

2017 Registered Radiologist Assistant (R.R.A.) Handbook

Education + Ethics + Examination = The ARRT Equation for Excellence®



Policies, procedures and information in this handbook supersede previous editions.

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THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

How to Use This Handbook

▼ **Handbooks Change:** ● **Application Timing Matters**

Handbooks are updated each year. Candidates are responsible for the policies and procedures in the version that corresponds with the year of their application submissions.

This Certification and Registration Handbook is designed to help you understand, apply and prepare for the certification and registration process. To ensure that you are as successful as possible, you will want to read the following information very carefully and return back to the handbook for reference as you progress.

In these pages, you will find...

- Introduction and background on ARRT and its certification and registration programs
- Details on important eligibility requirements for candidates
- A link to the topics covered in the exam
- Instructions on applying for and scheduling your exam
- Tips on the exam format
- Test center requirements and procedures
- Information on what happens after you complete the exam
- Links to relevant information on the ARRT website, including the *ARRT Rules and Regulations, Standards of Ethics* and *Continuing Education Requirements*
- Sample application form
- Checklists for before and after you apply

Information in this handbook supersedes that in any prior versions. Earlier versions may contain outdated information.

Watch for These Symbols



This exclamation point is your pointer to key pieces of information you need to know.



This icon tips you to ways you can streamline your journey through the certification and registration process and beyond.

NCCA Accreditation

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

To receive NCCA accreditation, ARRT demonstrated that this certification and registration program met strict standards in accordance with ICE's mission to promote excellence in competency assurance for practitioners in all occupations and professions.

For more information on ICE/NCCA and their accreditation programs, visit them at www.credentialingexcellence.org.

It is ARRT's policy not to discriminate against any candidate for certification and registration because of race, color, religion, creed, age, gender, national origin or ancestry.

The American Registry of Radiologic Technologists®

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Visit our website at www.arrt.org

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Introducing ARRT®

ARRT — The American Registry of Radiologic Technologists® — promotes high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures and radiation therapy.

Nine Decades of History

The year was 1922. The Lincoln Memorial was dedicated on May 30. A first-class postage stamp cost two cents. Insulin was the revolutionary new treatment for diabetes.

And Sister M. Beatrice Merrigan took her Radiography exam on November 17. The test included 20 essay questions and a prescribed set of radiographs. She was notified of her certification and registration the day after Christmas, when she earned the distinction of being the country's first Registered Technologist.

We were the Registry — founded earlier that year by the Radiological Society of North America, with support of the American Roentgen Ray Society and the American Society of X-Ray Technicians.

The Registry was incorporated in 1936 as the American Registry of X-Ray Technicians. Its board was appointed by the Radiological Society of North America and the American Society of X-Ray Technicians. By the end of the decade, there would be more than 2,400 Registered Technologists.

In 1943, the American College of Radiology assumed the responsibility of appointing board members along with the American Society of Radiologic Technologists.

Forty years after its founding, the Registry expanded its examination programs to include nuclear medicine technology and radiation therapy. At that time, the organization's name changed to The American Registry of Radiologic Technologists, a name more inclusive of all three disciplines of certification and registration. By the end of the 1960s, ARRT would boast a total of 56,000 certificates — some 700 in nuclear medicine technology and nearly 300 in radiation therapy.

The decade of the '90s saw a sweeping expansion of ARRT's offerings. The new post-primary category was launched with certification and registration in cardiovascular-interventional technology and mammography. New disciplines were added as technology emerged. As the millennium ended, ARRT had converted all of its exams from paper-and-pencil to computer-based testing.

Nine decades after its founding, more than 325,000 Registered Technologists, known as R.T.s, attest to the success and strength of The American Registry of Radiologic Technologists.

Sister Beatrice was first. Now it's your turn.

Organizational Structure

A 10-member Board of Trustees determines ARRT policies. The Board is composed of six Registered Technologists and four radiologists. Five of the R.T. trustees are nominated by the American Society of Radiologic Technologists (ASRT); the sixth is nominated from a professional membership society identified by the board based on its current needs. The radiologist trustees are nominated by the American College of Radiology (ACR). Board members are selected to serve four-year terms, a new appointment or re-appointment from each group being made each year. Meetings of the Board of Trustees are held semi-annually. The Board is supported by a staff that conducts the routine business of the Registry.

Mission-Driven

The mission of The American Registry of Radiologic Technologists is to promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures and radiation therapy. The disciplines of interest include, but are not necessarily limited to, radiography, nuclear medicine technology, radiation

therapy, magnetic resonance imaging, sonography, mammography, computed tomography, quality management, bone densitometry, cardiac-interventional radiography, vascular-interventional radiography, cardiovascular-interventional radiography, vascular sonography and breast sonography. ARRT also offers certification and registration for radiologist assistants.

In support of this mission, ARRT:

- adopts and upholds standards for educational preparation for entry into the profession
- adopts and upholds standards of professional behavior consistent with the level of responsibility required by professional practice, and
- develops and administers examinations that assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the discipline

In addition to initial recognition, ARRT operates a system of annual renewal to identify individuals who continue to demonstrate their qualifications by adhering to the standards of professional behavior and complying with continuing education requirements.

The activities of the organization are primarily national in scope, but include international activities to the extent they impact practice or standards in the U.S. or its territories.

Two Categories: Primary and Post-Primary

Primary

ARRT provides a primary category of certification and registration in five disciplines of radiologic technology:

Radiography

Radiographers apply ionizing radiation to demonstrate portions of the human body — on a radiograph, fluoroscopic screen, or other imaging system — to assist physicians in diagnosis of disease and injury.

Nuclear Medicine Technology

Nuclear medicine technologists use radioactive materials in specialized studies of body organs to assist physicians in diagnosis and treatment of disease.

Radiation Therapy

Radiation therapists use ionizing radiation-producing equipment to administer therapeutic doses of radiation as prescribed by physicians for treatment of disease.

Magnetic Resonance Imaging

Magnetic resonance imaging technologists utilize the resonant frequency properties of atoms within a magnetic field to image anatomic and/or physiologic conditions of the body to assist physicians in the diagnosis of disease.

Sonography

Sonographers use nonionizing, high-frequency sound waves to image portions of the human body to assist physicians in making diagnoses.

Post-Primary

ARRT offers a post-primary category of certification and registration in mammography, computed tomography, magnetic resonance imaging, quality management, bone densitometry, cardiac-interventional radiography, vascular-interventional radiography, sonography, vascular sonography and breast sonography. ARRT also offers certification and registration for radiologist assistants.

Candidates for post-primary certification and registration must be certified and registered by ARRT (except where noted) in the appropriate disciplines as indicated below.

	Radiography is a supporting category for	Nuclear Medicine Technology* is a supporting category for	Radiation Therapy is a supporting category for	Sonography** is a supporting category for	Magnetic Resonance Imaging is a supporting category for
Mammography	■				
Computed Tomography	■	■	■		
Magnetic Resonance Imaging	■	■	■	■	
Quality Management	■	■	■		
Bone Densitometry	■	■	■		
Cardiac-Interventional Radiography	■				
Vascular-Interventional Radiography	■				
Sonography	■	■	■	■	■
Vascular Sonography	■	■	■	■	
Breast Sonography	■***			■	
Radiologist Assistant	■				

* Supporting category of Nuclear Medicine Technology may be through ARRT or NMTCB.

** Supporting category of Sonography may be through ARRT or ARDMS.

*** Certification and registration in both Radiography and Mammography as supporting categories is needed for Breast Sonography eligibility.

Eligibility Requirements

Eligibility includes requirements in three important areas: ethics, education and examination.

Ethics

Our pledge to promote high standards of patient care includes enforcing high standards of ethics among Registered Technologists — and among candidates for certification and registration. All candidates must comply with the Rules of Ethics contained in the [ARRT Standards of Ethics](#).

The Rules of Ethics are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and candidates. The Rules are intended to promote the protection, safety and comfort of patients. Registered Technologists and candidates engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of such conduct or activities, have violated the Rules of Ethics and are subject to sanctions.

One issue addressed by the Rules of Ethics is conviction of a crime — which includes a felony, gross misdemeanor or misdemeanor, the only exceptions being speeding and parking violations. All alcohol and/or drug related traffic violations must be reported.

“Conviction,” as used in this provision, includes a criminal proceeding where:

- the individual enters a plea of guilty, Alford plea or no contest (nolo contendere); or
- the adjudication of guilt is either withheld or deferred; or
- the sentence is stayed, set aside or suspended; or
- there is a pre-trial diversion.

You aren’t required to report offenses that were committed as a juvenile *and* were adjudicated through the juvenile court system.

The Application for Certification and Registration asks: “Have you ever been convicted in court of a misdemeanor or felony (including convictions of a similar offense in a military court-martial)?” If your answer is “No,” you move on to the next question. If you answer “Yes,” you must provide a detailed explanation and copies of official court documentation of the charges. Court documentation must verify the nature of the conviction, the sentence imposed by the courts, and the current status of the sentence. If you have a court-martial, you must provide a detailed personal explanation, documentation verifying the reasons for the court-martial, and the conditions of and status of the sentence.

Delay in disclosure to ARRT of misdemeanor or felony charges and/or convictions results in a minimum private reprimand in the R.T.’s ARRT file. Although private reprimands are not publicly reported, a private reprimand is still considered to be a sanction against an individual’s ARRT certification and registration.

A second question asks whether you have had any professional license, permit, registration or certification subjected to any conditions or disciplinary action by a regulatory authority or certification board.

The application also asks you to respond to a question about violations or sanctions related to the honor code. All candidates must sign a written consent under the Family Educational Rights and Privacy Act (FERPA). This consent allows ARRT to communicate freely and openly with program directors and to obtain specific parts of your educational records concerning violations of an honor code.



Check ‘Ethics and the ARRT’ Video

The “Ethics and the ARRT” video at www.arrt.org/videos could help answer additional questions you may have.



Report Ethics Violations within 30 Days

Beginning January 1, 2017, all R.T.s will be required to notify ARRT of ethics violations within 30 days of the occurrence or at annual renewal of certification and registration, whichever is sooner. What qualifies as a violation? Any state licensing issues or criminal charges and convictions — as well as, of course, any of the Rules of Ethics.

Education

To be eligible for R.R.A. certification, you must:

- be certified and registered in radiography;
- successfully complete a radiologist assistant (RA) educational program that meets ARRT's recognition criteria; and
- hold a baccalaureate degree from an accredited educational institution (the degree does not have to have been awarded by the RA program).

In addition, you must have completed at least one year of full-time clinical experience (or equivalent) following your radiography certification. The clinical experience may be earned concurrent to the RA educational program, but may not be satisfied with RA educational program activities. The clinical experience must be patient-care related at the professional level. This experience will likely be earned as a staff radiographer; however, it could include related healthcare experience such as that earned as an emergency medical technician (EMT).

All didactic requirements are outlined in the Didactic and Clinical Portfolio Requirements for Certification as a Registered Radiologist Assistant (accessible from a link on page 11).

Supporting Category

You must maintain registration in radiography at all times to be eligible for registration as an R.R.A. If you drop your radiography registration between applying for and taking the exam, you lose eligibility. In such cases, you would forfeit your exam fees, and your exam results would be canceled, counted as one attempt, and not be available for reporting.

You would not be eligible to re-apply until you reinstated your radiography credential.

Professional Education Requirements

As a candidate for certification and registration as a Registered Radiologist Assistant, you must meet the Professional Education Requirements specified in Section 2.03 of the [ARRT Rules and Regulations](#).

Didactic Requirements

You must successfully complete coursework addressing the topics listed in the [Content Specifications for the Registered Radiologist Assistant Examination](#). These topics should be covered as part of a nationally recognized curriculum such as the one published by the American Society of Radiologic Technologists (ASRT).

Clinical Portfolio Requirements

An essential part of the radiologist assistant's training is the preceptorship, during which you participate in the provision of radiologic services under the supervision of one or more board-certified radiologists. During your preceptorship, you will learn to perform a majority of the radiologic procedures and clinical activities appearing in the [Entry-Level Clinical Activities \(ELCA\)](#).

You will have numerous opportunities to be observed and evaluated by the preceptor and other healthcare professionals, and to critically evaluate and reflect on your clinical experiences.

You must maintain a record of your clinical experiences and evaluations in the form of a Clinical Portfolio. An important goal of the portfolio is to ensure that you are exposed to and become proficient at a minimum number of these procedures and clinical activities. The portfolio serves as a mechanism for maintaining and documenting these evaluative opportunities.

ARRT periodically revises requirements to keep pace with practice. The timing of such revisions can impact a candidate's plans for completing the appropriate procedures. Whenever the requirements are revised, candidates are allowed a two-year grace period during which either the old or new requirements are acceptable.

Three-Year Eligibility Limit

Candidates completing an educational program in 2013 and beyond have three years to establish eligibility.

Those who completed educational programs by the end of 2012 have five years to establish eligibility for ARRT certification and registration.

Candidates establish eligibility for ARRT certification and registration through the following stages:

- 1) *submitting appropriate application form and fee*
- 2) *undergoing an ethics review if necessary*
- 3) *completing the application process*
- 4) *receiving an assigned examination window in the form of a Candidate Status Report*

If you answer "Yes" on the application form to the "Have you..." questions, you must submit documents for an ethics review. ARRT cannot assign an exam window until the ethics review determines your eligibility to take the exam.

If you require an ethics review, bear in mind that your eligibility time frame needs to accommodate the review. In other words, you should submit your application at the earliest possible time, so ARRT can complete the review and you can complete the application process within the eligibility time frame.

If you are not determined eligible within the allowable time frame, you must re-qualify as described on page 27.

 **Study Materials Not
Provided by ARRT**

ARRT does not provide specific lists of study materials or textbooks, nor does it recommend or endorse any review programs, mock registries or study guides.

Examination

ARRT designs examinations in collaboration with content experts from various specialties. The primary exams consist of questions designed to measure the knowledge and cognitive skills underlying the performance of the major tasks typically required within the profession.

Consult the [content specifications](#) for the list of topics covered by the examination. ARRT doesn't provide specific lists of study materials or textbooks because the exams are built using many references. ARRT neither recommends nor endorses any review programs, mock registries or study guides for any of its examinations.

ARRT owns the copyright for the examinations. Law prohibits any attempt to reproduce all or part of the examinations. Anyone caught removing exam materials from the test center, whether by physical removal or by reproducing materials from memory, will be prosecuted to the full extent of the law and will have eligibility for certification and registration revoked.

See the following "Upholding Exam Security" section for more information.

Pilot Questions

Pilot questions are unscored questions embedded in the exam. ARRT uses data from these pilot questions to evaluate new exam questions. This is a cost-effective way to develop exam materials for future candidates, just as past candidates assisted in piloting questions for today.

These 20 questions are not identified as pilot questions, and they appear just like any other question on the exam. They are unscored, and ARRT allots extra time for you to complete these questions. Your answers to these questions will not affect exam scores.

Upholding Exam Security

ARRT takes very seriously its responsibility for exam security ...so much so that candidates are held responsible, too. Not upholding your end of the deal could expose you to an ARRT ethics investigation and/or legal complaint.

Help Us Protect Exam Security

If you know of any situations in which the security of ARRT exam materials might be compromised, click [here](#).

Candidate Agreement on Exam Disclosure

Disclosing exam information using language that is substantially similar to that used in questions and/or answers from ARRT exams is considered an attempt to subvert the integrity of the exam when such information is gained as a direct result of having been an examinee or having communicated with an examinee. 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 the examination. It is also considered an attempt to subvert the integrity of the exam to receive, from an examinee, exam information that uses language that is substantially similar to that used in questions and/or answers on the ARRT exam, whether requested or not, or to relay such information.

Why Does Security Matter So Much?

It's a matter of public health.

Candidates who successfully complete an examination and meet other requirements may obtain ARRT certification and registration, which is a valuable credential in the field and required by certain employers. The examination is also used by many states as a basis for issuing licenses.

Security is critical to ensure that the examination is an accurate and reliable measure of the critical knowledge and cognitive skills underlying the tasks typically required for the practice of medical imaging, interventional procedures, and radiation therapy. In fact, subverting the integrity of ARRT's exams is illegal, based on a Minnesota law that went into effect August 1, 2010. You will find language about the law in the Agreement of Candidates, which can be found in Article III, Section 3.02 of the *ARRT Rules and Regulations*. Click [here](#) for additional information.

Ask yourself: Would you want a loved one to receive care from an individual who "passed" the ARRT exam because they got a sneak peek at questions and memorized the answers rather than having learned all the critical content that the questions scientifically sample?

Disclosing Exam Information: The Bright Line Between What's OK and What's Not

Candidates for certification and registration see language in the ARRT Application for Certification and Registration and the non-disclosure screens at the test center that clarify what they are agreeing to comply with regarding exam security. That language is reproduced on page 21.

Not living up to these agreements can result in ARRT sanctions up to and including revocation of certification and registration or determination of ineligibility. Violating these agreements could also lead to legal action.

The table on the following page presents some scenarios that illustrate the bright line between what's OK and what's not. A video depicting the consequences of violating this policy is also available at www.arrt.org/videos.

Click [here](#) if you have any questions about your responsibilities under ARRT's exam-disclosure policy.

Potential Disclosure Scenarios

Scenario	When it's OK	When it's not OK	Bottom line
Educator asks candidates to “stop by” after the exam to “let me know how it went.”	If the invitation and the feedback to the educator relates to their general experience (“I thought the test was not as difficult as I expected...”).	This type of invitation from an educator may be misinterpreted by the candidate — and the student may think that the educator is asking the candidate to reveal copyrighted information.	If the candidate is asked to reveal ARRT’s questions or their answer options, then he or she will need to report the educator to the ARRT Ethics Committee. The educator should stop the candidate immediately from revealing any exam content, since doing so may subject both the candidate and educator to ARRT’s ethics process.
Candidate tells another candidate, “The test was very difficult — I felt like I didn’t have enough time.”	The candidate is simply telling another candidate how they felt about the exam. This is all right because the candidate is not revealing any of ARRT’s questions or the answer options.	One candidate (or potential candidate) asks another candidate about the specific questions.	If ARRT’s questions or answer options are shared, these individuals may find themselves part of an ARRT ethics investigation and/or legal complaint.
Candidate to educator: “You didn’t teach me about this question that asked [specific question]. I felt unprepared.”	Never	It is not all right and it will never be all right to reveal ARRT’s copyrighted questions (or answer options) to anyone.	Candidates sign numerous documents stating that they will not share exam questions, and ARRT expects the candidates to abide by those contracts. Those who don’t may find themselves part of an ARRT ethics investigation and/or legal complaint.
Candidate tells a potential candidate that there were multiple-choice and sorted-list questions on the test.	This is public information, noted in the certification and registration handbooks.	It’s not all right to reveal anything beyond what’s in the handbook.	Keep the conversation limited to what’s public information, such as the content specifications, and there’s no problem.
Candidate asks another candidate, “I don’t think that I understood this question... [relates question]... Do you know what they were asking?”	Never	It is not all right and it will never be all right to reveal ARRT’s copyrighted questions (or answer options) to anyone.	As noted two boxes up, candidates sign numerous documents stating that they will not share exam questions, and ARRT expects the candidates to abide by those contracts. Those who don’t may find themselves part of an ARRT ethics investigation and/or legal complaint.
Candidate says to a potential candidate, “If I were you, I would bring a sweater — it was cold at the test site.”	This candidate is simply telling another candidate about their surroundings at the test site. This is all right because the candidate is not revealing any of ARRT’s questions or the answer options.	If it leads a candidate (or potential candidate) to ask another candidate about the specific questions.	If ARRT’s questions or answer options are shared, these individuals may find themselves part of an ARRT ethics investigation and/or legal complaint.
Potential candidate says to a candidate, “Were there a lot of questions on [specific topic]?”	Never	This candidate should be aware of the topics that are contained in the exam from the content specifications published in the certification and registration handbooks and should not be asking for more specific information than is contained in that publication.	If the potential candidate is asking the candidate to reveal ARRT’s questions or the answer options, then this conversation violates both the <i>ARRT Standards of Ethics</i> and the legal contract that both the candidate and the potential candidate have signed. If asked this type of question, the potential candidate should be shown the content specifications and should be warned of the consequences of revealing ARRT’s copyrighted questions or their answer options.

Want to know more? Check out ARRT’s exam security video, which shows the potential consequences of violating this policy, at www.rrt.org/videos.

Application Procedures

Before submitting your application and payment to ARRT, take a moment to review the requirements for getting your application accepted by ARRT.

R.R.A. Certification and Registration Application Packet

[This](#) packet includes the materials that you will need to apply for ARRT certification and registration as a Registered Radiologist Assistant. Review these materials carefully and keep them available for reference.

The packet includes:

- Introduction
- Didactic and Clinical Portfolio Requirements (four components)
- Glossary

Agreement of Candidates

All candidates for certification and registration must — at the time of their application — pledge to abide by the Agreement of Candidates included in Article III, Section 3.02 of the *ARRT Rules and Regulations*. Candidates should read and be familiar with the [ARRT Rules and Regulations](#) prior to signing and submitting an application.



Check 'Applying for Certification' Video

The "Applying for Certification" video at www.arrt.org/videos could help answer additional questions you may have.

Application Form Must Have Legal Name, IDs Must Match

Make sure you use your legal name on your application form and that the names on the IDs you will use for entry at the test center match your legal name as submitted on your application. Nicknames are not acceptable. Name discrepancies can result in your not being admitted to the test center — and forfeiting your application fee. (The only discrepancy that is permitted is a full middle name that starts with the same middle initial that is on your ARRT file.)

Six-Month Limit on Photo and Signatures

All photos, signatures and dates of signatures on an application form must occur within six months preceding the date your application is received at the ARRT office.

Name Requirements

You must use your legal name when completing the application. A legal name is defined as the name appearing on a birth certificate, marriage certificate or legal name change document. Nicknames, shortened names or partial names should not be used. The only discrepancy that is permitted is a full middle name that starts with the same middle initial that is on your ARRT file. If your name has a cultural variation, make sure to use the same variation for both your application and your IDs.

You are responsible for making sure that your required two forms of identification match the legal name submitted on your application. If you have name discrepancies, you may be turned away from the test center and forfeit your exam fee. See the "Address or Name Changes" section on page 15 for further information.

Application Form

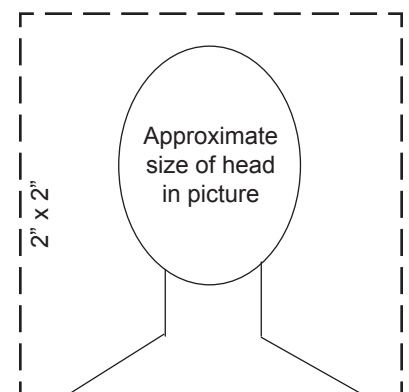
Complete the appropriate application form for the exam you wish to take (accessible from links on page 12), enclose your fee (see next page) and mail them to ARRT at 1255 Northland Drive, St. Paul, MN 55120.

Photo Requirements

You must tape a passport-quality photograph of yourself to the application form. A template for an acceptable photo is shown below.

ARRT defines a passport-quality photograph as an original photograph, taken within the past six months, that is approximately two inches by two inches in size, with an approximate image size from bottom of chin to top of head (including hair) of between one and one and a half inches, showing only the head and shoulders.

Photographs must be clear, front view, full face and taken in normal street attire or hospital uniform. The photograph may be black-and-white or color and must provide clear recognition of the candidate. Photographs are acceptable only if, in ARRT's sole determination, they are of satisfactory quality.



ARRT will reject photographs that mask appearance (with hats, visors or sunglasses that would shade the eyes, etc.). Retouched photographs that alter an individual's appearance are not permitted. Photocopies of photographs, laminated ID card photos, pictures cut off a driver's license or magazine or full-length prints will not be accepted.

For more information, search for "passport photo guidelines" at www.travel.state.gov.

Application Fees

Applications for certification and registration are subject to a fee of \$200. Re-application fees are \$175. Fees are not refundable and may not be transferred to another discipline for certification and registration.

You may pay by check or money order, payable to ARRT in U.S. funds. Each candidate's application must be accompanied by a separate check.

Application Timing

You may have only one application active at any time, so don't apply for more than one certification and registration at a time.

ARRT will send a Candidate Status Report (CSR) to you once your application has been processed. Although it usually takes less time for processing, allow up to four weeks from the date ARRT receives your application, or longer if an ethics review is required.

Examination Dates

ARRT administers the R.R.A. exam on a set schedule twice a year: the second Thursday of January and July. Application deadlines for each exam are approximately eight weeks in advance of the exam administration.

Here is the schedule for upcoming administrations. Available applications are linked below:

Applications must be <u>postmarked by this date:</u>	For candidates taking the <u>exam on this date:</u>
May 18, 2017	July 13, 2017
November 16, 2017	January 11, 2018
May 18, 2018	July 12, 2018

Test Centers

ARRT examinations are administered by Pearson VUE, the electronic testing business of Pearson Education. Their network of more than 200 high-security test centers is specifically designed and built for professional licensure and certification markets in the U.S. and its territories. Their international test centers are equipped to deliver ARRT exams in selected cities in Canada, Europe, Asia and Australia.

A geographic list of test center locations and driving directions may be viewed at www.pearsonvue.com/arrt.

Testing Accommodations

If you require any modification of standard testing procedures as outlined in this handbook, you must submit a request with your application. This requirement applies to any testing accommodation — including requests to use medical aids such as insulin pumps, pico magnifiers, lumbar pillows, asthma inhalers, etc.

ARRT complies with the Americans with Disabilities Act (ADA) and provides testing accommodations if ARRT determines that the ADA requirements are met. ARRT will



Avoid Processing Delays

- *Make sure your application is complete, the information is current and the correct fee is enclosed.*
- *Most applications are returned due to: no fee included, "Have you..." questions not answered or dates of training not listed.*
- *If you have been previously cleared for an ethics violation, as evidenced by a letter from ARRT, indicate "No" to the ethics question when filling out a new application.*
- *The photograph on your application must be of passport quality, i.e., clear and able to identify facial features.*



Testing Accommodations: Ask Up Front

Any request for testing accommodations must be submitted to ARRT each time you want to take an exam.

consider testing accommodations requests after you submit ADA documentation with your certification and registration or re-examination application.

To be considered for testing accommodations, you must submit a completed [Request for ARRT Testing Accommodations](#) form with your certification and registration application.

In addition, you must submit documentation verifying your functional impairment. Requests for testing accommodations will not be considered without this documentation. You must submit a Request for ARRT Testing Accommodations form each time a certification and registration or re-examination application is submitted.

If you do not submit a request form with each application, your application will be processed for examination *without* testing accommodations. ARRT cannot assign testing accommodations once your application has been processed and your 90-day examination window has been assigned.

Call ARRT at 651.687.0048, ext. 3167, if you are unable to download the form and information from the website or if you require further information on testing accommodations.

ARRT will release information regarding the granting or denial of accommodations only in writing and only to you, and will discuss your information only with you.

Certification and Registration vs. State-Related Licensing

More than three-quarters of the states have licensing laws covering the practice of radiologic technology. Although the ARRT examination is a voluntary certification and registration exam, many states use the scores in licensing decisions.

ARRT uses the term “certification and registration” when an individual satisfies all eligibility requirements — which include ethics, education and examination. If you wish to become certified and registered with ARRT, you need to submit an application directly to ARRT. Submitting an application to an individual state licensing agency would not make you eligible for ARRT certification and registration.

Although you may have earned your ARRT credential, this does not automatically mean that you are eligible to work in your state. Most states have their own application policies and procedures that you must meet in order to work in the state. Verify with the state licensing agency in the state where you plan to work to make sure you meet their eligibility requirements.



Questions About Your State Licensing Laws?

Administration of licensing laws differs from state to state. Some require submitting applications prior to exam administration, while others require only exam results. Direct any questions about licensing requirements to the [individual state](#). ARRT is unable to respond to questions regarding licensing requirements of specific states.

ARRT Follow-up to Application

Read here about how your application is acknowledged, reviewed and processed.

Acknowledgment of Receipt

Within four weeks of receiving your application, ARRT will mail a [Candidate Status Report](#) (CSR) to you. Due to processing volume during those four weeks, we may not be able to confirm by phone that your application has been received. Applications that include documentation for ethics review or requests for testing accommodations may require additional processing time.

If you want faster acknowledgment that ARRT has received an application, you have two options: mail the application materials to ARRT using the U.S. Postal Service’s “return-receipt requested” option; or include a self-addressed, postage-paid postcard for ARRT to mail back. ARRT will not return postcards without postage.

Application Review

When ARRT receives your application, staff reviews it to verify that you have correctly completed the form and satisfied all eligibility requirements.

Incomplete Applications

ARRT will return an incomplete application to you. Incomplete applications most typically result from: missing or unacceptable photograph (for photograph requirements see page 11-12), birth date or social security number not provided, inaccurate birth year or training dates, documentation for an ethics review not provided or explained, application fee incorrect or not submitted or Agreement of Candidates and FERPA are not signed.

Program directors are required to complete the educational program sections of the application. Applications must be signed by the program director and, if applicable, the authorized faculty member who is on record at ARRT. Stamped signatures are not acceptable.

Changes to Your Eligibility Status

If you are involved in any legal action that results in a conviction (as defined by ARRT) after applying, but before taking the examination, you must inform ARRT immediately.

Finding of Ineligibility

If ARRT receives information indicating ineligibility after already authorizing you to take the examination, ARRT will remove authorization and notify you in writing. If you are found to be ineligible, you will not be allowed to take the exam and your application fees are not refunded.

If you initially appear to be eligible, but ARRT later receives evidence of ineligibility and you have completed the examination, ARRT cancels your examination results and you forfeit your fee. This also counts as an attempt.

If you are ruled ineligible, you may re-apply when you achieve eligibility. Contact ARRT at 651.687.0048, ext. 8560, for re-application information.

If you believe that you have met the eligibility requirements as stated in this handbook, you may appeal decisions of ineligibility. The eligibility requirements themselves, however, may not be appealed. Appeals letters requesting reconsideration of applications must indicate the specific findings of ineligibility being contested and must be accompanied by a \$25 appeals fee. Letters must be received at ARRT within 30 days of notification of ineligibility.

Candidate Status Report (CSR)

ARRT will mail a [Candidate Status Report](#) (CSR) to you after your eligibility is determined and your application is processed. The CSR contains candidate identification information and your permanent six-digit ARRT ID number.

Notify ARRT right away — before scheduling your exam appointment — if any identification information is incorrect. If you lose your CSR or do not receive it within the anticipated processing time of four weeks, call ARRT at 651.687.0048, ext. 8560.

If you requested and qualify for testing accommodations, you will receive, along with your CSR, special scheduling information and written confirmation of the accommodations to be provided (see “Testing Accommodations” on pages 12-13).

Verifying Education

You must document performance of a set number of cases of specified procedures on the Summary of Clinical Experience and Competence Assessment Form (CR-1). Your educational program director and chief preceptor must sign the CR-1 form. Competence assessment for individual procedures on Forms CR-2A through CR-2E must be signed by you and the radiologist who supervised the procedure.

Submit your Final Summative Evaluation and CR-1 and CR-2 forms to ARRT in advance of or as close as possible to the examination date. ARRT will hold your exam results until receiving your forms.

These forms are included in the packet linked from the top of page 11.

ARRT also contacts your program director to verify that you successfully completed both the clinical and didactic phases of the program as it was accredited, as well as the ARRT-specified competency requirements.

This includes all academic degree requirements if the program is degree-granting. Completion of just the professional component of degree-granting programs does not satisfy the degree requirement.

Modifying Submitted Information

Once you have submitted an application, changing it is a very particular process. Read [here](#) about how to handle a change in name, address or examination window.

Address or Name Changes

If any changes to your name or address occur after you have submitted your application form, notify ARRT immediately — before scheduling your exam appointment. Changes cannot be processed at the test center. At the test center, the name on your IDs must match the name as it appears on your CSR (the only permissible exception is middle initial versus middle name, as long as the first letters of each middle name match). See the “Name Requirements” section on page 11 for more information.

Name change procedures are very specific. Changes to your name must be accompanied by documentary evidence of the change (e.g., photocopy of marriage certificate or court order showing name change).

Name change requests must be received at least 10 business days before a scheduled exam appointment to allow enough time for both ARRT and Pearson VUE to process the change. Requests received less than 10 business days before the exam may not be processed in time, which may result in you being turned away from the test center and forfeiting your fee.

If the name on your ID doesn't match your CSR, cancel your appointment (see “Missing Your Appointment” on pages 16-17) and correct the discrepancy by phoning ARRT at 651.687.0048, ext. 8560. Don't schedule a new appointment until you receive a new CSR and verify that all changes were made correctly.

The Exam Appointment

Your exam time and location will be assigned by Pearson VUE. Follow instructions at right if you have to miss or cancel your appointment.

Location and Time

Pearson VUE will assign you to a test center based upon the location you request on your application form.

Your appointment time will be selected by Pearson VUE and coordinated through ARRT. Pearson VUE will notify you of your appointment time.

Approximately 7-10 days after receiving your CSR, you will receive (via email or US Postal Service) an appointment confirmation from Pearson VUE listing the date, time and location of your examination, as well as driving instructions.

Occasionally the email confirmation is filtered into a SPAM folder based on the security settings of your email account. You should be aware that the confirmation comes from PVAmericascustomerservice@pearson.com. If you do not receive the confirmation from VUE within 7-10 days of receiving your CSR, check your filter settings and/or contact the ARRT at 651.687.0048, ext. 3119, to request that a new confirmation email be sent.

If you want to request a change in appointment location, phone ARRT at 651.687.0048, ext. 3119, as soon as possible to ensure that an appointment time is available at the new test center.

ARRT is not able to confirm testing dates, times or locations before the examination, nor can ARRT provide driving directions to test centers.

Missing Your Appointment

If you miss an R.R.A. exam appointment, for any reason, you will have to reschedule for the next scheduled administration.

With Less than 24 Hours Notice

If you miss your scheduled appointment without having given notice at least 24 hours in advance (as detailed in the next section), you forfeit your fee and must reapply. The missed appointment will not count as an attempt for purposes of the three-attempt, three-year limit policy (detailed on page 25).

You are responsible for appointment discrepancies between you and the test center. ARRT will, on a case-by-case basis, consider emergencies resulting in hospitalizations or deaths of immediate family members that occur after the 24-hour postponement request deadline if the request is received within 48 hours after the scheduled exam. Submit any such signed and dated request in writing to ARRT, along with your name, address, ARRT ID number or date of birth and social security number.

With at Least 24 Hours Notice

If, on the other hand, you have more than 24 hours advance notice that you will miss your scheduled appointment, you may take the following steps to avoid forfeiting your fee and having to reapply.

1. **Cancel with ARRT.**
At least 24 hours in advance of the scheduled appointment, call ARRT at 651.687.0048, ext. 3119, to cancel the appointment.
2. **Postpone and confirm with ARRT.**
At least 24 hours in advance of the scheduled appointment, fax or mail to ARRT your request to postpone your examination to the next scheduled administration. You may, depending on timing, be able to postpone up to three times without forfeiting your fee and having to reapply.



Invalid ID? Cancel Appointment

If you arrive at the test center with invalid ID, you won't be admitted to take the exam and will forfeit your fee.

Your ID is invalid if:

- it is not current (i.e., is expired)
- the name on ID varies from that on your ARRT file (see "ID, Photo, Signature, PVR" on pages 18-19)
- there is no signature, or
- it is not an accepted form of ID (see bottom of page 18 for "Acceptable Forms of ID")

Cancel your appointment in time and postpone with ARRT as detailed at right.

Submit your signed and dated request in writing to ARRT, along with your name, address, ARRT ID number or date of birth and social security number.

You may either fax or mail your postponement request. If faxing, send it to 651.994.8510 and phone ARRT at 651.687.0048, ext. 8560, to confirm receipt. If mailing, select the appropriate US Postal Service option to ensure that ARRT receives your request at least 24 hours in advance of the scheduled appointment.

3. Reschedule through ARRT.

Approximately three months prior to the next exam administration, ARRT will send you a new Candidate Status Report with details on the next exam administration. Seven to 10 days later, Pearson VUE will contact you via email or US Postal Service with information on your rescheduled appointment. If, for whatever reason, you have not received information from ARRT and Pearson VUE within six weeks prior to the next exam administration, phone ARRT at 651.687.0048, ext. 3119.

If you fail to appear for a scheduled appointment and don't re-schedule through the prescribed procedure, you will forfeit your application fee. To re-schedule, you will have to submit a re-application form and fee. Neither ARRT nor Pearson VUE is responsible for appointment errors.

ARRT will, on a case-by-case basis, consider emergencies resulting in hospitalization or death of immediate family members that occur after the cancel/change deadline. Written requests for re-scheduling in these circumstances must be accompanied by official documentation and must be received by ARRT within 48 hours after the scheduled exam date.

Exam Administration Day

Here's a preview of what you'll encounter when you open the test center's front door on the day of your ARRT exam appointment.



Preview Exam Day via Video

Check out ARRT's "What to Expect on Exam Day" at www.arrt.org/videos.

Test Center Environment

Pearson VUE test centers provide computerized testing for many organizations. Be aware that other tests may be administered in the test center at the same time as ARRT examinations.

Most test centers are located in buildings comprised of several other offices. Waiting areas at the test centers are small. Friends, relatives or children will not be permitted to wait in the test center or to contact you during your examination.

Test center personnel try to maintain a comfortable temperature in the testing rooms. In spite of these efforts, the room may be too cool or too warm for an individual's preference, so dress accordingly. Be aware that outerwear (overcoat, windbreaker, jacket, etc.) is not allowed in the testing room; however, clothing typically worn indoors (sweater, sweatshirt without a hood, blazer) is allowed. You will be required to empty your pockets before entering the room.

Keep in mind that there will be other people at the test center taking exams, so typing, coughing and/or people entering and leaving the testing room may be heard. It is impossible to provide a completely noise-free test environment. If you feel these distractions may be disruptive to your testing, be sure to request earplugs before beginning your exam. Noise reduction headphones can also be provided.

Follow Procedures

Test center personnel adhere to designated procedures to ensure that their operations meet ARRT criteria for standardized testing. Review the following information before the examination to become familiar with the procedures.

Arrive Early

Having already confirmed the location of the test center, plan your schedule and route to ensure that you arrive at least 30 minutes before the scheduled appointment, to allow time for check-in procedures. Be sure to allow ample time for your commute, especially if inclement weather is a factor.

If you arrive at the test center 15 minutes after your scheduled appointment, you may be required to forfeit the appointment. If an appointment is forfeited, the test center will report to ARRT your failure to take the examination, and your file will be closed. ARRT does not refund application fees on forfeited appointments.

To be considered eligible for a new examination window, you must submit a re-application form (included with the Notice to Absentee Candidate from ARRT) and fee.

Palm Vein Recognition Replaces Fingerprint

Beginning January 1, 2011, a new biometric procedure was added to the admissions process, replacing the fingerprint process. Called palm vein technology, it scans the veins inside the hand to create a digital template that represents your vein pattern. The pattern reader uses a safe, near-infrared light source, similar to a television remote.

Repeat candidates that have had their digital fingerprint captured at a previous exam will be required to provide a fingerprint match and then enroll in the palm vein recognition system. Exams taken after this initial procedure will use the palm vein system only.

All other steps of the admissions process remain the same. You are still required to bring a valid photo ID and secondary ID, have a photograph taken and sign a digital signature pad.

Click [here](#) to learn more about the process.

What if the Test Center is Closed?

If you are unsure whether a test center is closed because of inclement weather or some other factor, phone Pearson VUE's Call Center at 1.800.632.9055. If the test center is open, it is your responsibility to keep the appointment. If it is closed on the day of your scheduled exam, you will be rescheduled for the next administration of the examination.

In the event of a test-center closing, Pearson VUE will try to contact you to re-schedule the exam appointment.

ID, Photo, Signature, Palm Vein Recognition

When you arrive at the test center, you will be required to show two forms of identification, both of which show your signature and your pre-printed name as it appears on your CSR. One of the IDs must be a current official government-issued photo ID. See below for examples of the two types of IDs required.

Your name on the government-issued ID must be the same as that on record with ARRT, as reflected on your most recent CSR. Your ID may contain your full middle name as long as the middle initial on your CSR matches the first letter of your middle name(s). If your name has a cultural variation, ensure that the same variation appears on the CSR and both IDs.

If you arrive without proper ID or with discrepancies in your name listed on the IDs, you will not be admitted to the test center. You will not be allowed to re-schedule your exam appointment and will forfeit your examination fee. If you are admitted with questionable ID, you may have your score canceled following investigation by ARRT.

Upon checking in, you will be asked to provide a digital signature, which constitutes a) your consent for ARRT and/or Pearson VUE to retain and transmit personal data and exam responses; and b) your agreement to abide by the ARRT Candidate Rules Agreement, which will be presented to you prior to your exam.

Acceptable Forms of Identification

PRIMARY: Must be government-issued, have **pre-printed name, photo and signature** and not be expired

- Government-issued driver's license
- State ID card
- Passport

Very Important! Please note that military IDs, resident cards ("green cards") or any other IDs that do not have your signature **will not be accepted** at the test center as valid primary or secondary identification.

SECONDARY: Must have **pre-printed name and signature** and not be expired

- Government-issued IDs (e.g., U.S. social security card)
- Employee ID or work badge
- Bank automated teller machine (ATM) card
- School ID
- Credit card
- Any form of ID on the primary list

You will also have your palm vein scanned and be photographed. If you leave the testing area for any reason, your palm will be scanned upon leaving and again before re-entering.

The palm vein information and photo are for identification purposes only. The information is kept confidential and not shared with any organization.

Assignment to Testing Station

Test center personnel will give you a short orientation and then escort you to an assigned workstation. You must remain in your assigned seat during the examination, except when authorized to leave by a test center staff member.

You will be required to keep all personal items in a secure locker. This includes purses, wallets and jewelry that may create noise and be distracting to other candidates. When your exam break comes, you may access a snack that you left in the locker. You cannot access any other items placed in a secure locker for the duration of your exam. This includes breaks. Test centers assume no responsibility for candidates' personal belongings.

If you need to leave the testing room for personal reasons, you must first raise your hand to get test center staff's permission. No additional time is allowed to make up for lost time due to this reason. Test center staff is required to file an incident report with ARRT on any candidate that leaves the testing room for more than 10 minutes.

Test center personnel are not trained to answer specific questions related to ARRT examination content.

Calculators and Notes

Personal calculators are not permitted, so don't even bring one to the test center. You can use theirs.

Both scientific and basic four-function calculators are provided on the computer, or you may request a basic four-function calculator from test-center personnel. Click [here](#) to see facsimiles of the computer calculators. Examples of calculators are also presented in the tutorial at the beginning of the exam.

Test-center personnel will provide an erasable note board and pen, which may be replaced as needed during testing but may not be removed from the testing room at any time. Respond to the non-disclosure agreement BEFORE using the note board. And don't hold the note board up to the screen when responding to questions. Scratch paper, pens or pencils are not allowed in the testing room.

Requesting Assistance

Raise your hand to notify test-center personnel if:

- you need assistance adjusting the computer screen's brightness or contrast
- you would like a handheld calculator
- you need earplugs
- an image appears too large to be fully viewed
- you suspect a problem with the computer
- you need another erasable note board
- you need a break
- you have completed your exam
- you need a staff member for any other reason



Pace Yourself...

Use your time economically. Time remaining is displayed in the upper right corner of the computer screen. See "Pacing" on page 22 for more information.



Bring Snacks

You aren't allowed to leave the test center building during a break. If you choose to eat a snack during your break, bring it with you and keep it in your locker.

Exam Timing

The R.R.A. exam can take up to seven hours.

Up to 20 minutes is devoted to the tutorial at the beginning and 10 minutes to a survey at the end. ARRT recommends that you complete the tutorial to familiarize yourself with the testing program, as well as the online calculators. (Candidates must click "A" for the Non-Disclosure Agreement that appears after the tutorial; see sidebar on next page for details.)

The exam is administered in two parts. After completing the first part, you cannot return to it. During the break, you're not allowed to leave the test center building. If you choose to eat a snack during the break, bring it with you and keep it in your locker — from which you may not access study material or any other personal items (e.g., phone).

You are allowed up to 3.5 hours to answer the first 220 questions, after which you may elect to take a break of up to 30 minutes. (These 30 minutes are not counted as testing time; however, any additional breaks would be subtracted from allowed testing time.)

You will have 2.5 hours to complete the second part of the exam, which includes case-study essay questions and selected-response questions.

Test Center Misconduct and Score Cancellation

Numerous security measures are enforced during the test administration to ensure the integrity of ARRT exams. Be aware that you will be observed at all times while completing the exam. This includes direct observation by test center staff, as well as video and audio recording of the testing session.

Zero Tolerance Policy

ARRT has a zero tolerance policy regarding possession of cell phones and other electronic devices in the test center, as well as candidates leaving the test center building prior to completing the examination and attempting to re-enter the test center. Automatic score cancellation will result for any candidate violating this policy.

1. Under no circumstances are candidates permitted to access cell phones or any other type of electronic device after check-in at the test center. Test center personnel are instructed to dismiss any candidate found in possession of an electronic device after the candidate has completed the check-in procedures. This includes candidates on breaks.

Such electronic devices include, but are not limited to:

- cellular phones
- media players
- compact disc players or any other electronic communication/recording/listening device
- removable storage devices
- personal digital assistants (PDAs)
- calculator or computing watches
- scan pens
- laptop computers, tablets or any computer device
- photographic devices

If a candidate is found possessing a cell phone or any other type of electronic device, the candidate will not be allowed to continue testing and the test center administrator will file an incident report. Possession of a cell phone or any other type of electronic listening device after check-in will result in automatic score cancellation.

2. If test center staff observes a candidate leaving the test center building and re-entering the test center prior to completing the exam, the candidate will not be

allowed to continue testing and the test center administrator will file an incident report. Leaving the test center building and attempting to re-enter the test center will result in automatic score cancellation.

3. Candidates should not bring papers, pamphlets, books, notebooks or study guides into the test center. These items must remain outside of the test center during your exam.
4. For any candidate demonstrating misconduct or irregular behavior during or in connection with the examination — as evidenced by observation, statistical analysis of test responses or otherwise — the ARRT will withhold examination scores and may revoke or suspend a certificate, deny or reject an application for renewal of certification and registration, censure or take any other appropriate action. This includes permanently barring the candidate from all future examinations, terminating candidate participation in the exam and invalidating the results of that exam and any prior exam.

Non-Disclosure Agreement

After the tutorial, a non-disclosure agreement (NDA) will appear on the computer screen. You must accept the terms of the agreement in order to proceed with the exam. By accepting these terms, you agree not to disclose exam questions in any form or remove them from the test center. You have two minutes to indicate your acceptance of the agreement. If you do not respond within two minutes, the exam will end and you will have to submit a re-application form and fee to be considered eligible for a new exam window.

The agreement states: “This exam is confidential and 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.”

The screen will instruct you to click the “A” (for Accept) button to symbolize your signature and to accept the terms. Selecting “A” will allow you to continue with the exam. If you do not accept these terms, click “N” (for Not Accept) to let test-center staff know that you are through with the exam. If you click “N” and decide to examine at a future date, you will need to submit another application and fee.

Learn more about the non-disclosure agreement in the “What to Expect on Exam Day” video at www.artt.org/videos.

Examples of misconduct or irregular behavior include, but are not limited to:

- Removing items from a secured locker without prior authorization
- Giving or receiving unauthorized help
- Attempting to take the examination for someone else
- Failing to follow test center staff instructions
- Tampering with the operation of the computer or attempting to use it for any function other than completing the examination
- Attempting to remove test content (in any format) from the test center
- Creating a disturbance of any kind
- Accessing notes, books, study guides or unauthorized electronic devices

If found to be in violation of this policy, you may find yourself part of an ARRT ethics investigation, or even a federal court lawsuit for copyright infringement and/or breach of contract.

Taking the Exam

Click [here](#) for details about computer-based testing.

Order of Questions

Examination Session I presents questions in random order, which is consistent with the purposes of education and evaluation. When a student learns an important concept, the intent is that he or she will take that knowledge beyond a specific context or environment and generalize that knowledge to the practice setting.

Session II is presented in fixed order.

Question Format

Most test questions in Session I are standard multiple-choice with one best answer. Some questions may require that you select multiple answers from a list or use the mouse to sort a list of options into a particular order. A few items in this section may require that you identify anatomic structures on an image by using the mouse to select a highlighted area.

Session II consists mostly of case-study essay questions, as well as the item types listed above. Click [here](#) for an overview of computer-based testing.

Selecting Answers

For Session I, you must record an answer for a question before the computer allows display of the next question. You may flag questions for later review if you are unsure of the answer. Once Session I ends, you cannot go back later to review questions.

Session II includes questions requiring you to type your responses as well as select the best answer. For further information on recording your responses, click [here](#).

Pacing

It's important to use your time economically. Time remaining is displayed in the upper right corner of the computer screen. If a question is difficult, guess at the answer, flag the question for review and go on to the next question. When you have finished the session and there is still time left, go back to the questions that you flagged and review them.

Guessing

Exam scores are based upon the total number of correct answers. Therefore, it is to your advantage to answer every question, even if that means selecting an answer of which you are not sure. You must indicate some response to each question before the computer will proceed to the next question.

Candidate Comments

You may comment on a specific question at the time you answer the question by clicking on the "Comment" button at the top of that page. No additional testing time is allowed during the exam for making comments on questions.

You may comment on your test-center experience in the evaluation survey at the end of the exam.

Leaving the Test Center

When you are finished with the examination and evaluation survey, raise your hand and test-center staff will collect the erasable note board before dismissing you. Do not leave your seat until you have been dismissed. You may not remove note boards from the testing room. Your palm will be scanned again before leaving the test center.

Appeals of Exam Administration

ARRT makes every effort to assure that examinations are fairly administered in a comfortable and safe environment.

On rare occasions, test centers may experience technical difficulties. Back-up systems are in place, so every reasonable effort will be made to begin or retrieve testing data. The test center personnel will make every effort to resolve the difficulties and determine if testing can resume.

If difficulties can be resolved, you will be able to begin or continue your testing session from the point where you were interrupted.

If technical difficulties cannot be resolved, ARRT will, due to security concerns, re-schedule your examination for the for the next scheduled administration. The rescheduled appointment will be at no cost and will not count as an attempt for purposes of the three-attempt, three-year limit.

If you believe that your examination was administered in a manner that substantially deviated from normal testing procedures, you may request a review of the procedures. If you experience a problem, verify with the test center administrator before you leave the test center that they will file a report regarding your issue.

If you wish to request a review, submit a completed [Appeal of Exam Administration Procedures](#) detailing the specific nature of the alleged deviation from normal testing procedures. Be sure to include your phone number and email address, along with the examination category, administration date and test center location.

Because ARRT will investigate complaints only if they are received before your results have been released, you have only two days to submit the request. You may either fax the appeal form to 651.687.0349, then call 651.687.0048, ext. 3155, the day after faxing to confirm receipt; and/or mail the form (postmarked within two days of taking the exam) to ARRT.

If ARRT finds that any such deviation unfairly interfered with your ability to complete the exam to the best of your ability in the allotted time, your original score will be canceled and you will be allowed to retake the examination at no cost. Under no circumstances will your score be adjusted based upon the findings of the review.

After the Examination

After the examination, all exam data is returned to ARRT, where scoring and analysis is completed. ARRT follows strict procedures to ensure accuracy of scoring.

Passing Score In Itself Is Not Certification and Registration

A passing exam score alone does not constitute certification and registration. All other certification and registration eligibility requirements must also be satisfied. See the section on “Eligibility Requirements” (page 6).

How/When Will I Know Whether I’m Certified and Registered?

Official scores are usually mailed within two to three weeks to the address we have on file. Your program director must confirm your completion date before your results can be processed and mailed.

If you have a change of address, please convey it to ARRT by the time you take your exam. This will prevent your results from going to the wrong address.

You may also check the [“Verify Credentials”](#) tab which — generally within three weeks of taking the exam — will reflect your certification and registration status.

Cancellation of Scores

If ARRT determines that you did not meet education or ethics eligibility requirements, your exam scores will be canceled and not available. You forfeit the exam fee, and the attempt is counted as one of three attempts.

ARRT may withhold or cancel scores if there is evidence that the security of the examination has been compromised. Such action may be necessary even in the absence of evidence indicating that a candidate was knowingly involved in the compromising activities. ARRT expects candidates to cooperate in any investigation. Once results are canceled, they are not available for reporting at a later date.

The candidate forfeits fees paid for the examination. Canceled scores are counted as an attempt.

Some scores may be rendered invalid because of circumstances beyond a candidate’s control, such as technical difficulties. ARRT investigates each of these situations. When this results in a cancellation of scores, ARRT arranges for a makeup administration of the exam at no additional cost.

Score Reporting

After verifying all eligibility requirements, ARRT will mail your official score report to your address on file with ARRT.

If your Candidate Status Report listed a conditional code and this code is not satisfied within six months of your examination date, your scores will be canceled. An eligibility status code “Q” means that ARRT has contacted your program director to verify your program completion date and is awaiting confirmation.

If ARRT finds that information or fees you provided are inaccurate or incomplete, ARRT may cancel the scores or hold the results for six months after the date of the examination. If the issue is not resolved after six months, the scores are canceled. If investigation determines that you were ineligible to take the examination, scores are also canceled. ARRT will not refund your fees.

Allow two to three weeks after the examination for ARRT to mail your official score report. Exam results are not given out over the telephone. If your results have not arrived three weeks after your examination date, call ARRT.

You must pay replacement fees if results are lost due to an address change that you did not report to ARRT. Requests for duplicate results beyond 60 days after results were originally mailed are also assessed a fee for replacement.

Interpreting Scores

ARRT uses “scaled scores” to report examination results. Scaled scores are more meaningful than raw scores (i.e., number or percentage correct) because they take into account the difficulty of a particular exam compared to other forms of the same exam. Therefore, a scaled score of 75 represents the same level of exam performance, regardless of what examination form was administered.

Total scores are reported on a scale that ranges from 1 to 99. Keep in mind that ARRT total scaled scores do *not* equal the number or percentage of questions answered correctly. A total scaled score of 75 is required to pass an exam, and the number of correct answers required to achieve a score of 75 was determined through a standard-setting (or passing score) study. ARRT and panels of experts from each discipline periodically review the passing score to assure its validity.

Performance on each section of the exam is also reported using scaled scores. Section scores range from 0.1 to 9.9 and are reported in one-tenth point intervals (e.g., 8.1, 8.6). These scores are designed to provide information to candidates regarding their strengths and weaknesses in particular content categories. Each section score can be considered as a separate score. For example, a scaled section score of 7.9 would indicate that *if* that section had been the whole exam, the total score would have been a 79. It is important to note that — except for the Sonography exam — pass/fail decisions are based on the *total number* of items correct and *not* on individual section scores. Because exam sections have different numbers of items, a simple average of scaled section scores will not re-create the total scaled score. Since section scores are based on fewer exam questions, they are not as reliable as the total scaled score and should be interpreted with some discretion.

Appeals of Exam Scoring

ARRT makes every effort to assure that examinations are fairly administered in a comfortable and safe environment. If you believe that an examination was administered in a manner that substantially deviated from normal testing procedures, you may request a review of the procedures.

If you experience a problem, verify with the test-center administrator before you leave the test center that they will file a report regarding your issue.

As described below, the constructed response (i.e., essay) section includes automatic rescoring as part of the initial scoring process.

Selected-Response Section (e.g., Multiple Choice, Sorted List, and Select Multiple)

If you wish a review of scoring, send a letter or request detailing the specific reason a scoring error is suspected. Requests must be postmarked within 14 days of the score report having been mailed by ARRT and must be accompanied by a \$25 fee. ARRT will review your responses to each question, compare those responses to the answer key and recalculate both raw scores and scaled scores.

ARRT will inform you of its findings within 30 days of receiving your written request. If ARRT finds evidence of any scoring error, your original score will be canceled and you will be notified of your corrected score.

Constructed-Response Section (Essay)

Responses to essay questions are graded by multiple evaluators. Therefore, ARRT does not offer a rescoring service for the constructed-response section.

Some organizations have each essay scored by one evaluator. In such instances, there might be reason for concern about score reliability. To address this, most respected testing agencies arrange for each essay to be graded by two evaluators and use the average as the final grade. If the two graders disagree by more than a point, the difference is typically resolved through discussion or by bringing in a third evaluator. This is regarded as “best practice” in the testing industry.

ARRT has adopted a scoring method that exceeds industry standards. Every essay is initially scored by three trained subject-matter experts using a detailed scoring rubric and a blind review process. In addition to using three evaluators, ARRT runs a statistical test

to determine the extent to which the evaluators agree on their initial scores. Any essay with notable disagreement is flagged for discussion. As a result of this process, every candidate's exam is, in effect, already rescored and checked for discrepancies before scores are reported to examinees. ARRT's procedures achieve the benefits of rescoring while avoiding the limitations of doing it after the fact (e.g., retraining of evaluators, rescoring under nonstandard conditions, additional fees charged to the candidate, etc.).

Re-examination

If you fail the examination, you will receive a re-application form with your score report. The re-application fee is \$175. ARRT will return applications and fees that arrive at the ARRT office less than 30 days before the three-year limit expires (see following "Three-Attempt, Three-Year Limit" section).

Three-Attempt, Three-Year Limit

Candidates who are eligible for R.R.A. certification and registration are allowed three attempts to pass the exam. You must complete the three attempts within a three-year period of time that begins with the initial ARRT examination window start date. After three unsuccessful attempts or three years have expired, you are no longer eligible.

Initial Certification and Registration

Congratulations! You've earned your R.R.A. designation.

Your certificate confers the right to use the title "Registered Radiologist Assistant" and its abbreviation "R.R.A." in connection with your name — as long as the certification and registration is in effect (see the "Renewal of Certification and Registration" section below). Individuals certified and registered by ARRT are advised to use the symbol "(ARRT)" after the "R.R.A." and "R.T." to avoid confusion with certification and registration by any other source.


These marks are protected by law. ARRT pursues legal action against individuals who use these marks without authorization.

The designation for Registered Radiologist Assistants is "R.R.A.(ARRT)." Continue to use "R.T." and designation initials to indicate the other discipline or disciplines for which you hold certification and registration. Abbreviate the discipline designation, which should be listed between the "R.T." and the "(ARRT)," as:

"(R)" for radiography	"(M)" for mammography
"(N)" for nuclear medicine technology	"(CT)" for computed tomography
"(T)" for radiation therapy	"(QM)" for quality management
"(MR)" for magnetic resonance imaging	"(BD)" for bone densitometry
"(S)" for sonography	"(CI)" for cardiac-interventional radiography
	"(VI)" for vascular-interventional radiography
The designation for Registered Radiologist Assistants is	"(VS)" for vascular sonography
"R.R.A.(ARRT)."	"(BS)" for breast sonography

Renewal of Certification and Registration

Earning the certificate is one thing. Keeping it in effect is another — called renewal of certification and registration. To use the "R.R.A." or "R.T." designation after your name, you must renew your certification and registration annually, which includes pledging to abide by the Agreement of Applicants for Renewal of Certification and Registration included in Article V, Section 5.02, of the *ARRT Rules and Regulations*.

 **Using ‘R.R.A.’, ‘R.T.’ or
‘ARRT’ with Name?**

Individuals not maintaining current certification and registration are not authorized to use “R.R.A.,” “R.T.” and/or “ARRT” behind their names.

Certification and registration of the certificate for those who have passed the examination and are otherwise eligible is valid only through the individual’s next birth month. For example, an individual with a June birth month who passes the examination in March 2016 will be certified and registered through the end of June 2016.

Continued certification and registration requires annual renewal. Online renewal applications are available through My ARRT Info on the first day of the month two months before the birth month. If renewal hasn’t been completed online, ARRT mails a notification for renewal of certification and registration the month before the R.T.’s birth month, addressing it to the R.T.’s address on record at ARRT. R.T.s are responsible for notifying ARRT of any U.S. postal and email address changes.

CE: Continuing Education Requirements

Continuing education is an integral part of ARRT’s emphasis on education as an essential tool for R.T.s in delivering quality care. In these times of sweeping technological innovation, R.T.s can’t afford to be out of the education loop for long periods of time.

ARRT’s [continuing education requirements](#) mandate R.R.A.s to obtain 50 CE credits each biennium:

- at least 25 of the credits must be designated Category A or A+
- at least 25 of the credits must be earned through activities intended for the radiologist/physician extender or the radiologist/physician
- a minimum of 35 of the credits must be discipline or specialty-specific to the radiologist assistant’s area of practice

CE requirements for R.R.A.s are integrated into the requirements needed to maintain the R.T. designation. That is, qualifying CE credits may be applied to both the R.T. and R.R.A. requirements. R.R.A.s maintain the same CE biennium schedule that they use for their R.T. requirements.

If you don’t meet the continuing education requirements for renewal of registration, you will find yourself in CE Probation status or subject to reinstatement or requalification requirements.

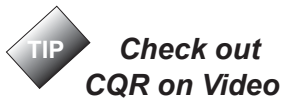
CQR: Continuing Qualifications Requirements

R.R.A certificates are time-limited to 10 years. To maintain your registration, you will need to fulfill continuing qualifications requirements (CQR).

During a three-year window of time prior to the end of your 10-year period, various tools — such as self-assessments and inventories of knowledge — will be available to determine areas of individual need, and prescribed continuing education activities will permit candidates to meet the requirements. Completing the exam used for initial certification and registration will not be required.

The goal is to show that you have maintained qualifications as implied by the designation and as defined by the body of knowledge identified in the content specifications for the then-current exam (as opposed to the exam used for initial certification).

For more information, check out the “Continuing Qualifications Requirements” video at [www.arrt.org/videos](#).



Check out ARRT’s Continuing Qualifications Requirements at [www.arrt.org/videos](#).

Reinstatement of Certification and Registration by Examination

Reinstatement is the process of restoring an ARRT certificate whose registration has not been maintained. Reinstatement is also required for any individual whose certification and registration has been revoked as a result of an ethics violation, in which case sanction removal is also a prerequisite for reinstatement. Those who reinstate their certification and registration by examination after removal of an ethics sanction are required to complete the Continuing Qualifications Requirements every 10 years.

Candidates who fail to meet CE requirements by the end of their CE-probation period move into reinstatement-by-examination status. Note that the reinstatement exam is the same as that used for certification and registration. If reinstating a post-primary category, individuals must first complete re-examination in the primary supporting category before re-examining in the post-primary category.

Candidates have three attempts to pass the exam. They must pass the exam within a three-year time frame that begins with the starting date of their first exam window.

Re-qualification for Certification and Registration

If the reinstatement by examination candidate has used up the three-attempt/three-year limit, the only pathway back to reinstating certification and registration is to once again successfully complete all didactic and clinical competency requirements of an accredited educational program. This pathway is also open to individuals who have not established eligibility for certification and registration before their eligibility period ends (see sidebar on page 7) or those who failed a third attempt.

Candidates must also be currently certified and registered in radiography.

To re-qualify, the individual must enroll in an educational program accredited by an ARRT-recognized accreditation mechanism. The candidate must re-demonstrate, to the satisfaction of the program, mastery of the current professional components of the education program required for graduation (i.e., didactic and clinical competencies). Enrollment may be in the same program or a different accredited educational program from that originally attended.

Apart from meeting the educational requirements, candidates for reinstatement must also meet the same *ARRT Standards of Ethics* and *ARRT Rules and Regulations* that apply to all certification and registration candidates.

This process is not to be confused with the CQR process, which is described above.



Check 'Applying for Certification' video

The "Applying for Certification" video at www.arrt.org/videos could help answer additional questions you may have.

Before You Apply: Checklist

You are responsible for providing complete and accurate information. Review the following before you fill in your application and send it to ARRT.

The application requires you to provide information on both pages.

The following four reminders refer to the page that asks for your name at the top.

- Ensure that the name on the IDs you will present at the test center matches your legal name on your application. Questions? See pages 11 and 18.
- Use a valid address, the one where you receive mail. Don't worry if it doesn't match your IDs; just make sure it's where you want ARRT to mail correspondence.
- Will you require testing accommodations at the test center? If so, you must submit required documentation along with this application. See pages 12-13 for details.
- Pay particular attention to the "Have you..." questions. If you have any questions, see the "Ethics" section on page 6, or call ARRT at 651.687.0048, ext. 8580.

The following four reminders refer to the page of the application with the picture box at the top.

- Be sure to read the Agreement of Candidates carefully: it is a legally binding document. Every candidate must also read and sign the Written Consent Under FERPA.
- You must sign and date the application in the boxes below the agreements with your legal name, indicating that you have read and will abide by the terms of the agreements.
- The endorsements must be completed by your educational program director and, if required, by an authorized faculty member.
- The dates must indicate the date the program director and, if required, authorized faculty member signed — it should *not* be a future date or the date they project you completing the program.

After completing both sides of the form, your last step is to:

- Mail your application form and fee to ARRT at
1255 Northland Drive
St. Paul MN 55120.

See next page for your checklist for what happens after you mail your application.



Check 'What to Expect on Exam Day' Video

The "What to Expect on Exam Day" video at www.arrt.org/videos could help answer additional questions you may have.

After You Apply: Checklist

Here's what happens after you've sent your application and before you become certified and registered by ARRT. Refer to this handbook throughout the process — particularly this checklist so you can monitor your progress.

Scheduling your appointment...

- ARRT will send you a Candidate Status Report (CSR) within four weeks of having received your application. If four weeks have passed and you haven't received your CSR, call ARRT at 651.687.0048, ext. 8560.
- After receiving your CSR, review it for accuracy. Call ARRT at 651.687.0048, ext. 8560, regarding any corrections or changes.
- If you have to cancel or reschedule an appointment, follow the procedures detailed on pages 16-17.

Before you go..

- Check out the "What to Expect on Exam Day" video at www.arrt.org/videos.

At the test center...

- Be sure to bring along two forms of ID as detailed in the "Acceptable Forms of ID" section on page 18.
- You will have two minutes to accept the Non-Disclosure Agreement before taking the exam. See details on page 21.

Following the exam...

- If you wish to appeal your exam administration, fax a completed [Appeal of Exam Administration Procedures form](#), to ARRT within two days of exam administration date, as detailed on pages 22-23.
- Wait for your exam results to arrive by mail or by checking the website as detailed under "Score Reporting" on page 23. Don't call the ARRT office until three weeks have passed.

Appendices

[Standards of Ethics](#)

[Rules and Regulations](#)

[Content Specifications](#)

[Entry-Level Clinical Activities](#)

[R.R.A. Certification and Registration Application Packet](#)

[Application for Certification and Registration, July 13, 2017, administration](#)

[State Licensing Agencies](#)

[Sample Candidate Status Report](#)

[Computer-Based Testing Overview](#)

[Sample Case Study](#)