

# 2017 Reinstatement of Certification and Registration by Examination

*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 examination handbook is designed to help you understand, apply and prepare for the examination 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...

- 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 Earlier versions may contain outdated information.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 processes 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](http://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](http://www.arrt.org)

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# Reinstatement of Certification and Registration by Examination

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.

## ▼ **Either on or Approaching CE Probation?**

*The options listed under “Requirements for Reinstatement” at right explain exactly how to pursue reinstatement based on where you are in your CE reporting cycle. The first three spell out how to reinstate whether you’re still in the CE biennium, six months or even up to a year past its end date. The fourth option — which is available to you only after the others won’t work for you — is what this handbook is all about.*

*Here’s the important caveat to consider if you’re pursuing #4: once ARRT has processed your application, you can no longer submit documentation of past CE reporting requirements.*

*Questions? Contact ARRT at 651.687.0048, ext. 8540.*

## Why Examination?

ARRT mandatory [continuing education \(CE\) requirements](#) went into effect in 1995. Those requirements are an integral component in the renewal of certification and registration.

This examination is the pathway for technologists to regain certification and registration that has lapsed because they haven’t kept up with the CE requirements.

## Reinstating by Examination

Reinstatement is the process of restoring ARRT certification and registration which has not been maintained, or for anyone who has had their certification and registration revoked as a result of an ethics violation, in which case sanction removal is a pre-requisite for reinstatement.

If you fail to meet CE requirements by the end of your CE probation period, you move into reinstatement-by-examination status. Note that the reinstatement exam is the same as that used for initial certification and registration.

If you hold credentials in multiple disciplines, you must first become certified and registered for the primary supporting discipline and then take the post-primary examination(s).

You must successfully examine in each primary discipline in which you desire to be certified and registered. Once you have the primary certification needed as a supporting discipline, you may apply for the examination in each of the post-primary disciplines you wish to reinstate. You may apply for only one exam at a time.

You must also meet the same *ARRT Standards of Ethics* and *ARRT Rules and Regulations* requirements that apply to all examination candidates. This process is not to be confused with the CQR process (see page 24).

## Requirements for Reinstatement

All individuals who have been certified and registered by ARRT — whether currently registered or not — have also been assigned a CE reporting cycle. The amount of continuing education required when you request reinstatement is based upon your assigned reporting cycle dates, determined as follows.

- 1. If requesting reinstatement before you reach the end date of your CE reporting cycle:** If you meet all other eligibility requirements for certification and registration, you may reinstate by submitting the Application for Reinstatement of Certification and Registration, which is available on request by phone or online. Then, report CE credits with the Application for Renewal of Certification and Registration at the end of your biennium.
- 2. If requesting reinstatement within six months after the end date of your CE reporting cycle:** You have two options — either report 24 CE credits completed during the previously assigned CE biennium, or apply for reinstatement under CE probation status.

3. **If requesting reinstatement more than six months but less than 12 months after your CE biennium ending date:** You may apply for reinstatement and document CE credits completed during the previous CE biennium and/or CE probation period. If your request is rejected under this option, you must apply for reinstatement by examination (see #4).
4. **If requesting reinstatement more than six months after the CE biennium ending date and not eligible for the above-listed options:** The only way to reinstate at this point is to successfully examine in a primary discipline in which you were previously certified and registered. You must pass a separate exam in each of the disciplines you wish to reinstate. If you wish to reinstate a post-primary category, you must first complete re-examination in the primary supporting category. Reinstatement exams are the same as those currently used for certification and registration.

## 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 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 questions are not identified as pilot questions, and they appear just like any other question on the exam. The number of pilot questions in your exam is listed on the table on page 17; these are unscored, and ARRT allots extra time for you to complete these questions. Your answers to these questions will not affect exam scores.

### **Exam Content Specifications**

*Exam content specifications are not included in this handbook. You may access them from a link at [www.rrt.org/handbook](http://www.rrt.org/handbook) links or call ARRT at 651.687.0048, ext. 8560, to request a printed copy.*

### **Study Materials Not Provided by ARRT**

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

# 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 action.

## ▼ **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 ● Regarding Exam Disclosure**

*Disclosing examination information using language that is substantially similar to that used in questions and/or answers on the ARRT examinations is considered an attempt to subvert the integrity of the examination when such information is gained as a direct result of having been 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 examinations. It is also considered an attempt to subvert the integrity of the examination to receive, from an examinee, examination information that uses language that is substantially similar to that used in questions and/or answers on the ARRT examination, whether requested or not, or to relay such information. For more details, check out the Agreement of Candidates in the ARRT Rules and Regulations, as well as Rule 2 in the Standards of Ethics.*

## **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 19.

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](http://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.

# Examination Eligibility Requirements

Learn more about what's needed to become eligible to reinstate your certification and registration.

**TIP**

## **Check 'Ethics and the ARRT' Video**

The "Ethics and the ARRT" video at [www.rrt.org/videos](http://www.rrt.org/videos) could help answer additional questions you may have.

## **Reinstatement after Ethics sanction?**

Any reinstatement after removal of an Ethics sanction will be subject to Continuing Qualifications Requirements.

**TIP**

## **Beginning in 2017: 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.

## **Ethics**

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

The Rules of Ethics are 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 misdemeanor, gross misdemeanor or felony, the only exceptions being speeding and parking violations. All alcohol and/or drug related violations must be reported.

"Conviction," as used in this provision, includes a criminal proceeding where a finding or verdict of guilt is made or returned, but

- the individual enters a plea of guilty, Alford plea or no contest (nolo contendere), or
- the adjudication of guilt is either withheld, deferred or not entered, or
- the sentence is suspended or stayed, 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 [ARRT Rules and Regulations](#) also outline the requirements for reinstatement after an ethics sanction removal. See Section 6.05 of Appendix C to learn about how CQR applies to reinstated certification and registration even if it was originally earned prior to January 1, 2011.

The Application for Reinstatement of Certification & Registration asks: "Have you ever been convicted of a misdemeanor, felony or 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, registration or certification subjected to any conditions or discipline 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. records concerning violations of an honor code.

# Application Procedures

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

## **Check ‘Applying for Certification’ Video**

The “Applying for Certification” video at [www.arrt.org/videos](http://www.arrt.org/videos) could help answer additional questions you may have.

## **Application Form Must Have Legal Name, IDs Must Match**

Make sure ARRT has your legal name on file 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 will result in you 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.

## **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*. You should read and be familiar with the [ARRT Rules and Regulations](#) prior to submitting an application.

## **Name Requirements**

You must use your legal name on your application. A legal name is defined as the name appearing on your 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, you must 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 will be turned away from the test center and forfeit your exam fee. Please see the “Address or Name Changes” section on page 12 for further information.

## **Photo Requirements**

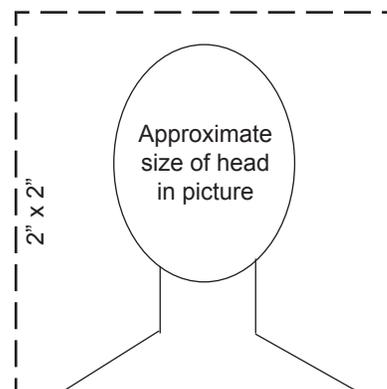
You must tape a passport-quality photograph of yourself to the application form. A template for an acceptable photo is shown below.

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 cards, 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](http://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.



## **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.*

## **Application Timing**

You may have 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 Window**

You may schedule your exam appointment for any time during a set examination window. Generally, examination windows begin on the Wednesday after the application is processed and extend for 365 calendar days. For example, if an application is processed on Thursday, April 20, 2017, the examination window begins on Wednesday, April 26, 2017, and ends on Wednesday, April 25, 2018.

Your exam window will close automatically after 365 days or if you miss an appointment, an exam appointment is not canceled in time or you fail to comply with the non-disclosure agreement at the test center (see sidebar on page 19). If you don't schedule an appointment within your window, you forfeit your fee. To open a new exam window, you would have to re-apply with a new fee.

## **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](http://www.pearsonvue.com/arrt).



## **Testing Accommodations: Ask Up Front**

*Requests for testing accommodations must be submitted to ARRT each time you submit an application.*

## **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 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 365-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.

# 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 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 9), birth date or social security number not provided, inaccurate birth year, documentation for an ethics review not provided or explained, application fee incorrect or not submitted or Agreement of Candidates not signed.

### 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.

## **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.*

## 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, your permanent six-digit ARRT ID number and examination window dates.

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.

The examination window shows the dates during which you may take the exam. After your window expires, your CSR is no longer valid, and a completed re-application form and fee are required.

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 page 10).

# 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 match). See the “Name Requirements” section on page 9 for more information.

Name change procedures are very specific. Requests to change your name in our records 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 “Canceling or Re-scheduling Your Appointment” on page 14) and call 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 Examination Appointment

Once your window is open, you may schedule your appointment with Pearson VUE. But, remember, you must have completed all requirements of the educational program before sitting for the exam.



## Internet Scheduling

*After you have been notified of your eligibility to sit for the exam, you may schedule online at [www.pearsonvue.com/arrt](http://www.pearsonvue.com/arrt). When you arrive at the web page, the process will differ depending on if you're a first-time or returning user.*

*First-time users should click on the "Create Account" link, where you will be asked for your six-digit ID number and personal information from your Candidate Status Report. Make sure the information you enter on the screen matches the information on the front of your CSR. When creating your profile, follow the prompts until you have completed the process and can select the "Finish" link. You will be provided a link to follow the prompts for scheduling your exam.*

*Returning users should click on the "Sign In" link. If you have forgotten your password, click on the "Forgot my Password" link and follow the prompts.*

*To schedule online, candidates must provide an email address. Otherwise, phone the Pearson VUE Call Center directly to schedule an appointment.*



## Follow-Up and Confirm Your Exam Appointment

*You are responsible for confirming the date, time and location of your exam with Pearson VUE. If you don't receive a confirmation within two days of scheduling, call the Pearson VUE Call Center to confirm and request that a duplicate confirmation letter be mailed. If your appointment is scheduled for less than five days out, call Pearson VUE for confirmation the day after you make the appointment. This applies to appointments scheduled via the Call Center as well as those scheduled online.*

*[Click here to return to Table of Contents](#)*

## Scheduling Your Appointment

Pearson VUE schedules appointments on a first-come, first-served basis. As soon as you've been granted an exam window, you may schedule your appointment one of two ways:

- call the Pearson VUE Call Center at the toll-free phone number shown on the back of your CSR (Monday–Friday, 7 a.m.–7 p.m. Central Time); or
- online at the [www.pearsonvue.com/arrt](http://www.pearsonvue.com/arrt) website (see "tip" at left for details).

Even if you don't want to take the exam immediately, it's better to schedule early to obtain your desired appointment. If you delay too long in scheduling your exam appointment, you may not find an available appointment prior to your exam window expiration date. If your window is allowed to expire, you must submit a re-application form and fee to receive a new examination window.

You will provide and receive a great deal of important information when scheduling your appointment with Pearson VUE. It is your responsibility to manage that information each step along the way.

### Have Your Information Available

Have your CSR at hand when going online or calling to schedule.

If scheduling online, you will be guided through the process and select a test center on the Pearson VUE website.

When calling to schedule an appointment, you will be asked to verify your name, address and other identifying information, and to provide your exam discipline and ARRT ID number from your CSR. ARRT does not provide ID numbers over the phone. Calls may be recorded for quality assurance purposes. Pearson VUE Call Center staff will help you schedule a date and time for testing. Test centers are generally open Monday through Friday between the hours of 8 a.m. and 6 p.m. Some test centers offer extended evening or weekend hours.

Pearson VUE Call Center staff cannot make changes (except adding email and phone info) to the application information you provided to ARRT (see "Address or Name Changes" on page 12).

### Confirm Your Scheduling Information

Space is provided on the back of the CSR for you to write the date, time, confirmation number, test center location and name of the Pearson VUE Call Center representative. Pearson VUE will email or send by U.S. Postal Service (when an email address is not provided) a letter confirming the appointment. The letter will include the address, phone number and directions to the test center, as well as the name, date and time of your exam and other important information. Driving directions are also available at [www.pearsonvue.com/arrt](http://www.pearsonvue.com/arrt).

Occasionally the email confirmation may be filtered into a "spam" folder based on the security settings of your email account. Be aware that the email confirmation comes from [PearsonVUEconfirmation@pearson.com](mailto:PearsonVUEconfirmation@pearson.com). If you don't receive the confirmation from Pearson VUE within two days, check your filter settings and/or contact the Pearson VUE Call Center to confirm your email address on file and your appointment date and time, and request that a new confirmation email be sent.

ARRT is not able to confirm the date, time or location for your examination, nor can ARRT provide driving directions to the test center.

## Missing Your Appointment

If you fail to keep an appointment or if you don't reschedule it as detailed in the next section, your application fee will be forfeited. However, a missed appointment does not count as an attempt for the three-attempt, three-year limit policy (detailed on page 22). ARRT is not responsible for appointment discrepancies between you and the test center.

## Canceling or Rescheduling Your Appointment

You may cancel or reschedule an appointment up to 24 hours (one business day) prior to the scheduled appointment — either by phoning 800.632.9055 (leaving a message on an answering machine is not acceptable) or at [www.pearsonvue.com/arrt](http://www.pearsonvue.com/arrt) (be sure to follow the prompts to complete the process). Pearson VUE will send you an email confirmation each time an appointment is changed or canceled.

Pearson VUE charges a \$10 fee for examination appointments that are canceled or rescheduled. Pearson VUE will collect fees by credit card payment at the time the appointment is canceled or rescheduled. This includes all changes made online and via the Pearson VUE Call Center.

If you cancel or make a new appointment and do not receive an email confirmation, follow-up by phoning the Call Center to confirm it.

The table below shows that appointments for a given time on the scheduled test day must be canceled by that same time on the preceding business day.

Scheduled Test Day	Cancel/Change Deadline (same time as appointment)
Monday	Friday of the preceding week
Tuesday	Monday of the same week
Wednesday	Tuesday of the same week
Thursday	Wednesday of the same week
Friday	Thursday of the same week
Saturday	Friday of the same week

### Exception

*Due to Call Center hours, if your appointment is in a time zone ahead of Central (e.g., Eastern), you must cancel any 8 a.m. appointment by 7 p.m. CT two days in advance.*

For example, if you are scheduled to test at 9 a.m. on Monday, you must call by 9 a.m. on Friday to cancel the appointment.

NOTE: National holidays and weekends are not considered business days.

If you fail to appear for a scheduled appointment or don't reschedule through the prescribed procedure, you will forfeit your application fee. To reschedule, you will have to submit a re-application form and fee. Neither ARRT nor Pearson VUE are 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 rescheduling in these circumstances must be accompanied by official documentation and must be received by ARRT within 30 days after the scheduled exam date.

### **Invalid ID? Cancel Appointment**

*If you arrive at the test center with invalid ID, you will not be admitted to take the test and you will forfeit your fee*

*Your ID is invalid if:*

- *it is not current (i.e., expired); or*
- *the name on the ID varies from that on your ARRT file (see "ID, Photo, Signature, Palm Vein Recognition" on pages 15); or*
- *there is no signature; or*
- *it is not an accepted form of ID (see bottom of page 16 for "Acceptable Forms of ID").*

*Cancel your appointment in time and reschedule when you have acquired two forms of valid ID.*

### **Calling to Reschedule? Remember to Cancel**

*Just because you call to reschedule an exam appointment doesn't necessarily mean that your initial appointment is automatically canceled. And an uncanceled appointment is your responsibility, potentially resulting in forfeiting the application fee.*

*If you call Pearson VUE intending to reschedule, your initial appointment remains in effect until you formally approve a new appointment date/time. If you can't find an appropriate alternative and plan to call back later, your initial appointment will still be on the books.*

*Play it safe when changing your appointment. Be sure to specifically request that the initial appointment is canceled. The next day, call Pearson VUE to confirm the cancellation.*

# 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" video at [www.rrt.org/videos](http://www.rrt.org/videos).

## **ID Lost or Expired? Cancel Appointment**

If your ID is lost or becomes invalid, cancel your appointment (consult table on page 14 for timing requirements) and reschedule when you have acquired the necessary ID.

## **Severe Weather Looming?**

If you anticipate severe weather and your appointment is more than 24 hours out, consider rescheduling to avoid transportation hassles. If you miss your appointment due to weather, and the test center was open, you will have to submit a re-application form and fee to obtain a new exam window.

## **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 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, please 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 the 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. ARRT does not refund application fees on forfeited appointments.

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

## **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 800.632.9055. If the test center is open, it is your responsibility to keep your appointment. If it is closed, you will be given the opportunity to reschedule your appointment at no cost.

In the event of a test center closing, Pearson VUE will try to contact you to reschedule your exam appointment at no cost. You may also call Pearson VUE to reschedule.

## **ID, Photo, Signature, Palm Vein Recognition (PVR)**

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 the next page for examples of the two IDs required.

## **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 exam takers that 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.

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. 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 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 application fee. If you are admitted with questionable ID, you may have your exam score canceled following investigation by ARRT.

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

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. You cannot access items placed in a secure locker for the duration of your exam unless you receive written pre-approval from ARRT. This includes breaks. Test centers assume no responsibility for candidates' personal belongings. (For the longer sonography examination, candidates get a 30-minute break during which they may access snacks/lunch from their locker; no other items may be accessed.)

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.

## **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, Alien-Registration Cards ("Green Card") or any other IDs that do not have the candidate's 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

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 does not appear or 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; or
- 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 19 and click [here](#) for more information.

## Exam Timing

Time allowed for completing an examination is based on the number of questions. See the table below to understand the breakdown of the total time, including an 18-minute tutorial at the *beginning* of the exam, followed by two minutes for responding to the non-disclosure agreement (NDA) and a 10-minute survey at the *end* of the exam. Unscheduled breaks are subtracted from the allowed testing time; that is, the clock is not stopped during unscheduled breaks.

ARRT recommends that you complete the tutorial to familiarize yourself with the testing program, as well as the online calculators.

NOTE: You must also click "A" for the non-disclosure agreement which appears after the tutorial and before the exam (see page 19).

DISCIPLINE		Scored Items	Pilot Items	Total Items	Tutorial Time (in min.)	NDA Time (in min.)	TEST TIME (in hours)	Survey Time (in min.)	TOTAL TIME (in hours)
Radiography		200	20	220	18	2	3.5	10	4.0
Nuclear Medicine Technology		200	20	220	18	2	3.5	10	4.0
Radiation Therapy		200	20	220	18	2	3.5	10	4.0
Magnetic Resonance Imaging		200	20	220	18	2	3.5	10	4.0
Sonography	Sonographic Procedures	360	40	400	18	2	4.0	10	7.5*
	Patient Care and Physical Principles of Ultrasound						2.5		
Mammography		115	25	140	18	2	2.5	10	3.0
Computed Tomography		165	20	185	18	2	3.5	10	4.0
Quality Management		165	25	190	18	2	3.5	10	4.0
Bone Densitometry		75	30	105	18	2	1.75	10	2.25
Cardiac-Interventional Radiography		145	25	170	18	2	3.0	10	3.5
Vascular-Interventional Radiography		160	50	210	18	2	3.5	10	4.0
Vascular Sonography		160	40	200	18	2	3.5	10	4.0
Breast Sonography		185	30	215	18	2	3.5	10	4.0
Registered Radiologist Assistant	Multiple Choice	200	20	220	18	2	3.5	10	7.0*
	Case Study Questions	10-30	0	10-30			2.5		
<p>* Sonography and Registered Radiologist Assistant examinations have a 30-minute break between the two segments of the exam. This brings the total time to 7.5 hours for Sonography and 7.0 hours for R.R.A.</p>									

## 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; and
- 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 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 certification and registration, 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.

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; and
- 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

ARRT examinations present questions in random order, which is consistent with the purposes of education and evaluation. When an individual 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.

### Question Format

Most questions are standard multiple-choice with one best answer. ARRT is also introducing new formats on a limited basis. 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 questions may require that you identify anatomic structures on an image by using the mouse to select a highlighted area on the screen and clicking. Others may require you to answer a multiple-choice question after viewing a short video clip.

### Selecting Answers

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.

### 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 examination 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 the page. No additional testing time is allowed during the exam for making comments on questions.

You may comment on your testing experience in the evaluation survey at the end of the test.

## 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.

## 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 obtain a new exam window.*

*The agreement states: "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."*

*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.arrt.org/videos](http://www.arrt.org/videos).*

## Appeals of Test Administration Procedures

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

On rare occasions, candidates may encounter technical difficulties at the test center. If you experience a technical difficulty, notify the test center administrator immediately. Test center personnel will make every effort to correct any difficulties as quickly as possible.

Should the test center experience a loss of power, back-up systems are in place, so every reasonable effort will be made to retrieve testing data. Once power is restored, you will be able to continue your testing session from the point where you were interrupted. If you are unable to continue the testing session due to severe technical difficulties, reasonable accommodations will be made, including re-scheduling of an exam appointment. Requests for re-scheduling at no cost will be evaluated individually by ARRT.

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.

To request a review, submit a completed [Appeal of Exam Administration Procedures](#) form 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 official results are released, you have only two days to submit the request. You may fax the appeal form to 651.687.0349, then call 651.687.0048, ext. 3155, the day after faxing to confirm receipt; or mail the form to ARRT (postmarked within two days of taking the exam).

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.

### Cancellation of Scores

If ARRT determines that education or ethics eligibility requirements were not met, your exam scores will be canceled and not available. The application fee will be forfeited, and the attempt is counted as one of three attempts. (See "Three-Attempt, Three-Year Limit" section on page 22.)

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.

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.

## ▼ Preliminary Scores ● vs. Final Scores

*The scaled score which you receive at the test center after completing the exam is a PRELIMINARY score and is NOT notification of certification and registration.*

*Provided that ARRT has proper documentation of your eligibility, an official score report will be mailed approximately two to three weeks following examination (see “Score Reporting” at right).*

## ▼ 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 8).*

## ▼ Passing Score Criteria ● for Sonography Exam

Passing the Sonography exam requires a total-exam scaled score of 75 or greater and a score of 7.5 or greater in two sections:

- Abdominal Procedures; and
- Obstetrical and Gynecological Procedures.

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

*Official scores are usually mailed within two to three weeks to the address ARRT has on file. If there is 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.*

## Score Reporting

You will see a preliminary scaled score on the computer screen after completing the review portion of the exam. A preliminary score is not confirmation of passing the exam. Print copies of the onsite score are not available. Upon exiting the preliminary score screen, neither ARRT nor test center staff can reproduce the score at a later time.

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.

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 and the attempt is counted. If investigation determines that you were ineligible to take the examination, scores are also canceled and the attempt is counted. 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 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 test compared to other forms of the same test. Therefore, a scaled score of 75 represents the same level of test 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 modality 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 test, the total score would have been a 79. It is important to note that pass/fail decisions are based on the *total number* of items correct and *not* on individual section scores. Because test 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 test questions, they are not as reliable as the total scaled score and should be interpreted with some discretion.

## Appeals of Exam Scoring

ARRT employs several quality-control procedures to ensure that all examinations are scored with complete accuracy. However, you may request a review of the accuracy of the scoring process if you feel an error has occurred.

If you desire a review of the scoring, you must send a letter of 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.

You will be informed of ARRT's findings within 30 days of receiving the written request. If ARRT finds evidence of any scoring error, the original score will be canceled and you will be notified of your corrected score.

## Re-examination

If you fail the examination, you will receive a re-application form with your score report. The re-application fee is \$175. 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) will be returned.

## Three-Attempt, Three-Year Limit

Candidates who are eligible for reinstatement of certification and registration by examination 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.

If the reinstatement by examination candidate has used up the three-attempt/three year limit, for a primary exam the only pathway back to reinstating registration is to once again successfully complete all didactic and clinical requirements in place when you apply.

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.

Candidates must also hold a minimum associates degree.

Candidates who are eligible to reinstate a post-primary certification are allowed three attempts to pass the exam. They must complete the three attempts within a three-year period of time that begins with the initial examination window start date. After three unsuccessful attempts or three years have expired, the individual is no longer eligible.

The individual may obtain eligibility by re-satisfying the structured education and clinical experience requirements, which must be:

- documented with dates of performance beginning after the third/final attempt date, or beginning after the expiration of the three-year window eligibility period, and
- within the time-period required for the specific post-primary examination category.

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 candidates.

## Certification and Registration

Your certificate confers the right to use the title "Registered Technologist" and its abbreviation "R.T." in connection with your name — as long as the registration of the certificate is in effect (see "Renewal of Certification and Registration" on page 24). Individuals certified and registered by ARRT are advised to use "(ARRT)" after the "R.T." to avoid confusion with certification by any other source. These marks are protected by law. ARRT pursues legal action against individuals who use these marks without authorization.

### ▼ State Attempts ● Count Against Three-Attempt Limit

*Candidates for certification and registration have three attempts to pass the exam, and those attempts must be used within three years of the initial ARRT exam window start date. Candidates attempting an exam as a state candidate instead of taking an exam for ARRT certification and registration will have the state attempt count as an attempt toward their ARRT certification and registration. Passing the exam as a state candidate will not make you ARRT certified and registered. A candidate must re-satisfy the ethics and education eligibility requirements after three unsuccessful attempts.*

### ▼ Using 'R.T.' or ● 'ARRT' with Name?

*Individuals not maintaining current certification and registration are not authorized to use "R.T." and/or "ARRT" behind their names.*

Technologists should also use the following initials to indicate the specific category or categories for which certification and registration is held. The discipline designation should be listed between the “R.T.” and the “(ARRT)” and should be listed as:

- “(R)” for radiography
- “(N)” for nuclear medicine technology
- “(T)” for radiation therapy
- “(MR)” for magnetic resonance imaging
- “(S)” for sonography
- “(M)” for mammography
- “(CT)” for computed tomography
- “(QM)” for quality management
- “(BD)” for bone densitometry
- “(CI)” for cardiac-interventional radiography
- “(VI)” for vascular-interventional radiography
- “(CV)” for cardiovascular-interventional radiography (*No longer open to new candidates*)
- “(VS)” for vascular sonography
- “(BS)” for breast sonography

The designation for ARRT-registered radiologist assistants is R.R.A.(ARRT).”

## Renewal of Certification and Registration

### **Annual Renewal vs. CE Biennium**

*The difference between annual renewal and the CE biennium is that annual renewal is the routine maintenance of the registration of your ARRT certificate(s). It requires reporting of any felony or misdemeanor convictions, as well as ongoing agreement to comply with the ARRT Rules and Regulations and Standards of Ethics. The CE biennium is the 24-month period of time during which an R.T. must complete and report a minimum of 24 hours of continuing education activities. R.T.s report their CE every other year in conjunction with their renewal of certification and registration.*

Earning the certificate is one thing. Keeping it in effect is another — called annual renewal of certification and registration. To use the “R.T.” designation (short for Registered Technologist) 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*.

Registration of the certificate for those who have met all the eligibility requirements, including passing the examination, is valid through the next birth month. For example, an individual with a June birth month who passes the examination in April 2016 will receive a certification and registration good through the end of June 2016.

Continued certification and registration requires annual renewal, which may be done online or by mail. 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.



### **Beginning in 2017: 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.*

## 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](#) for R.T.s mandate that every two years a registrant must either obtain 24 continuing education credits acceptable to ARRT or obtain certification and/or registration in an additional discipline recognized by ARRT. Registrants who take an exam for this purpose should ensure that their exam date occurs within their assigned CE biennium and official notification that they have successfully passed is received before reporting the CE. On-site scores at the test center for an ARRT exam are not considered official notification. (NOTE: Continuing education requirements for Registered Radiologist Assistants and ARRT certified and registered sonographers differ somewhat from those noted here.)

Technologists already certified and registered in a discipline who obtain certification and registration in additional disciplines maintain their original CE reporting schedule based upon their initial ARRT discipline. The continuing education requirement is 24 Category A or A+ credits, regardless of the number of ARRT certificates held by a registrant.



### Check Out CQR on Video

Check out ARRT's "Continuing Qualifications Requirements" video at [www.arrt.org/videos](http://www.arrt.org/videos).

## CQR: Continuing Qualifications Requirements

ARRT certificates earned beginning January 1, 2011, are time-limited to 10 years. To maintain your certification and registration, you will need to fulfill continuing qualifications requirements (CQR). Those who reinstate certification and registration by examination after an ethics sanction removal are also required to complete CQR every 10 years.

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 R.T. designation and as defined by the body of knowledge identified in the current exam content specifications (as opposed to the exam used for your initial certification and registration).

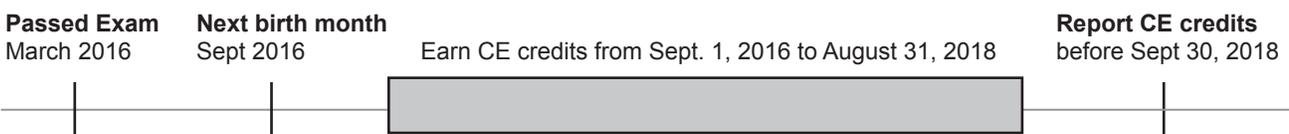
For more information, check out the "Continuing Qualifications Requirements" video at [www.arrt.org/videos](http://www.arrt.org/videos).



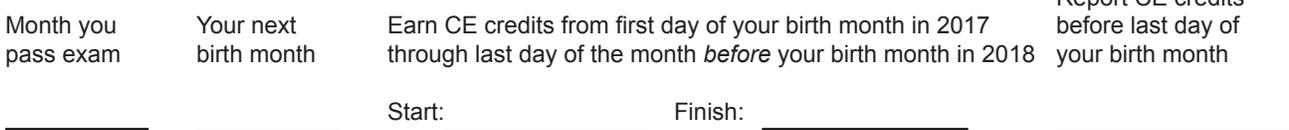
### CE Timeline for Newly Certified and Registered R.T.s

Adapt this graphical representation of the timeline described above to your personal timeline (date you pass the exam, first day of your next birth month, and the two years following) to see when you can begin earning CE and when you need to have accumulated and reported 24 credits. If you have questions, phone 651.687.0048, ext. 8540, for additional assistance.

Example:



Your 2016 timeline:



# 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.*



## **Check 'Applying for Certification' Video**

The "Applying for Certification" video at [www.rrt.org/videos](http://www.rrt.org/videos) could help answer additional questions you may have.

- Phone ARRT at 651.687.0048, ext. 8560, to confirm your eligibility and request an application form.
- Ensure that the full legal name provided on your application matches the name on the IDs you will present at the test center. Questions? See page 16.
- Ensure that the address on the application is 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 send correspondence.
- Will you require testing accommodations at the test center? If so, you must submit required documentation (see page 10 for details). If you have questions about testing accommodations, see page 10 or call 651.687.0048, ext. 3167.
- Pay particular attention to the "Have you..." questions. If you have any questions about the ethics-related questions, see page 10 or phone the ARRT office at 651.687.0048, ext. 8580.
- If you've ever applied for ARRT certification before, be sure to provide your ARRT ID number and any previous name under which you may have applied or held certification.
- Be sure to read the small type very carefully, because it has big consequences for you. The "Agreement of Candidates" — attached to the application packet — is a legally binding document. Every candidate must also read and sign the "Written Consent Under FERPA."
- 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.

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

- Mail your application form and fee to ARRT, using the envelope provided in your application packet.

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

# After You Apply: Checklist

*Here's what has to happen after you've submitted your application and before you can become certified and registered by ARRT. Refer to this handbook throughout the process, and keep this checklist handy so you can check off your progress.*

## Scheduling your appointment...

- ARRT will send a Candidate Status Report (CSR) to you within one to two weeks of having received your application. If four weeks have passed and you haven't received your CSR, call the ARRT office at 651.687.0048, ext. 8560.
- Before scheduling an appointment, review your CSR for accuracy. Phone ARRT at 651.687.0048, ext. 8560, regarding any corrections or changes.
- Be sure to note the dates of your examination window, the 365-day period during which you must schedule and complete the exam. If you are running out of time, request an extension as detailed on pages 12 and 14.
- To schedule an exam date and time, follow the instructions on the back of your CSR. Refer to page 13 for details.
- If you have to cancel or reschedule an appointment, follow the procedures detailed on page 14.

## Before you go...

- Check out the "What to Expect on Exam Day" video at [www.arrt.org/videos](http://www.arrt.org/videos).

## At the test center...

- Be sure to bring along two forms of ID as detailed in this handbook on page 16.
- A preliminary scaled score is displayed on the computer screen at the end of the review section of the exam. Once you exit this screen this score cannot be reproduced. Printed copies are not available.

## Following the exam...

- If you wish to appeal your test administration, your signed request must be received at ARRT within two days of the test administration date, as detailed on page 20.
- Official scores with certification and registration results are usually mailed within two to three weeks to the address we have on file. Candidates may also check "[Verify Credentials](#)" which — generally within three weeks of taking the exam — will reflect the candidate's certification and registration status.

# Appendices

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2. [ARRT videos](#)
3. [Content Specifications](#)
4. [Request for ARRT Testing Accommodations](#)
5. [Pearson VUE](#)
6. [Sample Candidate Status Report](#)
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12. [ARRT® Continuing Education Requirements](#)
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15. [Passport photo guidelines](#)