CQR Compliance

Section 6.1 Credentials Earned Before 2011. Individuals earning certification and registration prior to January 1, 2011 may participate in CQR. These individuals will be referred to as voluntary participants in CQR.

Section 6.2 Voluntary Participation Agreement. Voluntary participants must complete and sign an agreement which notifies ARRT of their intent.

Section 6.3 Compliance Period. Voluntary participants will start their Three-Year Compliance Period the first day of their next birth month following receipt by ARRT of the voluntary participation agreement. That is, the first 10-year period will be abbreviated by starting at the beginning of the eighth year.

Section 6.4 Eligibility for Voluntary Participation. Voluntary participants must be currently certified and registered in the discipline in which they intend to pursue CQR at the time the voluntary participant agreement is signed.

Section 6.5 Irreversibility. Voluntary participants, once they have signed an agreement to voluntarily participate in CQR, will be subject to CQR permanently and must complete the CQR process the same as those who earned certification and registration on or after January 1, 2011. Once the initial Three-Year Compliance Period ends, a new 10-year CQR period will be assigned.

Section 6.6 Discipline Selection. Voluntary participants may participate in CQR by discipline since CQR is specific to disciplines and not to the person. For example, an individual certified and registered in radiography in 2008 and radiation therapy in 2010 may choose to participate in CQR for radiation therapy but decline to voluntarily participate for radiography.

Section 6.7 Non-Compliance. Voluntary participants who do not complete CQR are held to the same non-compliance policies as other CQR participants (See Article 5).

Section 6.8 ARCRT. Individuals originally certified in radiography through ARCRT are allowed to voluntarily participate in CQR for radiography even though they were not originally certified and registered by ARRT in radiography. Participation in CQR does not result in ARRT certification and registration for those who are registered by ARRT by virtue of their ARCRT certification. Their certificate will continue to state that they were originally certified through ARCRT.

Article 7. Fees

Section 7.1 CQR Online Tools. Generally, individuals participating in CQR will not be charged fees for access to the CQR tools provided by ARRT. Exceptions are addressed in this Article.

Section 7.2 SSA Fees. The SSA is provided at no cost to the R.T. provided that the individual is able to comply and complies with certain parameters for the SSA administration. Participants schedule their SSA directly with ARRT's administration vendor. A rescheduling fee may be required through the vendor. If the participant does not attend an appointment, does not agree to the nondisclosure statement, or has an issue with the vendor that prevents the participant from taking the assessment a fee is required to re-administer the SSA.

Section 7.3 Review Fee. Individuals may request a review of the SSA results by sending a written request, by letter, detailing the specific reason an error is suspected. Requests must be postmarked within 14 days of the results report having been posted to ARRT's website and must be accompanied by a \$25 fee. ARRT will review the responses to each question, compare those responses to the answer key, and recalculate the results. ARRT will inform the participant of the results within 30 days of receiving the written request.

The participant will be notified of the results and if needed the CE identified on the results report will be adjusted. If the request is received at the end of the three-year compliance period and the individual has not met CQR the individual's certification and registration will be discontinued. The participant will be notified of the results and if needed certification and registration will be reinstated or the CE identified on the results report will be adjusted.

Section 7.4 CE Fees. Participation in CE activities to comply with CQR are subject to fees from CE providers the same as if the activities were completed for any other purpose.

Article 8. Violating Assessment Protocols

- If a participant violates assessment protocol, the administration vendor will provide ARRT with a report identifying the participant and incident. ARRT will investigate the incident to determine whether disciplinary action is required. Types of protocol violations include prohibited behaviors during the assessment such as accessing cell phones or lockers, using notes, etc. Participants identified on the incident report will receive notification from the ARRT stating that their assessment is under investigation resulting from an incident, that their "Online" account will indicate their assessment results are under investigation, and that they will not be able to obtain their SSA results report until the investigation is completed.
- In the event the ARRT investigation determines a participant violated an assessment protocol, the ARRT will notify the participant that the participant's results will be cancelled and the participant will be required to complete the total CE identified on the results report to remain certified and registered.
- In the event the ARRT investigation determines a participant violated an assessment protocol and the violation

requires an Ethics review, and where the Ethics review requires disciplinary action, the participant will be notified that their results will be cancelled and the participant may be subject to additional remedies beyond completing the total CE identified on the results report to remain certified and registered up to being revoked.

- If a participant completes CE for CQR compliance during an ARRT investigation requiring an Ethics review and the participant's credentials are revoked, the completed CE will not be recognized.
- In the event the ARRT investigation determines a participant did not violate an assessment protocol, the participant will be notified by the ARRT.
- If a participant believes that their assessment was administered in a manner that substantially deviated from normal procedures, the participant may request a review by submitting a completed Appeal of Exam/Assessment Administration form within two days of the administration.

Article 9. CQR Structured Self-Assessment Agreement of Participants

"I understand and agree that:

- ARRT will provide certain personally identifiable information such as my name and address to its administration vendor for the sole purpose of arranging to administer and administering the CQR Structured Self-Assessment (SSA) and for reporting the SSA results back to ARRT."

"I also understand and agree that:

- the SSA and related materials utilized in the SSA are copyrighted as the sole property of the ARRT and must not be removed from the SSA administration 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 below."

"I also understand and agree that:

- disclosing SSA information using language that is substantially similar to that used in questions and/or answers from an ARRT SSA when such information is gained as a direct result of having been a CQR participant or having communicated with an ARRT CQR participant (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 ARRT SSAs); and/or
- receiving SSA information that uses language that is substantially similar to that used in questions and/or answers on the ARRT SSAs from an SSA participant, whether requested or not; and/or
- copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of SSA materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of the ARRT or using professional, paid, or any other individual for the purpose of reconstructing any portion of SSA materials; and/or
- using or purporting to use any portion of SSA materials that were obtained improperly or without authorization for the purpose of instructing or preparing any participant for the SSAs;

- selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of ARRT's SSA materials without authorization; and/or
- removing or attempting to remove SSA materials from an SSA administration session, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered SSA 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 SSA; and/or
- communicating with another individual during administration of the SSA for the purpose of giving or receiving help in answering SSA questions, copying another SSA participant's answers, permitting another SSA participant to copy one's answers, or possessing unauthorized materials including, but not limited to notes; and/or
- impersonating an SSA participant or permitting an impersonator to take or attempt to take the SSA on one's own behalf; and/or
- using any other means that potentially alters the results of the SSA such that the results may not accurately represent the professional knowledge base of an SSA participant;

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

- bar me permanently from all future SSAs; and/or
- terminate my participation in the SSA; and/or
- invalidate the results of my SSA and/or any prior SSAs; and/or
- withhold my SSA results; and/or
- revoke or suspend my certification and registration; and/or
- deny or reject my application for renewal of registration of a certificate or otherwise refuse to renew the 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:

- each CQR SSA will be supervised by persons who are responsible to and are empowered by the ARRT to ensure that the SSA is conducted ethically and in accordance with the ARRT Rules and Regulations; and
- the ARRT may withhold my SSA results and may require me to retake one or more portions of the SSA if the ARRT is presented with evidence demonstrating to the ARRT, in its sole discretion, that the security of those portions of the SSA has been compromised, notwithstanding the absence of any evidence of my personal involvement in the compromising activities; and
- the decision as to whether my results and other performances on the ARRT's SSA qualify me to remain certified and registered rests solely and exclusively in the ARRT;

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

"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 that they, or any of them, take or fail to take as a result of or in connection with this agreement, any SSA conducted by the ARRT which I take, the results given me on the SSA, and, if applicable, the failure of the ARRT to issue to me evidence of such continuing certification and registration or to renew the registration of a certificate previously issued to me, the ARRT's revocation of any certificate previously issued to me, or the ARRT's notification of legitimately interested persons of such actions taken by the ARRT. This release does not purport to and does not release the ARRT for any actions arising out of willful, wanton, or intentional misconduct."

"I understand and agree that in the event of my breach of or default in any provision of this CQR Participant Agreement in any respect whatsoever, the ARRT shall have the right, in its absolute discretion, to revoke or suspend any certificate issued to me, refuse to issue to me any evidence of such certification and registration, or renewal of the 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 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). 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."

Article 10. CQR Disclaimer

"I acknowledge that participating in the CQR process, whether or not I successfully complete the requirements, does not imply and cannot be used to claim ARRT certification and registration should I not currently be ARRT certified and registered, or should my ARRT certification and registration be discontinued after the time I begin or complete the CQR process. Only individuals in compliance with all requirements as designated by ARRT may claim to be ARRT certified and registered. The ARRT provides verification of credentials through its website at www.arrt.org and considers the website to be the primary source of verification of ARRT certification and registration status. I understand and agree that purporting to be ARRT certified and/or registered when this is not the case may subject me to ethics sanctions by ARRT and/or legal action."