Our Mission

ARRT’s mission is to promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy. Learn more about us by visiting our website at arrt.org.

Notice of Nondiscrimination

ARRT doesn’t discriminate against candidates for certification and registration on the basis of their race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

NCCA Accreditation

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

For more information on ICE/NCCA and its accreditation programs, visit www.credentialingexcellence.org.
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SECTION 1

Establishing Your Eligibility

ARRT offers two eligibility pathways toward earning one of our credentials: primary and postprimary. You can earn some credentials using either pathway. This handbook discusses the primary pathway.

PRIMARY PATHWAY

- Radiography
- Nuclear Medicine Technology
- Radiation Therapy
- Magnetic Resonance Imaging
- Sonography
Establishing Your Eligibility

Which Pathway?

If you’re earning your first ARRT credential, you’ll probably use the primary pathway. It requires, among other things, that you complete an educational program relevant to the ARRT credential that you wish to pursue. If you use the primary pathway, you can work toward an ARRT credential in:

- Radiography
- Nuclear Medicine Technology
- Radiation Therapy
- MRI*
- Sonography*

* You also can pursue an ARRT credential in Sonography and MRI using the postprimary pathway.

If you already have an ARRT credential—or if, in some cases, you’ve earned a credential from another organization—you can pursue ARRT credentials using the postprimary pathway. To learn more about the postprimary pathway, review our Postprimary Discipline Handbook. To pursue an ARRT credential as a radiologist assistant, review our Registered Radiologist Assistant Handbook.

Once you earn a credential, you may call yourself a Registered Technologist (R.T.)—as long as you continue to meet our ongoing requirements (see Page 57).

### THREE STEPS TO AN ARRT CREDENTIAL

To be eligible for ARRT certification and registration, you must meet requirements in:

1. Education (Page 6)
2. Ethics (Page 8)
3. Examination (Page 14)
Establishing Your Eligibility

SECTION 1

Education Requirements

You must meet the following educational requirements before you can apply for an ARRT credential using the primary pathway.

COMPLETE YOUR EDUCATION

If you’re using the primary pathway, you must:

- Complete an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes.
- You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.
- To verify the accreditation status of an educational institution, consult the appropriate accrediting agency’s website.
- Complete an ARRT-recognized educational program in the discipline you’re pursuing: Radiography, Nuclear Medicine Technology, Radiation Therapy, MRI, or Sonography.
- To verify the accreditation status of an educational program, consult the appropriate accrediting agency’s website.

DEMONSTRATE DIDACTIC AND CLINICAL COMPETENCIES

As part of your educational program, you must demonstrate competency in your formal classroom education (didactic coursework), your program’s clinical requirements, and ARRT’s list of clinical procedures.

Once you satisfy those requirements, complete your application for ARRT certification and registration (see Page 16). Then ask your program director—and, if applicable, an authorized faculty member—to sign your application. Your program director can tell you if a faculty member needs to sign.
MEET YOUR DEADLINES

Once you complete an educational program, you have **three years** to establish eligibility to apply for ARRT certification and registration.

If you don’t establish eligibility within three years, you must requalify before you can apply to ARRT. That means you’ll need to complete the same or a different educational program in the discipline (see Page 24).

Once you establish eligibility and apply, you’ll have three more years—and three attempts—to pass the ARRT exam.

FIVE STEPS TO ESTABLISHING ELIGIBILITY

Complete these five steps to become eligible to apply for ARRT certification and registration:

1. Complete your educational program.
2. Earn an associate degree or higher (if you don’t already have one).
3. Obtain the primary pathway application form from your educational program director, then submit it and your application fee to ARRT.
4. Undergo an ethics review, if necessary. (See next section for more information.)
5. Receive a Candidate Status Report from ARRT, which will include your assigned examination window.
Establishing Your Eligibility

Ethics Requirements

ARRT enforces high standards of ethics and professional conduct both among R.T.s and among candidates for ARRT credentials. We created these rules to help protect the safety of all patients.

WHO HAS TO FOLLOW ARRT’S RULES OF ETHICS?

Applicants and R.T.s do. Once you apply for certification and registration with ARRT, you must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. You must notify us of any ethics violations within 30 days of their occurrence, and you must tell us of any ethics violations that took place before you applied with ARRT. See the next section for more information.

In addition, you must report applicants or R.T.s who don’t comply. Applicants who don’t follow these rules might become ineligible for certification and registration with ARRT. R.T.s who don’t follow these rules might receive sanctions up to and including revocation of their ARRT credentials.

WHAT VIOLATES ARRT’S RULES OF ETHICS?

Several types of misconduct, charges, and convictions violate our Rules of Ethics. They include, but aren’t limited to:

- Felony or misdemeanor charges or convictions (not including speeding tickets or parking violations unrelated to drugs or alcohol)
- Charges or convictions concerning traffic violations related to drugs or alcohol
- Convictions in a military court-martial
- Violations of state or federal narcotics or controlled substance laws, even if you aren’t charged or convicted
- Disciplinary actions concerning a professional license, permit, registration, or certification
- Violations of an educational honor code at an institution you attended to meet ARRT certification and registration requirements

You don’t have to report any offenses that you committed as a juvenile and that were adjudicated through the juvenile court system.
SECTION I

Establishing Your Eligibility

TELL US ABOUT POTENTIAL VIOLATIONS

If you do—or did—something that might have violated our Rules of Ethics, follow these steps:

<table>
<thead>
<tr>
<th>YOUR STATUS</th>
<th>WHAT TO DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>I haven’t yet applied for certification and registration with ARRT, and I will complete my educational program within six months.</td>
<td>• Report the potential violation when you apply for certification and registration.</td>
</tr>
</tbody>
</table>
| I haven’t yet applied for certification and registration with ARRT, and I will complete my educational program more than six months from now. | • Consider asking for an Ethics Review Preapplication (see Page 10).  
• Otherwise report the potential violation when you apply for certification and registration. |
| I have applied for certification and registration with ARRT, but I haven’t yet passed the exam. | • Report the potential violation within 30 days of its occurrence. |
| I am an R.T. | • Report the potential violation within 30 days of its occurrence.  
• Or report it at your annual renewal, whichever comes first. |

Keep in Mind

It’s much better to report an issue than to try to hide it. If you don’t disclose a violation, but we learn about it, you’ll be subject to ARRT sanctions for not reporting the issue—even if that issue alone wouldn’t have led to a sanction.
DETERMINE YOUR ELIGIBILITY IN ADVANCE

If you're concerned about whether something in your past will affect your eligibility for certification and registration, consider asking for an Ethics Review Preapplication.

Using the Ethics Review Preapplication, you can request an ethics review before you start your educational program or anytime until six months before you graduate from it. If you request the review more than six months before you graduate, you'll pay a $100 fee.

If you'll graduate from your program within six months, don't use the Ethics Review Preapplication. Report potential ethics violations on your Application for Certification and Registration instead.

Our Ethics Committee will review your submission and might begin an in-depth investigation. If the committee determines that you've committed an ethics violation—and that it warrants a sanction—you might be ineligible to apply with ARRT for a set time. Keep in mind, though, that most people who report potential problems aren't deemed ineligible. And most R.T.s don't have their credentials revoked.

ARRT investigated nearly 2,000 ethics violations in 2016, and only 36 cases (2 percent) resulted in revocation.
**Establishing Your Eligibility**

**WHICH PATHWAY?**

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<td>EXAMINATION REQUIREMENTS</td>
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**SECTION 1**

**HOW TO REPORT VIOLATIONS**

When you fill out our Application for Certification and Registration, we’ll ask three questions. How you answer will determine your next steps.

**ETHICS QUESTION 1: CRIMINAL VIOLATIONS REPORTING**

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER NO</th>
<th>ANSWER YES</th>
<th>WHAT TO DO IF YOU ANSWER YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?</td>
<td>If you have only: • Juvenile offenses and convictions that were processed in juvenile court • Speeding and parking tickets that weren’t charged as a misdemeanor or felony and that didn’t involve drugs or alcohol • Charges that were dismissed with no court conditions required • Sealed or expunged cases (if you don’t have court documents proving your charges or convictions were sealed or expunged, you must report the violation)</td>
<td>If you have: • Charges or convictions, including those that were stayed, withheld or deferred, set aside, or suspended • Any plea of guilty, Alford plea, or plea of no contest (nolo contendere) • Any court supervision, probation, or pretrial diversion • Traffic violations charged as a misdemeanor or felony • Traffic violations that involved drugs or alcohol</td>
<td>Along with your completed application, submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records. For additional guidance, review the Ethics Review Checklist for Criminal Violations. Or call us at 651.687.0048, ext. 8580.</td>
</tr>
</tbody>
</table>
### ETHICS QUESTION 2:
#### REGULATORY AUTHORITY VIOLATIONS REPORTING

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER NO</th>
<th>ANSWER YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a regulatory authority or certification board—other than ARRT—ever:</td>
<td>• Denied, revoked, or suspended your professional license, permit, registration, or certification</td>
<td>If any of the experiences described in Ethics Question 2 apply to you</td>
</tr>
<tr>
<td>• Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order</td>
<td>• If you have no offenses</td>
<td>Along with your completed application, submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records.</td>
</tr>
<tr>
<td>• Allowed voluntary surrender of your professional license, permit, registration, or certification</td>
<td>• If your only offense is ARRT Continuing Education probation (this type of probation applies only to R.T.s, not applicants)</td>
<td>For additional guidance, review the Ethics Review Checklist for Regulatory Violations. Or call us at 651.687.0048, ext. 8580.</td>
</tr>
<tr>
<td>• Subjected you to any conditions or disciplinary actions</td>
<td>• For offenses you previously reported to ARRT and for which ARRT has sent you correspondence</td>
<td></td>
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Establishing Your Eligibility

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ETHICS QUESTION 3: HONOR CODE VIOLATIONS REPORTING

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<td>While attending an educational program to meet ARRT certification and</td>
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<td>registration requirements, were you ever suspended, dismissed, or</td>
<td></td>
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<td>expelled from that program?</td>
<td></td>
</tr>
<tr>
<td>ANSWER NO</td>
<td>• If you have no offenses</td>
</tr>
<tr>
<td>• For offenses you previously reported to ARRT and for which ARRT has</td>
<td></td>
</tr>
<tr>
<td>sent you correspondence</td>
<td></td>
</tr>
<tr>
<td>ANSWER YES</td>
<td>If any of the experiences described in Ethics Question 3 apply to you</td>
</tr>
<tr>
<td>WHAT TO DO IF YOU ANSWER YES</td>
<td>Along with your completed application, submit a written</td>
</tr>
<tr>
<td></td>
<td>explanation of the events and copies of all documentation</td>
</tr>
<tr>
<td></td>
<td>relevant to the matter. Do not send original records.</td>
</tr>
<tr>
<td></td>
<td>For additional guidance, review the Ethics Review Checklist for Honor Code Violations. Or call us at 651.687.0048, ext. 8580.</td>
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</table>

Keep in Mind

ARRT investigates all potential ethics violations. The results will determine whether you’re eligible to apply for certification and registration with us. In addition, ethics reviews take time, and we won’t process your application until the review is complete. Be sure to submit your application as early as possible, so your application deadlines don’t expire while we’re completing your ethics review.
Examination Requirements

Before you earn an ARRT credential, you must pass an ARRT exam in your discipline. You’ll find much more about our exams—and how to prepare—in the section beginning on Page 35.

YOU’LL HAVE THREE ATTEMPTS TO PASS

Be aware that you’ll have three chances to pass the exam. You must make those attempts within three years of the date your first exam window opens. If you don’t pass the exam within those three years or those three attempts, you’ll no longer be eligible to take the exam unless you requalify (see Page 24).

If you take an ARRT-administered state licensing exam as a state licensing candidate, those attempts will count against your three-attempt limit if you also apply for ARRT certification and registration in the same discipline. The next section explains the differences between state licensing and an ARRT credential.
ARRT Credentials or State Licensing?

State licensing differs from ARRT certification and registration. If you want to become certified and registered with ARRT, you must meet our requirements and apply to us. In some places, however, you must obtain a state license before you can work as a radiologic technologist.

Passing a state licensing exam or being licensed by a state doesn’t make you eligible for ARRT certification and registration. Likewise, earning an ARRT credential doesn’t necessarily mean you’re eligible to work in a particular state.

OBTAINING A STATE LICENSE

Licensing laws differ from state to state. For example, some states might require you to earn ARRT certification and registration before you can get a license to practice in that state. Others might require you to pass an exam based on state regulations before you can earn a license to practice. And some might use your ARRT exam score to determine whether to grant you a license.

If you want to obtain a state license, you must meet the state’s requirements and apply directly to that state. Contact the state to get started. ARRT can’t answer your questions about state licensing policies or application procedures.

TAKING AN ARRT-ADMINISTERED STATE LICENSING EXAM

Some states contract with ARRT and use our exams for their licensing purposes. In those cases, a state licensing exam could have the same content as an ARRT exam. Nevertheless, the two exams are separate. If you want to earn a state license and an ARRT credential, in some states you might have to take the same exam twice—one as a state candidate, and once as an ARRT candidate.
Once you’ve completed your educational program and met our ethics requirements, you’re ready to apply for certification and registration with ARRT. You can get an Application for Certification and Registration from the director of your educational program.

Allow four weeks for ARRT to process your application—more if we need to conduct an ethics review. You have three years after completing your educational program to establish eligibility (see Page 7) for ARRT certification and registration.

FIVE STEPS TO APPLYING

Be sure to complete these steps as you prepare your application:

1. Sign the Agreement of Candidates (Page 18).
2. Use your legal name on your application—and make sure it matches your two forms of valid ID exactly (Page 18).
3. Use an appropriate photo (Page 19).
4. Fill out your application completely and accurately, and mail it with the proper fee (Page 20).
5. Meet all deadlines (Page 21).
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Apply for One Exam at a Time

YOU MAY ONLY APPLY FOR ONE ARRT EXAM AT A TIME.

That means if you’re planning to take a state exam (administered by ARRT) and an ARRT exam, you must choose which one to take first. Similarly, you can’t apply for ARRT exams in more than one discipline at the same time.

If you do, we’ll return any additional applications and fees we receive before you’ve completed your initial exam.

QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about applying.
Prepare Your Application

SIGN THE AGREEMENT OF CANDIDATES

When you apply for certification and registration, you'll have to sign the Agreement of Candidates. You can find the full agreement in Article III, Section 3.02, of ARRT Rules and Regulations. Be familiar with the agreement and ARRT's other regulations before you apply with us.

MAKE SURE YOU HAVE TWO FORMS OF VALID ID

Matching names are one of the best ways for us to make sure the person who applies for an exam is the same person who takes an exam. Make the exam process easy on yourself by getting appropriate ID before you schedule or attempt to take your exam.

Be Sure Your Application Matches Your ID

The name you put on your application is the name ARRT will use in your permanent record and on your Candidate Status Report. Use your legal name—the one that appears on your birth certificate, marriage certificate, or legal name change document.

The name on your Candidate Status Report must be identical to the name on both pieces of ID you’ll bring to the test center. (The only exception is that it doesn’t matter if any of your IDs contain your middle name or initial.) If your name has a cultural variation, make sure that the same variation appears on your Candidate Status Report and on both of your IDs.

Acceptable Types of ID

Be prepared to show two forms of current (not expired) identification at the test center:

- Your primary ID must be a government-issued ID, such as a driver’s license, state ID card, passport, or military ID card with your permanently printed name, your photo, and your signature.
- Your secondary ID must include your permanently printed name and your signature. It can be your U.S. Social Security card, an employee ID badge, a bank or credit card, or a school ID. It can also be a second form of the types of primary ID.
If Your ID Is Invalid

You won’t be allowed to take the exam if, when you arrive at the test center:

- You don’t have two valid forms of ID (see Page 18).
- Your ID is expired.
- The name on your ID differs from that on your ARRT file.
- You haven’t signed your ID.

In such cases, you’ll forfeit your application fee, and you’ll have to reapply and pay a new fee to get a new exam window. If Pearson VUE admits you with questionable ID, ARRT could cancel your exam scores following an investigation.

If you don’t have proper identification, cancel your appointment and reschedule it when you’ve acquired two forms of valid ID. See Page 32 for cancellation procedures and deadlines.

USE AN AppROPRIATE PHOTO

Tape a passport-quality photograph of yourself to your application form. The photo can be in color or black and white. Make sure its layout matches the template shown here.

Your photo must:

- Be an original (not a photocopy, a laminated ID card, or a photo cut from a driver’s license)
- Be approximately 2 inches by 2 inches
- Have a plain white or off-white background
- Show only your head and shoulders, facing front
- Have a head size of 1 to 1 ½ inches
- Be clear enough that a viewer can easily recognize your facial features
- Be taken in the past six months, to reflect your current appearance
- Show a neutral expression or natural smile
- Show you in normal street attire or a hospital uniform
- Not show you wearing a hat, visor, sunglasses, or anything else that shades your eyes; you may wear a head covering for religious purposes as long as your entire face is visible

It’s just as important for your photo to meet these criteria as it is for the name on your application to match the name on your IDs. These are ways for us to verify that the right person is taking an exam. We reserve the right to accept or reject a photo. Need to know more about passport-quality photos? Visit www.travel.state.gov.
COMPLETE YOUR APPLICATION AND INCLUDE THE FEE

One of the main reasons we return applications is that candidates forgot to include the application fee. When you apply for certification and registration, include a check or money order—payable to ARRT in U.S. funds—for $200. If you must reapply, you’ll need to include a check or money order for $175.

We also return applications:

- On which some questions remain unanswered
- That don’t list dates of training
- With signatures dated more than six months ago
- That are photocopied, not originals

If we return your application, you’ll have to correct and return it. We can’t refund application fees or transfer them to another discipline.

Don’t sign your application or take your photo more than six months before you send your application to us. And be sure that your program director completes the educational program sections of the application after you fill them out. Those sections must include original signatures—stamped signatures aren’t acceptable. In some cases, an authorized faculty member who’s on record at ARRT also must sign your application. Your program director can tell you whether a faculty member must sign your application.

BE AWARE

We can't refund application fees or transfer them to another discipline.
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Meet All Deadlines

Be sure you meet these deadlines when submitting your application:

- You have **three years** after completing your education program to apply and for ARRT to determine that you’re eligible.
- Apply no more than three months before you expect to complete your educational program. (Exception: if you need an ethics review, you can submit your application, along with the requested documentation, up to six months before you complete your program. Or you can request an Ethics Review Preapplication even earlier. See Page 10.)
- Don’t submit photos that are more than six months old.
- Don’t submit signatures dated more than six months ago.

These deadlines apply regardless of your personal circumstances, including military service.

DON’T SUBMIT AN INCOMPLETE APPLICATION

Watch out for these issues when you’re applying for ARRT certification and registration. They can delay your application and cause you to miss your deadlines.

Be sure to:

- Include a photo that meets our requirements (Page 19).
- Include your application fee of $200 (or reapplication fee of $175; see Page 20), payable to ARRT in U.S. funds using a check or money order.
- Answer the questions regarding a potential violation of the ARRT Rules of Ethics.
- Sign the Agreement of Candidates on the application form.
- Sign the Family Educational Rights and Privacy Act.
- Have your program director complete and sign the educational program sections of the application—after you affix your photo, complete the application, and sign it (Page 20).
- Provide your birth date and Social Security number.
Allow Time for ARRT to Process Your Application

Allow at least 30 calendar days for ARRT to process your application—more if we need to conduct an ethics review. If you need to know quickly that we've received your application, either:

- Use the U.S. Postal Service's "return receipt requested" service when you mail your application.
- Include a self-addressed, postage-paid postcard for us to mail back to you.

We can't answer phone inquiries about your application status or return postcards that don't include postage.

Remember—we'll return all incomplete applications (See Page 21).

AFTER YOU APPLY

We'll contact the director of your educational program to make sure you've completed both:

- The clinical and classroom (didactic) phases of your program
- ARRT's [clinical and didactic competency requirements](#)

You must complete all academic degree requirements if your program is accredited as a degree-granting program. Completing only the professional component of such programs doesn't satisfy our requirement that you complete a program accredited by an [ARRT-accepted agency](#).

After we've processed your application, we'll send you a Candidate Status Report in the mail. Call us right away at 651.687.0048, ext. 8560, if any of the information on it is wrong. Do that before you schedule your exam.
IF WE FIND YOU INELIGIBLE

ARRT can find you ineligible at three times.

- If we rule that you’re ineligible when you apply, we’ll return your application and fee. You may reapply when you achieve eligibility. Call us at 651.687.0048, ext. 8560, for information about reapplying.

- If we authorize you to take an exam, and then receive information indicating you might be ineligible, we’ll remove your authorization to take the exam and let you know in writing. Then we’ll review your case. After the review, if we find that you’re ineligible, we won’t allow you to take the exam—and we won’t refund your application fee. (If, after the review, we find that you’re eligible, we’ll give you a new authorization to take the exam.)

- If you initially appeared to be eligible, but after you complete the exam we find evidence that you were ineligible, we’ll cancel your exam score. You’ll forfeit your application fee. In addition, if you later become eligible, this exam will count as one of the three attempts allowed.

If you think you’ve met all our eligibility requirements, you may appeal a decision of ineligibility. You can’t contest any of the eligibility requirements themselves. To appeal:

- Write a letter explaining why you think the ineligibility decision was wrong.

- Include a check or money order, payable to ARRT, for the $25 appeals fee.

- Send the letter early enough that we receive it within 30 days of the date on your notification of ineligibility.
How to Requalify

If ARRT doesn’t determine that you’re eligible within three years of the date you complete your educational program, you’ll have to requalify and reapply.

To requalify, you’ll have to meet our initial eligibility requirements—including completing an education program that ARRT recognizes (see Page 6).

You’ll then need to apply for certification and registration and pay the application fee of $200.

Questions?
Call us at 651.687.0048, ext. 8560, if you have questions about your application.
How to Change Your Name

If you change your name after you apply with ARRT, let us know immediately—before you schedule your exam appointment, if possible. The test center can’t process name changes. And your name on the IDs you present at the test center must match the information on your Candidate Status Report. (The only exception is that it doesn’t matter whether your middle name appears on either ID or on your Candidate Status Report.)

If the name on your ID doesn’t match the name on your Candidate Status Report, cancel your exam appointment (see Page 32). Then immediately call us at 651.687.0048, ext. 8560. Don’t schedule a new appointment until you receive a new Candidate Status Report and verify that it’s correct.

To change your name in our records:

- Visit www.arrt.org/forms and download the Name Change Form.
- Complete the form and send it by mail to ARRT, at 1255 Northland Drive, St. Paul, MN 55120, or fax it to 651.681.3297.
- Include a photocopy of your marriage certificate or court order showing your name has changed.
- Mail the information early enough that we receive it at least 10 business days before you’re scheduled to take your exam. If we don’t have enough time to process your change, you’ll be turned away from the test center and you’ll forfeit your application fee.
How to Change Your Address

If you change your address after you apply with ARRT, notify us immediately to ensure you receive all our correspondence with you. If you already have an ARRT online account, you can change your address by:

- Signing in to your online ARRT account
- Clicking on the Account drop-down menu, and choosing Settings
- Clicking on the Update Address tab under Update Profile and Settings
- Filling out your new information

If you don't have an online account, call us at 651.687.0048, ext. 8560. Keep in mind that you can't change your address at the test center—and we'll mail your exam scores to the address we have on file.

QUESTIONS?
Call us at 651.687.0048, ext. 8560, if you have questions about your application.
Before you can schedule your exam, you need a Candidate Status Report from ARRT. We'll mail it to you after we process your application. Make sure all information on it is accurate.

TOP FIVE SCHEDULING TIPS

1. Make sure all the information on your Candidate Status Report is accurate (Page 28).
2. Request any test accommodations on your application—not at the test center (Page 29).
3. Schedule your exam early; appointments fill up fast (Page 30).
4. Don't schedule your exam until you have two forms of valid ID (Page 18).
5. If you need to change or reschedule your appointment, be aware of associated fees and deadlines (Page 32).
Scheduling Your Exam

Be sure to follow all the steps in this section, so your exam appointment goes smoothly.

ABOUT YOUR CANDIDATE STATUS REPORT

Your Candidate Status Report will show your exam window—that is, the time during which you can take your exam. Make sure all the information on it is accurate. If you have questions, call us at 651.687.0048, ext. 8560.

Sometimes your Candidate Status Report will include an Eligibility Status Code. In such cases, you can still schedule your exam, but we won't release your results until you satisfy the reason for the code. For example, your program director might need to confirm that you've completed an educational program.

ABOUT YOUR EXAM WINDOW

If we process your application before you complete your educational program, your exam window will begin on the date you complete your program. It will extend for 365 calendar days. Although you can schedule your exam after you receive your Candidate Status Report, you must fulfill the requirements of your educational program before you can take the exam.

If we receive your application after you complete your educational program, your exam window will begin on the Wednesday after we process your application. Then it will extend for 365 calendar days. For example, if we process your application on Friday, March 9, 2018, your exam window will begin Wednesday, March 14, 2018, and end on Wednesday, March 13, 2019.

Your window will close automatically:

- After 365 days
- If you miss an exam appointment without giving the required notice
- If you don't agree to the nondisclosure agreement at the test center within two minutes

If you don't schedule and take an exam during your exam window, you'll forfeit your application fee. To open a new window, you'll have to reapply and pay the $175 reapplication fee (see Page 34).
SECTION 3

Making Your Exam Appointment

IF YOU NEED ACCOMMODATIONS TO TAKE YOUR EXAM

To comply with the Americans With Disabilities Act (ADA), we’ll provide testing accommodations if our partner organization, Paradigm Testing, determines that you meet ADA requirements. You don’t have to request ADA accommodations for comfort items. If your item is on the linked list, simply bring it with you to your appointment. Pearson VUE staff will inspect the item (without touching it) before you enter the test room.

If you need accommodations, check Yes on your application for certification and registration. After you submit your application, we’ll send you instructions explaining how to apply for testing accommodations. You’ll have to submit documentation verifying the reason you need accommodations.

You won’t receive an exam window until Paradigm rules on your request. If Paradigm denies your request, you can appeal.

If you request accommodations on your application, but you never apply through Paradigm, we’ll hold your application for one year. After that, we’ll process your application without accommodations, and you’ll have an exam window of 365 days beginning when we process your application.

Remember

You must request testing accommodations each time you apply or reapply for ARRT certification and registration. If you don’t request accommodations when you apply, you’ll have to take your exam without accommodations.
WHERE TO TAKE YOUR EXAM

Pearson VUE administers ARRT’s examinations. The organization has more than 200 high-security test centers in the U.S. and its territories. It also offers ARRT exams in selected Canadian, European, Asian, and Australian cities.

HOW TO SCHEDULE YOUR EXAM APPOINTMENT

Once you’ve received your Candidate Status Report, you can schedule your exam with Pearson VUE:

- Either call Pearson VUE at the toll-free number listed on the back of your Candidate Status Report
- Or make your appointment online, following the instructions on the Pearson VUE website

Pearson VUE centers are usually open Monday through Friday from 8 a.m. until 6 p.m. Some offer evening or weekend hours.

Have your Candidate Status Report with you when you schedule. You’ll need to verify your name, address, and other identifying information—and provide your exam discipline and ARRT ID number from your Candidate Status Report. Keep in mind that:

- ARRT doesn’t provide ID numbers over the phone. If you’ve lost your Candidate Status Report, call us at 651-687-0048, ext. 8560, and request a new one.
- Except for adding your email address and phone number, Pearson VUE staff can’t make changes to your record.
- If your name or address has changed, follow the directions on Page 25 and Page 26 before you contact Pearson VUE to schedule.

Exam appointments fill up quickly. Make yours as soon as you can, even if you don’t want to take the exam immediately. If your exam window expires, you’ll have to reapply and pay a new application fee to receive a new window (see Page 34).
CONFIRM YOUR EXAM APPOINTMENT

To confirm your appointment:

- Keep track of your confirmation number; the date, time, and location of your exam; and the name of your Pearson VUE representative.
- Watch for an email from PearsonVUEconfirmation@pearson.com confirming your appointment; you should receive it within one day of scheduling your exam.
- Call Pearson VUE for confirmation the day after you make your appointment if your exam is scheduled within the next five business days.

If you don’t receive a confirmation, follow up with Pearson VUE. ARRT won’t have access to the details of your appointment.

KEEP TRACK OF YOUR:

- Confirmation number
- Exam date and time
- Test center location
- Pearson VUE representative’s name
How to Reschedule

If you need to change an exam appointment, be sure to follow these instructions. If you miss your appointment or don’t cancel it early enough, you’ll lose your ARRT application fee.

Pearson VUE charges $10 each time you cancel or reschedule an appointment. You’ll have to pay by credit card at the time you make the change, either online or over the phone.

Always make sure you’ve scheduled, rescheduled, or canceled your appointment properly. Neither ARRT nor Pearson VUE are responsible for appointment errors.

IF YOU NEED TO RESCHEDULE

You may cancel or reschedule an appointment by:

- Calling Pearson VUE at 800-632-9055 at least 24 hours (one business day) before your scheduled appointment; leaving a message on voicemail isn’t acceptable
- Following the prompts at www.pearsonvue.com/arrt at least 24 hours (one business day) before your appointment; be sure to complete the process

Pearson VUE will send you an email confirmation each time you change or cancel an appointment. If you cancel an appointment or make a new one, call Pearson VUE if you don’t receive an email within two business days.
Section 3

Making Your Exam Appointment

How Soon Do I Have to Cancel?

<table>
<thead>
<tr>
<th>SCHEDULED EXAM DAY</th>
<th>CHANGE OR CANCEL ON THIS DAY (at or before the time of your original appointment*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>Friday of the preceding week</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>Monday of the same week</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>Tuesday of the same week</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>Wednesday of the same week</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>Thursday of the same week</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>Friday of the same week</td>
</tr>
</tbody>
</table>

* If you’re in the Central, Mountain, or Pacific time zone, and your scheduled appointment is at 8 a.m., you must cancel at or before 8 a.m. on the day shown in this table. If you’re in the Eastern time zone, you must cancel any 8 a.m. exam appointments no later than 7 p.m. two days beforehand (that is, 7 p.m. Wednesday for an 8 a.m. Friday appointment).

Note: Weekends and national holidays don’t count as business days. Plan accordingly.

Cancel Appointments You Can’t Attend

Rescheduling an exam appointment doesn’t automatically cancel your initial appointment. The initial appointment remains in effect until you accept a new appointment date and time from a Pearson VUE representative. If you’re not ready to reschedule, be sure to ask the representative to cancel your appointment. In all instances, call Pearson VUE the next day to confirm the cancellation.
SECTION 3

Making Your Exam Appointment

IF YOU MISS AN EXAM OR DON’T CANCEL PROPERLY
You’ll forfeit your application fee if:

- You don’t appear for your scheduled exam.
- You don’t reschedule your appointment by following the procedure on Page 32.

In both cases, you’ll have to reapply and pay the reapplication fee of $175 before you can reschedule the exam. Missing an appointment, however, doesn’t count as an attempt under the three-attempts-in-three-years policy (see Page 14).

IN AN EMERGENCY
We know that sometimes emergencies occur. If—after the change deadline—an incident results in your hospitalization, or the hospitalization or death of an immediate family member, we’ll consider your situation individually. In such circumstances:

- Send a letter to ARRT, 1255 Northland Drive, St. Paul, MN 55120; Attn. Education Requirements.
- Explain your situation and include official documentation.
- Make sure we receive the letter no more than 30 days after your scheduled exam date.

IN CASE OF SEVERE WEATHER
Call Pearson VUE at 800-632-9055 to find out if your test center is open during any type of severe weather. If it’s open, and you miss your appointment, you’ll have to reapply with ARRT and pay a new fee to get a new exam window. If it’s closed, you’ll be able to reschedule your appointment at no cost.

If you’re concerned about severe weather and your appointment is still more than 24 hours away, consider rescheduling to avoid transportation difficulties. See Page 32 for details about rescheduling.

REMEMBER
If you miss your appointment or don’t cancel it early enough (see Page 33), you’ll forfeit your ARRT application fee.
About Your Exam

ARRT’s exams measure the knowledge and cognitive skills you need to perform major tasks typically required in your discipline. Consult our content specifications for the topics your exam will cover.

Most questions are multiple-choice with one best answer. Some might ask you to select multiple answers from a list or to use your mouse to sort options into order. A few might ask you to use your mouse to select an image on the screen. Others might ask you to answer a multiple-choice question after viewing a short video clip. Our exams present questions in random order, a method that lets you demonstrate you’ve learned the material well enough to access it outside a specific context.

Your exam will also include some pilot questions. We use those to evaluate potential questions for future exams. We don’t identify the pilot questions, but we do give you extra time to complete those questions. Your answers to pilot questions won’t affect your score.

TOP TIPS FOR A GOOD TEST EXPERIENCE

- Request ADA accommodations on your application—not at the test center (Page 29).
- Arrive 30 minutes early.
- Don’t bring cell phones or other belongings into the test center (Page 38).
- Bring two forms of valid ID (see Page 18) to the test center.
- Sign the nondisclosure agreement within two minutes of accessing it (Page 40).
- Flag difficult questions and return to them if time allows.
STUDYING FOR YOUR EXAM  
WHAT TO EXPECT AT THE TEST CENTER  
HOW TO APPEAL YOUR TEST ADMINISTRATION PROCEDURES  
MEETING OUR SECURITY REQUIREMENTS  
TABLE OF CONTENTS

Studying for Your Exam

Be aware that ARRT doesn’t recommend or endorse any review programs, mock registries, or study guides. We don’t provide lists of textbooks or study materials.

That’s because we build our exams using many references. To endorse one could mean overlooking others. Your best resource is to consult our content specifications for a list of topics your exam will cover. If you’re uncomfortable with a topic, ask your instructors or program director how to learn more about it.

QUESTIONS?
Call us at 651.687.0048, ext. 8560, if you have questions about your exam.
What to Expect at the Test Center

Pearson VUE test centers offer computerized testing for many organizations. You'll likely be in a room with people taking tests that aren't ARRT exams. If you're concerned about distractions, request earplugs or noise-reduction headphones before beginning your exam.

Most of the test centers are in small office parks. You can find driving directions to all test centers by visiting the Pearson VUE website, searching for a test center, and clicking on Get Directions. There won't be room for friends, relatives, or children to wait with you. And no one may contact you during your exam.

BE EARLY

Be sure to arrive at least 30 minutes before your scheduled appointment. That gives you enough time to check in. If you arrive 15 minutes or more after your scheduled appointment, you might have to forfeit your appointment. In that case, Pearson VUE will inform ARRT that you failed to take the exam. We won't refund your application fee—and you'll have to reapply and pay a new fee to get a new exam window.

WEAR APPROPRIATE CLOTHING

Because the test room might be warm or cold, dress in layers. Keep in mind that you can't wear outerwear or hooded clothing in the test room. Instead, bring a sweater, blazer, or hoodless sweatshirt. Be ready to empty your pockets before entering the test room.
LEAVE PERSONAL BELONGINGS IN A LOCKER

You must leave all personal items in a secure locker at the test center. Because Pearson VUE assumes no responsibility for lost items, you might want to leave personal items in your car or at home.

For example, you can’t bring purses, wallets, backpacks, or similar items into the test room. Don’t wear anything, such as jewelry, that might make noise and distract others. Cell phones aren’t allowed in the test room, and neither are notes, scratch paper, pencils, or pens. Finally, don’t bring a calculator to the test center—you won’t be able to use it. Pearson VUE will give you a basic four-function calculator if you ask for one; there’s also a calculator on the computer.

Once you put your personal items in a locker, you won’t have access to them until your exam is over, unless:

- You have an ADA accommodation to retrieve something related to a medical condition.
- You’re taking the Sonography examination, which includes a 30-minute break; in that case, you may retrieve snacks or lunch from your locker, but nothing else.

BRING PROPER IDENTIFICATION

Matching names are one of the best ways for us to make sure the person who applies for an exam is the same person who takes an exam. Be prepared with two forms of valid ID at the test center (see Page 18).

CHECK IN

Pearson VUE staff will ask you to sign a digital signature pad. That signature gives your consent for ARRT and Pearson VUE to retain and transmit your personal data and exam responses as needed.

Next, Pearson VUE staff will scan and photograph your palm veins. The palm-vein reader uses a safe, near-infrared light source (similar to a television remote control). It takes the place of fingerprinting. If you were ever fingerprinted for an ARRT exam, you’ll have to provide a fingerprint match at the test center, then enroll in the palm-vein recognition system.

ARRT and Pearson VUE will use your palm vein information for identification only. We won’t share it with any other organization.

If you asked for and received approval for ADA accommodations, bring your letter approving the accommodations to Pearson VUE. Give it to staff when you check in.
GO THROUGH ORIENTATION

Pearson VUE staff will give you a short orientation. Although the staff members can answer questions about test-taking procedures, they won't have answers to questions about our exam content.

Next, a staff member will give you an erasable note board and marker before escorting you to an assigned workstation. Don’t use the note board until you’ve accepted the nondisclosure agreement (see Page 40).

TAKE THE EXAM

You must remain in your assigned seat during and after the exam, unless a Pearson VUE staff member authorizes you to leave. If you need to leave the room, raise your hand for permission. Pearson VUE staff will scan your palm when you leave and scan it again before you re-enter the room.

Keep in mind that you won’t get extra test-taking time if you leave the room. In addition, if you leave for more than 10 minutes, Pearson VUE will file an incident report with us, and we’ll investigate. The only exception is if you’re taking the Sonography exam, which allows a 30-minute lunch break.

You can’t leave the test center building before completing your exam—even if you have ADA accommodations. If you leave the building, we’ll cancel your score, and your exam will count as one of your test attempts. You’ll have to reapply and pay the reapplication fee if you want to take the exam again. You might also have to undergo an ethics review.

When you complete your exam, raise your hand and wait for a Pearson VUE employee to collect your note board. Pearson VUE staff will scan your palm once more before you leave the test center.
SIGN THE NONDISCLOSURE AGREEMENT!

After you complete the tutorial, a nondisclosure agreement will appear on your computer screen. **You must sign it within two minutes of its appearance or Pearson VUE will end your exam.** In that case, you won’t be able to take the exam that day. You’ll have to obtain a new exam window by reapplying and paying the reapplication fee.

**THE EXAM WON’T PROCEED UNTIL YOU SIGN THIS AGREEMENT:**

This exam is confidential and is 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.

By signing, you agree that you won’t disclose exam questions in any form or remove them from the test center. Follow the prompts to accept or reject the agreement. If you reject it, let test center staff know that you’re done with the exam. If you reject the agreement but later want to take the exam, you’ll have to reapply and pay the reapplication fee.

ASK FOR HELP

If you have questions or need help, raise your hand to alert test center staff. Staff members can bring you a handheld calculator, earplugs, or another erasable note board. You may ask for replacements during your exam, but you can’t remove the materials from the test room.

Alert someone if you need help adjusting your computer screen or you suspect a problem with the computer.
PACE YOURSELF

Use your time well. You can see how much time remains in your exam session by looking at the top right corner of your computer screen.

You’ll need to answer each question before the computer lets you move on to the next. If you’re not sure of the answer, guess—and flag the question. If you have time at the end, you can return to the question and review your answer. Your score is based on the number of correct answers you give, so it’s in your best interest to answer all the questions, even if you must guess.

The amount of time we allow for an exam depends on how many questions the exam has. The chart that begins on this page shows how long you’ll have, including:

- 18 minutes to complete the tutorial
- Two minutes to sign the nondisclosure agreement (NDA in chart below)
- 10 minutes to complete a survey after you finish the exam

<table>
<thead>
<tr>
<th>Disciplines</th>
<th>Scored Items</th>
<th>NDA Time (in min.)</th>
<th>Pilot Items</th>
<th>Test Time (in hours)</th>
<th>Survey Time (in min.)</th>
<th>Total Items</th>
<th>Survey Time (in min.)</th>
<th>Total Time (in hours)</th>
<th>Tutorial Time (in min.)</th>
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Chart continued on next page...
### SONOGRAPHY

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<th>Procedure</th>
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<th>NDA Time (in min.)</th>
<th>Test Time (in hours)</th>
<th>Survey Time (in min.)</th>
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</tbody>
</table>

**Patient Care and Physical Principles of Ultrasound:**

- Scored Items: 125
- NDA Time: 2 min
- Test Time: 2.5 hours
- Survey Time: 10 min
- Total Time: 3.0 hours

*Sonography examinations have a 30-minute break between the two segments of the exam, bringing the total time to 7.5 hours.*

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### MAMMOGRAPHY

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Scored Items</th>
<th>NDA Time (in min.)</th>
<th>Test Time (in hours)</th>
<th>Survey Time (in min.)</th>
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### QUALITY MANAGEMENT

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<th>Test Time (in hours)</th>
<th>Survey Time (in min.)</th>
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### COMPUTED TOMOGRAPHY

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<td><strong>Scored Items</strong></td>
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<tr>
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### BONE DENSITOMETRY

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<th>Test Time (in hours)</th>
<th>Survey Time (in min.)</th>
<th>Total Time (in hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scored Items</strong></td>
<td>75</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Pilot Items</strong></td>
<td>30</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Items</strong></td>
<td>105</td>
<td></td>
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</tr>
<tr>
<td><strong>Tutorial Time (in min.)</strong></td>
<td>18</td>
<td></td>
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</tr>
</tbody>
</table>

### CARDIAC INTERVENTIONAL RADIOGRAPHY

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Scored Items</th>
<th>NDA Time (in min.)</th>
<th>Test Time (in hours)</th>
<th>Survey Time (in min.)</th>
<th>Total Time (in hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scored Items</strong></td>
<td>145</td>
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</tr>
<tr>
<td><strong>Pilot Items</strong></td>
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</tr>
<tr>
<td><strong>Total Items</strong></td>
<td>170</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Tutorial Time (in min.)</strong></td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VASCULAR INTERVENTIONAL RADIOGRAPHY

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Scored Items</th>
<th>NDA Time (in min.)</th>
<th>Test Time (in hours)</th>
<th>Survey Time (in min.)</th>
<th>Total Time (in hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scored Items</strong></td>
<td>160</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pilot Items</strong></td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Items</strong></td>
<td>210</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tutorial Time (in min.)</strong></td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
...Chart continued from previous page

<table>
<thead>
<tr>
<th></th>
<th>VASCULAR SONOGRAPHY</th>
<th>BREAST SONOGRAPHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scored Items</td>
<td>160</td>
<td>185</td>
</tr>
<tr>
<td>Pilot Items</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>Total Items</td>
<td>200</td>
<td>215</td>
</tr>
<tr>
<td>Tutorial Time (in min.)</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>NDA Time (in min.)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Test Time (in hours)</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>Survey Time (in min.)</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Total Time (in hours)</td>
<td>4.0</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**We Value Your Opinion**

That's why we provide two opportunities at the test center for you to let us know your thoughts.

1. You may leave comments for us about any question at the time you answer it. Just click the Comment button at the top of the page.
2. We also offer a survey about your testing experience at the end of your exam.

**REMEMBER**

You won’t receive extra time to make comments during the test—so you might want to wait until the review portion of the exam to comment on particular questions.
SECTION 4

About Your Exam

How to Appeal Your Test Administration Procedures

Pearson VUE works with us to administer our exams in a comfortable and safe environment. Rarely, you might encounter technical difficulties at a test center. If that happens, alert a Pearson VUE employee immediately. In most cases, you’ll be able to continue your exam session.

If you can’t complete your exam because of severe technical difficulties, we’ll make reasonable accommodations. Verify that the test center administrator will file an incident report before you leave the test center—and request a copy of the incident number from that report.

IF YOU NEED TO APPEAL

If you think the administration of your exam differed substantially from normal testing procedures, you may request a review of the procedures. Complete and submit an Appeal of Exam Administration Procedures. Be sure to answer all the questions.

We’ll investigate complaints if you send them to us within two days of your exam, before you receive your official results. To make sure we get your form on time:

- Fax it to 651.687.0349.
- The next day, call us at 651.687.0048, ext. 3155, to confirm that we received your appeal.

If we find that substantive deviations from normal testing procedures occurred, we’ll cancel your original score and allow you to retake the exam at no cost. We won’t adjust your score based on our review.
MEETING OUR SECURITY REQUIREMENTS

ARRT credentials are valuable. Some employers require ARRT certification and registration for their technologists, and many states use our exam as a basis for issuing licenses. Everywhere, patients entrust R.T.s with their health and well-being.

That's why security is so important. We want to ensure that people who pass ARRT exams do so by preparing themselves to perform high-quality patient care—not by having advance access to our questions.

REMEMBER: YOU AGREED TO COMPLY

When you apply for certification and registration with ARRT, you agree to comply with our exam security requirements. You'll find the complete wording in Section 3.02 of ARRT Rules and Regulations and more information about subversion in Rule 4 of Part B, Rules of Ethics, in ARRT Standards of Ethics. Not meeting these regulations can result in ARRT sanctions, up to and including a determination of ineligibility (see Page 23) or a revocation of your ARRT credential.

In short, never disclose information about our exams by using language that is substantially similar to the wording of our questions or answer options. This rule includes (but isn't limited to) disclosing such privileged information to, or receiving such privileged information from:

- Students in educational programs
- Graduates of educational programs
- Educators
- Anyone involved in preparing candidates to take an ARRT exam

REMEMBER

Never disclose information about our exams by using language that is substantially similar to the wording of our questions or answer options.
**WHAT’S OK TO SAY?**

We know that taking an ARRT exam is an important event. People will ask you how it went, and you’ll probably want to talk about your experience. Here are some examples of what’s OK to say—and what isn’t.

### DON’T SHARE DETAILS ABOUT ARRT’S EXAMS

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>WHAT'S OK</th>
<th>WHAT'S NOT OK</th>
<th>BOTTOM LINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your instructor or program director asks you to “stop by” after the exam and talk about how it went.</td>
<td>You can talk about your general experience (“I didn't think the test was as difficult as I'd expected”).</td>
<td>Your instructor or program director shouldn’t ask about any details of the exam—and you can't give more information about the exam content than appears in our content specifications.</td>
<td>If anyone—even an instructor or program director—asks you to reveal any of ARRT’s questions or answer options, you must report that person to the ARRT Ethics Committee. If you start to reveal exam content, the person you’re talking to should stop you right away. Revealing content could subject you both to ARRT’s ethics process.</td>
</tr>
<tr>
<td>Tell another candidate, “The test was very difficult. I felt I didn’t have enough time.”</td>
<td>This is OK because you’re simply telling someone how you felt about the exam. You aren’t revealing any of ARRT’s questions or answer options.</td>
<td>It’s not OK for someone to ask you about the specific wording of the exam’s questions or answer options.</td>
<td>If you share any of the questions or answer options on an ARRT exam, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.</td>
</tr>
</tbody>
</table>
### About Your Exam

#### SCENARIO
You tell your instructor, “You didn’t teach me about this subject. They asked [specific question] and I felt unprepared.”

<table>
<thead>
<tr>
<th>WHAT’S OK</th>
<th>It’s never OK to report a specific question, or the answer options, to anyone.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT’S NOT OK</td>
<td>It’s not OK—and it never will be—to report a specific question, or the answer options, to anyone.</td>
</tr>
<tr>
<td>BOTTOM LINE</td>
<td>Throughout the application and exam process, you’ll sign numerous documents saying you won’t share exam questions or options for answers with anyone. We expect you to honor those contracts. If you don’t, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.</td>
</tr>
</tbody>
</table>

#### SCENARIO
You tell another candidate that the exam included multiple-choice and sorted-list questions.

<table>
<thead>
<tr>
<th>WHAT’S OK</th>
<th>This is OK, because the format of the exam is public information that appears in this handbook.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT’S NOT OK</td>
<td>It’s not all right to reveal anything other than what appears in this handbook, in our content specifications, or on our website.</td>
</tr>
<tr>
<td>BOTTOM LINE</td>
<td>There’s no problem if you limit your conversation to public information, such as what appears in this handbook or on our website.</td>
</tr>
</tbody>
</table>

#### SCENARIO
You tell another candidate, “I didn’t understand this question” and relate the question, then ask, “Do you know what the test was asking?”

<table>
<thead>
<tr>
<th>WHAT’S OK</th>
<th>It’s never OK to report a specific question, or the answer options, to anyone.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT’S NOT OK</td>
<td>It’s not OK—and it never will be—to report a specific question, or the answer options, to anyone.</td>
</tr>
<tr>
<td>BOTTOM LINE</td>
<td>Throughout the application and exam process, you’ll sign numerous documents saying you won’t share exam questions or options for answers with anyone. We expect you to honor those contracts. If you don’t, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.</td>
</tr>
</tbody>
</table>
SECTION 4

About Your Exam

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>You tell another candidate, “If I were you, I’d bring a sweater. The test room was cold.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT’S OK</td>
<td>This is fine. You’re simply telling someone else about the test site environment. You aren’t revealing any of ARRT’s questions or options for answers.</td>
</tr>
<tr>
<td>WHAT’S NOT OK</td>
<td>Be careful, though. If the conversation continues, and the other person asks specific questions about the exam, don’t answer them.</td>
</tr>
<tr>
<td>BOTTOM LINE</td>
<td>If you share any of the questions or answer options on an ARRT exam, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>Another candidate asks you, “Were there a lot of questions on [specific topic]?”</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT’S OK</td>
<td>It’s never OK to report a specific question, or the answer options, to anyone. In addition, you can’t give more information about the exam content than appears in our content specifications.</td>
</tr>
<tr>
<td>WHAT’S NOT OK</td>
<td>Candidates should review the content specifications (available on our website) to learn what topics our exams cover. Never ask for or give more specific information than appears in our content specifications, in this handbook, or on our website.</td>
</tr>
<tr>
<td>BOTTOM LINE</td>
<td>If someone asks you to reveal ARRT’s exam questions or answer options, the conversation violates both the ARRT Standards of Ethics and the legal contract that all candidates sign. If someone asks you a question like this, show that person our content specifications and warn the person about the consequences of revealing ARRT’s exam questions or answer options.</td>
</tr>
</tbody>
</table>

ARRT owns the copyright to our exam questions and to the options we offer as answers. In addition, subverting the integrity of ARRT’s exams is illegal under the Minnesota Exam Subversion Law. You can find more information about exam security on our website.
EXPECTED CONDUCT AT THE TEST CENTER

Pearson VUE staff will watch you while you’re completing your exam. They’ll also make video and audio recordings of the test session. Both observation and a statistical analysis of your test responses can serve as grounds for determining misconduct.

Actions That Would Result in Score Cancellation

Your score will be canceled, you’ll have to reapply and pay the fee, and your exam will count as one of your test attempts if you:

- Bring a cell phone or other electronic device into the testing room.
- Use a cell phone during a break.
- Leave the test center before you complete your exam.
- Attempt to re-enter the test center after you’ve left it.

ARRT has a zero-tolerance policy in these areas. If you do any of those things, Pearson VUE staff will end your exam and file an incident report with us. Electronic devices include (but aren’t limited to) cell phones; any communication, recording or listening device (such as media players); removable storage devices; personal digital assistants (PDAs); calculators or computing watches; scanning pens; laptop computers, tablets, or any computer device; and cameras and other photographic devices.

BE AWARE

ARRT has a zero-tolerance policy for misconduct.
About Your Exam

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WHAT TO EXPECT AT THE TEST CENTER 37
HOW TO APPEAL YOUR TEST ADMINISTRATION PROCEDURES 44
MEETING OUR SECURITY REQUIREMENTS 45

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Other Misconduct

Other misconduct includes, but isn't limited to:

• Bringing papers, pamphlets, books, notebooks, or study guides into the test room
• Removing items from a secured locker without permission
• Giving or receiving unauthorized help
• Attempting to take the exam for someone else
• Failing to follow the instructions of Pearson VUE staff
• Tampering with the computer
• Attempting to use the computer for any function other than completing the exam
• Attempting to remove test content—in any format—from the test center
• Creating a disturbance

If you demonstrate misconduct or irregular behavior, we'll withhold your exam scores. We can also take measures including barring you from future exams, ending your exam, and canceling your scores for this and any previous exam. If you already hold an ARRT credential, we can deny your renewal; revoke or suspend your certification and registration; and take other actions as appropriate.

BE AWARE

If you demonstrate misconduct or irregular behavior, we'll withhold your exam scores—and we could bar you from future exams or cancel your scores.
At the end of your exam, you'll receive a preliminary score—not a final one. It doesn't mean you passed or failed the exam or that you're eligible or ineligible for certification and registration. You can't print your preliminary score, and once you leave the preliminary score screen, you won't be able to retrieve the score.

After your exam, Pearson VUE will return all data to ARRT. We'll complete an analysis of your exam. We take this step to ensure that the official score you receive is accurate.

Learn how we score exams.

If we have proper documentation of your eligibility, within three weeks of your exam date we'll mail an official score report to the address we have on record for you. Call us if three weeks go by and you don't receive your scores—but be aware that we won't give your exam results over the phone. You can also check the Verify Credentials page of our website. It will reflect your certification and registration status within about three weeks of your exam date.

If you change your address after your exam, and you've opened an online ARRT account, be sure to change your address in your account. If you don't have an online account, call us at 651.687.0048, ext. 8560. Otherwise your score reports might not reach you, and you'll have to pay for additional copies.
How to Interpret Your Score Report

We use scaled scores rather than raw scores to report your exam results. A raw score is the number of questions you answered correctly. A scaled score is more meaningful, because it considers the difficulty of each version of a test in comparison to other versions of the test. In other words, a scaled score of 75 represents the same level of performance—regardless of which version of an exam you took.

Scaled scores for ARRT’s exams range from 1 to 99. Section scores range from 0.1 to 9.9; we report them in tenth-point intervals (e.g., 8.1, 8.2, etc.). Your overall score comes from the total number of items you answer correctly—not from your section scores. Because our test sections differ in length, you won’t get your total score simply by averaging your section scores.

Use the section scores to review your strengths and weaknesses in content categories. You can generally interpret a section score of 8.1 as equivalent to a scaled score of 81 had that section made up the entire exam. Keep in mind, though, that because section scores come from a smaller number of items than exam scores, section scores aren’t as reliable as total scores.

If you score relatively lower in some areas, consider earning continuing education credits in those areas to increase your knowledge of those topics.
Requirements for Passing an Exam

YOU NEED A SCALED SCORE (SEE PAGE 52) OF 75 TO PASS AN EXAM

If you take the Sonography exam, you also need a score of 7.5 or more in the Abdominal Procedures and the Obstetrical and Gynecological Procedures sections.

Each ARRT exam has a different number of questions. We conduct studies to determine the number of correct answers needed for a scaled score of 75 on each exam. ARRT and panels of experts from each discipline periodically review our passing scores to ensure their validity.

Remember that passing an exam doesn’t make you eligible for certification and registration. You also must meet our education and ethics requirements. See Page 6.

QUESTIONS?
Call us at 651.687.0048, ext. 8560, if you have questions about your score.
SECTION 5

About Your Score

When We’ll Cancel Your Score

Be aware that ARRT can cancel your test scores in specific instances, which include but aren’t limited to these:

- We determine that you haven’t met your education or ethics eligibility requirements.*
- There’s evidence that the security of the exam you took was compromised—even without evidence that you knowingly compromised our security.
- Your Candidate Status Report lists an Eligibility Status Code (see Page 28), and you don’t satisfy that condition within six months of the date you take your exam.*
- You provide inaccurate or incomplete information or fees. (If that happens, we can cancel your scores or hold your results for six months; if you don’t resolve the issue by then, we’ll cancel your scores and count your attempt.)
- You experience severe technical difficulties during your exam. (If that happens, we’ll investigate the circumstances and arrange for a makeup exam at no additional cost to you.)

* In such cases, you’ll forfeit your application fee, and your exam will count as one of your three attempts (see Page 14). In addition, we’ll expect you to cooperate in any investigations of the circumstances surrounding such instances.

Once we’ve canceled your scores, they won’t be valid for certification and registration. In such an instance, you’d have to retake the exam.

QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about your score.
How to Appeal Your Score

We use several quality-control procedures to make sure all exams are scored accurately. If you think your exam score is wrong, however, you may request a review.

Send us a letter:

- Explaining why you suspect a scoring error
- Accompanied by a $25 fee
- Mailed to: ARRT, 1255 Northland Drive, St. Paul, MN 55120, Attn: Rescore
- Postmarked within 14 days of the date we process your score (that date is on the score report we mail to you)

We’ll review your responses to each question, compare those responses to the answer key, and recalculate both your raw scores and scaled scores. You’ll receive our findings no more than 30 days after we receive your request. If we find any scoring errors, we’ll cancel your original score and provide you with your corrected score.
What Happens If You Don’t Pass

If you don't pass the exam on your first or second try, we'll send a reapplication form along with your score report. The fee to reapply is $175. If you don’t pass on your third attempt, we’ll send you information on how to requalify to take the exam.

Be aware that we regularly update our exam [content specifications](https://www.arrt.org). If you plan to retake the exam, compare the content specifications on our website to those you used for your previous attempt. You might need to prepare for new content on your next attempt.

**Remember**

You have three years and three attempts to pass the exam (see Page 14). If we receive your reapplication and fees fewer than 30 days before your three-year limit expires, we'll return them. You’ll have to requalify before you can take an ARRT exam. See Page 24.
Once you've met our education, ethics, and exam requirements, you'll earn an ARRT credential. While you keep your certification and registration current, you'll be eligible to use the term Registered Technologist and the abbreviation R.T. with your name.

Once you gain an ARRT credential, you'll have access to an online account, where you'll find details about maintaining your credential. You'll also receive a copy of our Guide to Maintaining Certification and Registration. In the meantime, be aware that you'll need to complete the following three types of requirements throughout your career:

1. Renew your credential every year.
2. Complete your Continuing Education Requirements every two years.
3. Fulfill your Continuing Qualifications Requirements every 10 years.
Once you’ve earned your first ARRT credential, you might want to consider earning additional ones. You can use another primary pathway, use the postprimary pathway, or earn a Registered Radiologist Assistant (R.R.A.) credential.

To earn an additional credential, you must complete educational activities. Those activities may meet your biennial CE requirement for existing credentials. For example, if you earn a postprimary credential in Mammography, you’ll report any approved academic courses or CE you completed to earn that credential. The activities will count as CE for your existing biennium, but the credential itself won’t.

The courses and activities you complete must meet ARRT’s Category A or A+ requirements. If you earn credentials from NMTCB, ARDMS, or ABII, be sure your educational activities meet our requirements.

**PRIMARY PATHWAY**
You can earn these credentials using our primary pathway: Radiography, Nuclear Medicine Technology, Radiation Therapy, MRI, and Sonography.

**POSTPRIMARY PATHWAY**
You can earn the credentials listed in the left column of the chart on the next page by using our postprimary pathway. To do so, you’ll need to hold ARRT certification in a supporting category (as noted in the top row of chart) or a credential from another organization (as noted in the footnotes to the chart).

**R.R.A.**
To earn an R.R.A. credential, you’ll complete elements of both the primary and postprimary pathways. For example, you’ll have to complete an ARRT-recognized radiologist assistant education program, and you must hold a Radiography credential.
Earning Additional Credentials

### POSTPRIMARY

ARRT offers certification and registration using the postprimary pathway for Mammography, Computed Tomography, MRI, Bone Densitometry, Cardiac Interventional Radiography, Vascular Interventional Radiography, Sonography, Vascular Sonography, and Breast Sonography. We’ll continue offering new credentials in Quality Management through June 30, 2018. In addition, we offer certification and registration for radiologist assistants (see bottom row).

Postprimary candidates must hold certification and registration with ARRT (except where noted) in the appropriate disciplines as indicated below.

<table>
<thead>
<tr>
<th>Disciplines</th>
<th>Radiography</th>
<th>Nuclear Medicine Technology*</th>
<th>Radiation Therapy</th>
<th>Sonography**</th>
<th>MRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mammography</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Computed Tomography</td>
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<tr>
<td>MRI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Management*****</td>
<td></td>
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<tr>
<td>Bone Densitometry</td>
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<tr>
<td>Cardiac Interventional Radiography</td>
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<td></td>
</tr>
<tr>
<td>Vascular Interventional Radiography*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sonography</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>***</td>
</tr>
<tr>
<td>Vascular Sonography</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breast Sonography</td>
<td></td>
<td></td>
<td></td>
<td>****</td>
<td></td>
</tr>
<tr>
<td>Registered Radiologist Assistant</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The supporting discipline of Nuclear Medicine Technology may be through ARRT or NMTCB.
** The supporting discipline of Sonography may be through ARRT or ARDMS.
*****In this case, the supporting discipline of Sonography must be through ARDMS.
**** You’ll need certification and registration in both Radiography and Mammography as supporting disciplines for Breast Sonography eligibility.
*****New credentials available only through June 30, 2018.
You can find much more information at our website: www.arrt.org. Here are some specific pages you might want to visit:

**HANDBOOKS**
- Postprimary Discipline Handbook
- Registered Radiologist Assistant Handbook
- State Licensing Handbooks

**EXAM INFORMATION**
- Exam Content Specifications
- Didactic/Clinical Competency Requirements

**GOVERNING DOCUMENTS**
- ARRT Rules and Regulations
- ARRT Standards of Ethics
- ARRT Continuing Education Requirements

**OTHER**
- ARRT Video Library
- Accreditation Agencies That ARRT Recognizes
- Continuing Qualifications Requirements
- Educational Programs That ARRT Recognizes
- Ethics Preapplication Review Form
- Maintaining Your Credentials
- State Licensing Agencies