

2018

Postprimary Eligibility Pathway Handbook

EDUCATION + ETHICS + EXAMINATION =
THE ARRT EQUATION FOR EXCELLENCE®

POSTPRIMARY CERTIFICATION
AND REGISTRATION

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

www.arrrt.org



THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®



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1255 Northland Drive, St. Paul, Minnesota 55120
651.687.0048 | www.arrt.org

We update our handbooks each year. Be sure to follow the policies and procedures that apply to the year in which you submit your application.

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Our Mission

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

Notice of Nondiscrimination

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

NCCA Accreditation

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

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

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ARRT offers two eligibility pathways toward earning one of our credentials: primary and postprimary. You can earn some credentials using either pathway. You also can pursue an ARRT credential as a Registered Radiologist Assistant (R.R.A.).

This handbook discusses the [postprimary eligibility pathway](#). To learn more about the primary pathway, review our [Primary Eligibility Pathway Handbook](#). To learn more about becoming an R.R.A., review our [Registered Radiologist Assistant Handbook](#).

POSTPRIMARY PATHWAY



Magnetic Resonance Imaging



Sonography



Mammography



Computed Tomography



Bone Densitometry



Vascular Sonography



Breast Sonography



Vascular Interventional Radiography



Cardiac Interventional Radiography



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About the Postprimary Eligibility Pathway

If you've already earned an ARRT credential using the primary eligibility pathway, or if you've earned a credential from another ARRT-recognized organization, you might be eligible to pursue an ARRT credential using the postprimary eligibility pathway. The chart on [Page 6](#) shows:

- The disciplines in which you may earn a credential using the postprimary pathway (left column)
- The ARRT supporting credential you need to hold first (second row)
- The supporting credential you need from another organization (footnotes)

THREE STEPS TO AN ARRT CREDENTIAL

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

1. Education ([Page 7](#))
2. Ethics ([Page 12](#))
3. Examination ([Page 16](#))



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POSTPRIMARY

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

	RADIOGRAPHY is a supporting discipline for	NUCLEAR MEDICINE TECHNOLOGY* is a supporting discipline for	RADIATION THERAPY is a supporting discipline for	SONOGRAPHY** is a supporting discipline for	MRI is a supporting discipline for
MAMMOGRAPHY	■				
COMPUTED TOMOGRAPHY	■	■	■		
MRI	■	■	■	■	
QUALITY MANAGEMENT****	■	■	■		
BONE DENSITOMETRY	■	■	■		
CARDIAC INTERVENTIONAL RADIOGRAPHY	■				
VASCULAR INTERVENTIONAL RADIOGRAPHY	■				
SONOGRAPHY	■	■	■	■ ***	■
VASCULAR SONOGRAPHY	■	■	■	■	
BREAST SONOGRAPHY	■ ****			■	
REGISTERED RADIOLOGIST ASSISTANT	■				

* The supporting discipline of Nuclear Medicine Technology may be through ARRT or NMTCB.

** The supporting discipline of Sonography may be through ARRT or ARDMS.

***In this case, the supporting discipline of Sonography must be through ARDMS.

**** You'll need certification and registration in both Radiography and Mammography as supporting disciplines for Breast Sonography eligibility.

*****New credentials available only through June 30, 2018.



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Education Requirements

In addition to holding an appropriate supporting credential (see [Page 6](#)), you must meet ARRT's:

- [Structured education requirements](#)
- [Clinical experience requirements](#)

Together, these requirements help you master the knowledge you'll need to obtain your credential. The requirements apply to all candidates, regardless of current position, title, or type of employment.

STRUCTURED EDUCATION

Structured education is an important part of learning. It indicates you've had the chance to develop fundamental knowledge, integrate theory into practice, and hone affective and critical thinking skills required to demonstrate professional competence.

Structured education includes:

- Activities that a [RCEEM, RCEEM+, or ARRT-recognized state licensing agency](#) approved
- Academic courses from institutions accredited by an [ARRT-recognized agency](#)

If you're enrolled in an educational program for Radiography, Nuclear Medicine Technology, Radiation Therapy, MRI, or Sonography **that includes formal classroom instruction in an ARRT postprimary discipline** (see chart on [Page 6](#)), you may use documented academic courses to satisfy all or part of your structured education requirement.



IN ADDITION
TO HOLDING
A SUPPORTING
CREDENTIAL,
YOU MUST MEET
ARRT'S:

- [Structured education requirements](#)
- [Clinical experience requirements](#)



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CREDITS NEEDED

To obtain a credential using the postprimary pathway, you must complete **16 hours** of structured education before you apply for certification and registration in the new discipline. You must earn the credits **no more than 24 months** before you apply.

Depending on when you begin completing structured education credits, you might need to earn the credits in specific areas.

No Structured Education Credits Before Jan. 1, 2018

For the credential you're pursuing, if you **didn't complete any** structured education credits before 2018:

- You must earn at least 16 credits reflecting the current [content outline](#) for the discipline you're pursuing.
- You must earn at least one credit from each of the major categories of the content outline.
- You may earn remaining credits in any of the major categories of the content outline.
- You must have earned all credits within 24 months of the date you apply for certification and registration in the new discipline.

Fewer Than 16 Structured Education Credits Before Jan. 1, 2018

For the credential you're pursuing, if you **completed some, but not all**, of your 16 structured education credits before 2018:

- The activities you completed **before Jan. 1, 2018**, need only be *related* to the discipline in which you're pursuing your new credential. They don't have to reflect the [content outline](#).
- You'll have to earn and report at least one credit from each of the major categories of the content outline.
- After Jan. 1, 2018, you may earn remaining credits in any of the major categories of the content outline.
- You must have earned all credits within 24 months of the date you apply for certification and registration in the new discipline.



QUESTIONS?

Call us at
651.687.0048,
ext. 8560, if you
have questions
about education
requirements.



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All 16 Structured Education Credits Before Jan. 1, 2018

For the credential you're pursuing, if you **completed all** 16 structured education credits before 2018:

- Those activities need only be *related* to the discipline in which you're pursuing your new credential. They don't have to reflect the discipline's [content outline](#).
- You must have earned all credits within 24 months of the date you apply for certification and registration in the new discipline.

HOW TO REPORT STRUCTURED EDUCATION

After you finish each activity, log in to your ARRT account and use our postprimary tool to document your structured education credits. Once you've documented at least 16 credits in the tool, you may submit them to us for review. We typically review submissions within two business days.

Remember to complete your structured education requirements within the 24 months immediately before you submit your postprimary application.

NEED TO KNOW MORE? VISIT YOUR ONLINE ARRT ACCOUNT AND:

1. Click on Resources.
2. Select Earn Additional Credentials/Postprimary.
3. Click on the Structured Education link under Requirements.

Questions about accessing your online account? Call us at 651.687.0048, ext. 8560.



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CLINICAL EXPERIENCE

Our postprimary pathway also requires you to perform and document a specific number of [clinical experience requirements](#). The activities depend on your discipline. You must complete the activities before you apply for certification and registration—but **no more than 24 months** before you submit your application.

It's up to you to make sure your state's laws allow you to complete our clinical experience requirements. If you have questions, or if your state prohibits you from performing one or two of the procedures, call us at 651.687.0048, ext. 8570. We can discuss an exemption or propose another way for you to meet the intent of the requirements.

Select Verifiers

You must select appropriate verifiers to document that you performed the clinical experience requirements. In most cases, verifiers must be Registered Technologists (R.T.s) or interpreting physicians.

Once you identify potential verifiers, ask them if they're willing to verify your clinical experience requirements. Your verifiers will review the procedures you submit and approve or deny your request for verification. You'll get your results as soon as your verifier responds.

Learn more about what you and your verifiers need to do by logging in to your ARRT online account and searching for Verifiers. Keep in mind: submitting a false report of clinical experience could trigger an ethics investigation. R.T.s verifying the procedures of a colleague must meet the same Standards of Ethics as the person completing the procedure.

Provide Your Supervisor's Information

After your verifiers sign off on all of your procedures, and you demonstrate that you meet our minimum requirements for certification and registration, you'll have to enter the name and contact information of your supervisor. This person can be one of your verifiers or someone else, depending on the structure of your facility. You must, however, report to your supervisor. He or she will provide the overarching verification that you completed the procedures you logged at the dates, times, and places you reported.



It's up to you
to make sure
your state's laws
allow you to
complete our
clinical experience
requirements



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Be Aware of Effective Dates

If we list two sets of requirements in the [clinical experience requirements](#) for your discipline, check the effective date on the newer ones. You can't begin logging procedures under old requirements if the effective date on the newer ones has passed.

If you start logging procedures before the newer requirements go into effect, however, you can continue—without losing any procedures—until the older requirements expire. That's 24 months after the effective date of the newest requirements.

If you're logging procedures on the older requirements, and you wish to switch to the new ones, you'll have to delete your old worksheet, select the discipline, and start a new worksheet. If you choose this method, your older procedures might not transfer.

Report Your Clinical Experience

Use our online clinical experience tool to:

- Document the procedures you've done
- Request that your verifiers and supervisor(s) confirm your work

Once ARRT accepts your structured education, you've logged your clinical experience, and your verifiers and supervisor(s) sign off on your clinical experience, you'll be able to apply for certification and registration in the new discipline (see [Page 20](#)).

If You Don't Have an Online Account

If you're using a supporting credential from ARDMS or NMTCB, complete [this form](#) to request an online ARRT account. Mail the form to us at 1255 Northland Dr., St. Paul, MN 55120.

If you're enrolled in a primary educational program, you may begin documenting your procedures online for postprimary certification and registration. Just complete [this form](#) to request an online ARRT account. Mail the form to us at 1255 Northland Dr., St. Paul, MN 55120.



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Call us at
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ext. 8560.



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Ethics Requirements

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

WHO HAS TO FOLLOW ARRT'S RULES OF ETHICS?

All applicants and R.T.s do. Once you apply for certification and registration with ARRT, you must comply with everything in the [ARRT Standards of Ethics](#), including the Rules of Ethics. You must notify us of any potential ethics violations within 30 days of their occurrence, and you must tell us of any ethics violations that took place before you applied with ARRT (see [Page 13](#)).

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

WHAT VIOLATES ARRT'S RULES OF ETHICS?

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

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

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



YOU MUST:

- Comply with everything in the ARRT Standards of Ethics.
- Notify us of any ethics violations within 30 days.
- Tell us of any ethics violations that took place before you applied with ARRT.



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TELL US ABOUT POTENTIAL VIOLATIONS

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

YOUR STATUS	I haven't yet applied for certification and registration with ARRT.
WHAT TO DO	<ul style="list-style-type: none">• Report the potential violation when you apply for certification and registration.• Or submit an Ethics Review Preapplication, if applicable. For additional guidance, review the Ethics Review Checklist for Regulatory Violations. Or call us at 651.687.0048, ext. 8580.

YOUR STATUS	I have applied for certification and registration with ARRT, but I haven't yet passed the exam.
WHAT TO DO	<ul style="list-style-type: none">• Report the potential violation within 30 days of its occurrence.

YOUR STATUS	I am an R.T.
WHAT TO DO	<ul style="list-style-type: none">• Report the potential violation within 30 days of its occurrence.• Or report it at your annual renewal, whichever comes first.

Keep in Mind

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



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HOW TO REPORT VIOLATIONS

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

ETHICS QUESTION 1: CRIMINAL VIOLATIONS REPORTING

QUESTION	Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?
ANSWER NO	<p>If you have:</p> <ul style="list-style-type: none">• No offenses• Only juvenile offenses and convictions that were processed in juvenile court• Only speeding and parking tickets that weren't charged as a misdemeanor or felony and that didn't involve drugs or alcohol• Only charges that were dismissed with no court conditions required• Only sealed or expunged cases (if you don't have court documents proving your charges or convictions were sealed or expunged, you must report the violation)• Only offenses you previously reported to ARRT and for which ARRT has sent you correspondence <p>Reminder: You must answer yes for all traffic violations that involved drugs and/or alcohol.</p>
ANSWER YES	<p>If you have:</p> <ul style="list-style-type: none">• Charges or convictions, including those that were stayed, withheld or deferred, set aside, or suspended• Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)• Any court supervision, probation, or pretrial diversion• Traffic violations charged as a misdemeanor or felony• Traffic violations that involved drugs or alcohol
WHAT TO DO IF YOU ANSWER YES	<p>Submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records.</p> <p>For additional guidance, review the Ethics Review Checklist for Criminal Violations. Or call us at 651.687.0048, ext. 8580.</p>



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ETHICS QUESTION 2: REGULATORY AUTHORITY VIOLATIONS REPORTING

QUESTION	Has a regulatory authority or certification board— other than ARRT —ever: <ul style="list-style-type: none">• Denied, revoked, or suspended your professional license, permit, registration, or certification• Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order• Allowed voluntary surrender of your professional license, permit, registration, or certification• Subjected you to any conditions or disciplinary actions
ANSWER NO	<ul style="list-style-type: none">• If you have no offenses• If your only offense is ARRT Continuing Education probation (this type of probation applies only to R.T.s, not applicants)• For offenses you previously reported to ARRT and for which ARRT has sent you correspondence
ANSWER YES	If any of the experiences described in Ethics Question 2 apply to you
WHAT TO DO IF YOU ANSWER YES	Submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records. For additional guidance, review the Ethics Review Checklist for Regulatory Violations . Or call us at 651.687.0048, ext. 8580.



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Examination Requirements

Before you earn an ARRT credential, you must pass an ARRT exam in your discipline. You'll find much more about our exams—and how to prepare—in the section beginning on [Page 34](#).

THREE ATTEMPTS IN THREE YEARS

Be aware that you'll have **three attempts** to pass the exam. You must make those attempts within **three years** of the date your first [exam window](#) opens. If you don't pass the exam within those three years or those three attempts, you'll no longer be eligible to take the exam unless you requalify (see [Page 23](#)).

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

Questions? Call us at 651.687.0048, ext. 8560.

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- You'll have **three chances** to pass the exam.
- You must make those attempts within **three years** of the date your first exam window opens.



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ARRT Credentials or State Licensing?

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

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

OBTAINING A STATE LICENSE

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

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

TAKING AN ARRT-ADMINISTERED STATE LICENSING EXAM

Some states contract with ARRT and use our exams for their licensing purposes. In those cases, a state licensing exam could have the same content as an ARRT exam. Nevertheless, the two exams are separate. If you want to earn a state license and an ARRT credential, in some states you might have to take the same exam twice—once as a state candidate, and once as an ARRT candidate.



CLICK HERE

To learn more
about state
licensing.



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You're ready to apply for ARRT certification and registration once:

- Your supervisors(s) and verifier(s) sign off on your requirements.
- ARRT accepts your structured education activities.

FIVE STEPS TO APPLYING

Be sure to complete these steps as you prepare your application using the postprimary pathway:

1. Verify that your certification and registration in a proper supporting discipline is current ([Page 6](#)).
2. Sign the Agreement of Candidates ([Page 20](#)).
3. Use your legal name on your application—and make sure it matches your two forms of valid ID and the name in ARRT records exactly ([Page 20](#)).
4. Request accommodations, if needed, when you apply ([Page 28](#)).
5. Report any ethics violations, if applicable ([Page 13](#)).



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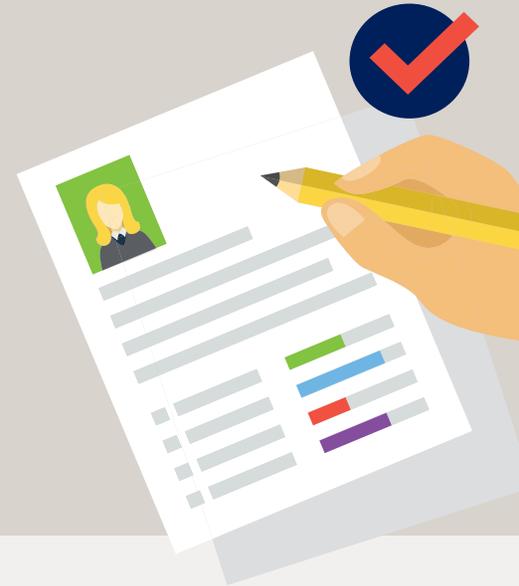
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Apply for One Credential at a Time

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

If you're planning to take a state exam (administered by ARRT) and an ARRT exam, you must choose which one to take first.

Similarly, you can't apply for ARRT credentials in more than one discipline at the same time.



QUESTIONS?

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



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Prepare Your Application

SIGN THE AGREEMENT OF CANDIDATES

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

MAKE SURE YOU HAVE TWO FORMS OF VALID ID

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

Be Sure Your Application Matches Your ID

The name you put on your application is the name ARRT will use in your permanent record and on your Candidate Status Report (see [Page 27](#)). Use your legal name—the one that appears on your birth certificate, marriage certificate, or legal name change document.

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



QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about preparing your application.



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Acceptable Types of ID

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

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

If Your ID Is Invalid

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

- You don't have two forms of acceptable ID.
- Your ID is expired.
- The name on your ID differs from that on your ARRT file.
- You haven't signed your ID.



BE AWARE

Permanent registration cards ("green cards") and other IDs that don't include your signature **aren't** acceptable.



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SUBMIT YOUR APPLICATION

To apply:

- Go to your ARRT online account.
- Access the postprimary documentation tool from your dashboard.
- Follow the on-screen instructions to complete your application.
- If you need Americans With Disabilities Act accommodations (see [Page 28](#)), answer yes when asked if you have a disability. Then follow the prompts to request testing accommodations. **You must submit your request during the application process**, before we assign your exam window.
- Submit your application and processing fee.

Unless you need an ethics review or testing accommodations, we'll post a Candidate Status Report to your online account within one business day after you apply for certification and registration. If you need an ethics review or accommodations, it will take longer to process your application.

Once we post your Candidate Status Report, you may schedule your exam (see [Page 26](#)).

ABOUT APPLICATION FEES

When you apply for an ARRT credential using the postprimary pathway, the fee is:

- \$200 if you have another ARRT credential
- \$400 if you're using an ARDMS or NMTCB credential as a supporting category
- \$175 if you're reapplying to take the same exam you previously applied for

We accept Visa, MasterCard, Discover, and American Express credit cards. You may also pay with a personal check or money order.

We can't refund fees or transfer them to another discipline.



SECTION 2

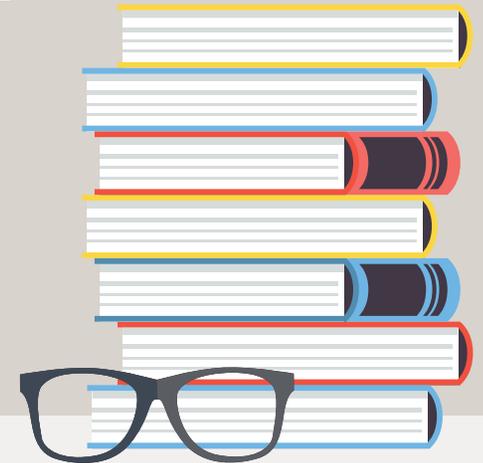
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How to Requalify

IF THREE YEARS PASS FROM THE STARTING DATE OF YOUR FIRST EXAM WINDOW, OR IF YOU FAIL THE SAME EXAM THREE TIMES, YOU MUST COMPLETE AND DOCUMENT A NEW SET OF CLINICAL EXPERIENCE REQUIREMENTS.

You also must complete 16 new credits of structured education (see [Page 7](#)).



QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about your application.



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How to Change Your Name

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

If the name on your ID doesn't match the name on your Candidate Status Report, **cancel your exam appointment** (see [Page 31](#)). Then immediately call us at 651.687.0048, ext. 8560. Don't schedule a new appointment until you receive a new Candidate Status Report and verify that it's correct.

To change your name in our records:

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



If the name on your ID doesn't match the name on your Candidate Status Report, **cancel your exam appointment immediately** and call us at 651.687.0048, ext. 8560.



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How to Change Your Address

If you change your address after you apply with ARRT, notify us immediately to ensure you receive all our correspondence with you. You can change your address by going to www.arrt.org and:

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

Keep in mind that you can't change your address at the test center—and we'll mail your exam scores to the address we have on file.



QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about changing your address.



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Before you can schedule your exam, you need a Candidate Status Report with an exam window from ARRT.

TOP FIVE SCHEDULING TIPS

1. Make sure all the information on your Candidate Status Report is accurate ([Page 27](#)).
2. Request any test accommodations on your application—**not** at the test center ([Page 28](#)).
3. Schedule your exam early; appointments fill up fast ([Page 29](#)).
4. Don't schedule your exam until you have two forms of valid ID ([Page 20](#)).
5. If you need to change or reschedule your appointment, be aware of associated fees and deadlines ([Page 33](#)).



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Scheduling Your Exam

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

ABOUT YOUR CANDIDATE STATUS REPORT

Your Candidate Status Report contains your identification information, your ARRT ID number, and the dates of your exam window (that is, the time during which you can take your exam). Make sure all the information on it is accurate. If you have questions, call us at 651.687.0048, ext. 8560.

If you haven't requested ADA accommodations and don't need an ethics review, we'll post your Candidate Status Report within one business day after you apply for certification and registration. If we don't, call us at 651.687.0048, ext. 8560.

ABOUT YOUR EXAM WINDOW

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

Your window will close automatically:

- After 365 days
- If you miss an appointment to take the exam without giving the required notice (see [Page 33](#))
- If you don't agree to the nondisclosure agreement at the test center (see [Page 38](#)) within two minutes of accessing it

If you don't schedule and take an exam during your exam window, you'll forfeit your application fee. To open a new window, you'll have to reapply and pay the \$175 reapplication fee (see [Page 33](#)).



YOUR WINDOW WILL CLOSE AUTOMATICALLY:

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



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IF YOU NEED ACCOMMODATIONS TO TAKE YOUR EXAM

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

If you need ADA accommodations, select Yes on your application for certification and registration. After you submit your application, we'll send you instructions explaining how to apply for [testing accommodations](#). You'll have to submit documentation verifying the reason you need accommodations.

You won't receive an exam window until we rule on your request. If we deny your request, you can appeal. We'll send you a letter with instructions for doing so.

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

Remember

You must **request** testing accommodations **each time** you apply or reapply for ARRT certification and registration. If you don't request accommodations when you apply, you'll have to take your exam without accommodations.



REMEMBER

You must **request** testing accommodations **each time** you apply or reapply for ARRT certification and registration.



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WHERE TO TAKE YOUR EXAM

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

HOW TO SCHEDULE YOUR EXAM APPOINTMENT

Once we post your Candidate Status Report, you can schedule your exam with Pearson VUE, either by:

- Calling Pearson VUE at the toll-free number listed on your Candidate Status Report
- Making your appointment [online](#), following the instructions on the Pearson VUE website

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

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

- Except for adding your email address and phone number, Pearson VUE staff can't make changes to your record.
- If your name or address has changed since you applied, follow the directions on Page 24 before you contact Pearson VUE to schedule.

Exam appointments fill up quickly. Make yours as soon as you can, even if you don't want to take the exam immediately. If your exam window expires, you'll have to reapply and pay a new application fee to receive a new window (see [Page 33](#)).



CLICK HERE

To schedule your exam with Pearson VUE.



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CONFIRM YOUR EXAM APPOINTMENT

To confirm your appointment:

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

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



KEEP TRACK OF YOUR:

- Confirmation number
- Exam date and time
- Test center location
- Pearson VUE representative's name



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How to Reschedule

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

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

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

IF YOU NEED TO RESCHEDULE

You may cancel or reschedule an appointment by:

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

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



BE AWARE

Always make sure you've scheduled, rescheduled, or canceled your appointment properly.



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HOW SOON DO I HAVE TO CANCEL?

SCHEDULED EXAM DAY	CHANGE OR CANCEL ON THIS DAY (at or before the time of your original 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

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

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

Cancel Appointments You Can't Attend

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



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IF YOU MISS AN EXAM OR DON'T CANCEL PROPERLY

You'll forfeit your application fee if:

- You don't appear for your scheduled exam.
- You don't reschedule your appointment by following the procedure on [Page 31](#).

In both cases, you'll have to reapply and pay the reapplication fee of \$175 before you can reschedule the exam. Missing an appointment, however, **doesn't** count as an attempt under the three-attempts-in-three-years policy (see [Page 16](#)).

IN AN EMERGENCY

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

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

IN CASE OF SEVERE WEATHER

Call Pearson VUE at 800.632.9055 to find out if your test center is open during any type of severe weather. If it's open, and you miss your appointment, you'll have to reapply with ARRT and pay a new fee to get a new exam window. If it's closed, you'll be able to reschedule your appointment at no cost.

If you're concerned about severe weather and your appointment is still more than 24 hours away, consider rescheduling to avoid transportation difficulties (see [Page 31](#)).



REMEMBER

If you miss your appointment or don't cancel it early enough you'll forfeit your ARRT application fee.



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

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

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

TOP TIPS FOR A GOOD TEST EXPERIENCE

- Request ADA accommodations on your application—not at the test center ([Page 28](#)).
- Arrive 30 minutes early.
- Don't bring cell phones or other belongings into the test center ([Page 37](#)).
- Sign the nondisclosure agreement within two minutes of accessing it ([Page 38](#)).
- Flag difficult questions and return to them if time allows.



SECTION 4

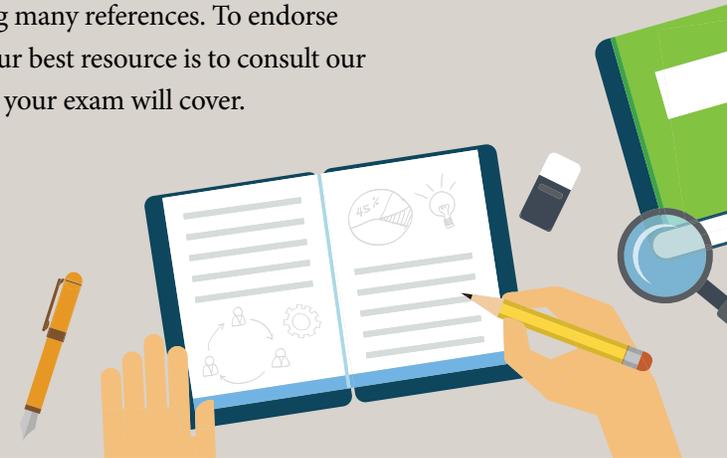
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Studying for Your Exam

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

That's because we build our exams using many references. To endorse one could mean overlooking others. Your best resource is to consult our [content specifications](#) for a list of topics your exam will cover.



QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about your exam.



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What to Expect at the Test Center

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

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

BE EARLY

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

WEAR APPROPRIATE CLOTHING

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



Be sure to arrive at least **30 minutes before** your scheduled appointment.



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LEAVE PERSONAL BELONGINGS IN A LOCKER

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

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

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

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

BRING PROPER IDENTIFICATION

Be sure to bring proper identification (see [Page 20](#)).

CHECK IN

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

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

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

If you asked for and received approval for ADA accommodations, bring your letter (original or a copy) approving the accommodations to Pearson VUE. Give it to staff when you check in.



REMEMBER

If you asked for and received approval for ADA accommodations, bring your approval letter to Pearson VUE on your exam day.



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GO THROUGH ORIENTATION

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

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

SIGN THE NONDISCLOSURE AGREEMENT!

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

THE EXAM WON'T PROCEED UNTIL YOU SIGN THIS AGREEMENT:

This exam is confidential and is protected by copyright law. You are expressly prohibited from disclosing, publishing, reproducing or transmitting this exam, in whole or in part, in any form or by any means, oral or written, electronic or mechanical, for any purpose.

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

Learn more about our security requirements (see [Page 44](#)).



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TAKE THE EXAM

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

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

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

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

ASK FOR HELP

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

Raise your hand if you need help adjusting your computer screen or you suspect a problem with the computer.



EXAM RULES

- Remain in your seat during and after the exam.
- If you need to leave the room, raise your hand.
- Don't leave the test center building before completing your exam.
- When you complete your exam, raise your hand.



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PACE YOURSELF

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

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

The amount of time we allow for an exam depends on how many questions the exam has. The chart on this and the following pages shows how long you'll have, including:

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

RADIOGRAPHY 			
Scored Items	200	NDA Time (in min.)	2
Pilot Items	20	Test Time (in hours)	3.5
Total Items	220	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	4.0

NUCLEAR MEDICINE TECHNOLOGY 			
Scored Items	200	NDA Time (in min.)	2
Pilot Items	20	Test Time (in hours)	3.5
Total Items	220	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	4.0

RADIATION THERAPY 			
Scored Items	200	NDA Time (in min.)	2
Pilot Items	20	Test Time (in hours)	3.5
Total Items	220	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	4.0

MRI 			
Scored Items	200	NDA Time (in min.)	2
Pilot Items	20	Test Time (in hours)	3.5
Total Items	220	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	4.0

Chart continued on next page...



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SONOGRAPHY 			
Sonographic Procedures			
Scored Items	360	NDA Time (in min.)	2
Pilot Items	40	Test Time (in hours)	Sonographic Procedures: 4.0 Patient Care and Physical Principles of Ultrasound: 2.5
Total Items	400	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	7.5*

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

MAMMOGRAPHY 			
Scored Items	115	NDA Time (in min.)	2
Pilot Items	25	Test Time (in hours)	2.5
Total Items	140	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	3.0

COMPUTED TOMOGRAPHY 			
Scored Items	165	NDA Time (in min.)	2
Pilot Items	20	Test Time (in hours)	3.5
Total Items	185	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	4.0

CARDIAC INTERVENTIONAL RADIOGRAPHY 			
Scored Items	145	NDA Time (in min.)	2
Pilot Items	25	Test Time (in hours)	3.0
Total Items	170	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	3.5

BONE DENSITOMETRY 			
Scored Items	75	NDA Time (in min.)	2
Pilot Items	30	Test Time (in hours)	1.75
Total Items	105	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	2.25

VASCULAR SONOGRAPHY 			
Scored Items	160	NDA Time (in min.)	2
Pilot Items	40	Test Time (in hours)	3.5
Total Items	200	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	4.0

VASCULAR INTERVENTIONAL RADIOGRAPHY 			
Scored Items	160	NDA Time (in min.)	2
Pilot Items	50	Test Time (in hours)	3.5
Total Items	210	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	4.0

Chart continued on next page...

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BREAST SONOGRAPHY			
Scored Items	185	NDA Time (in min.)	2
Pilot Items	30	Test Time (in hours)	3.5
Total Items	215	Survey Time (in min.)	10
Tutorial Time (in min.)	18	Total Time (in hours)	4.0

We Value Your Opinion

We value your opinion of our exams. That's why we provide two opportunities at the test center for you to let us know your thoughts.

You may leave comments for us about any question at the time you answer it. Just click the Comment button at the top of the page.

REMEMBER

You won't receive extra time to make comments during the test—so you might want to wait until the review portion of the exam to comment on particular questions. We also offer a survey about your testing experience at the end of your exam.



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How to Appeal Your Test Administration Procedures

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

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

IF YOU WISH TO APPEAL

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

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

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

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



HOW TO APPEAL

If you think the administration of your exam differed substantially from normal testing procedures, you must send your appeal to us within two days.



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Meeting Our Security Requirements

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

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

REMEMBER: YOU AGREED TO COMPLY

When you apply for certification and registration with ARRT, you agree to comply with our exam security requirements. You'll find the complete wording in Section 3.02 of [ARRT Rules and Regulations](#) and more information about subversion in Rule 4 of Part B, Rules of Ethics, in [ARRT Standards of Ethics](#). Not meeting these regulations can result in ARRT sanctions, up to and including a determination of ineligibility (see [Page 53](#)) or a revocation of your ARRT credential.

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

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



REMEMBER

Never disclose information about our exams by using language that is substantially similar to the wording of our questions or answer options.

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WHAT'S OK TO SAY?

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

DON'T SHARE DETAILS ABOUT ARRT'S EXAMS

SCENARIO	Your instructor or program director asks you to "stop by" after the exam and talk about how it went.
WHAT'S OK	You can talk about your general experience ("I didn't think the test was as difficult as I'd expected").
WHAT'S NOT OK	Your instructor or program director shouldn't ask about any details of the exam—and you can't give more information about the exam content than appears in our content specifications.
BOTTOM LINE	If anyone —even an instructor or program director—asks you to reveal any of ARRT's questions or answer options, you must report that person to the ARRT Ethics Committee. If you start to reveal exam content, the person you're talking to should stop you right away. Revealing content could subject you both to ARRT's ethics process.

SCENARIO	You tell another candidate, "The test was very difficult. I felt I didn't have enough time."
WHAT'S OK	This is OK because you're simply telling someone how you felt about the exam. You aren't revealing any of ARRT's questions or answer options.
WHAT'S NOT OK	It's not OK for someone to ask you about the specific wording of the exam's questions or answer options.
BOTTOM LINE	If you share any of the questions or answer options on an ARRT exam, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.



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SCENARIO	You tell your instructor, “You didn’t teach me about this subject. They asked [specific question] and I felt unprepared.”
WHAT’S OK	It’s never OK to report a specific question, or the answer options, to anyone.
WHAT’S NOT OK	It’s not OK—and it never will be—to report a specific question, or the answer options, to anyone.
BOTTOM LINE	Throughout the application and exam process, you’ll sign numerous documents saying you won’t share exam questions or options for answers with anyone. We expect you to honor those contracts. If you don’t, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.

SCENARIO	You tell another candidate that the exam included multiple-choice and sorted-list questions.
WHAT’S OK	This is OK, because the format of the exam is public information that appears in this handbook.
WHAT’S NOT OK	It’s not all right to reveal anything other than what appears in this handbook, in our content specifications, or on our website.
BOTTOM LINE	There’s no problem if you limit your conversation to public information, such as what appears in this handbook or on our website.

SCENARIO	You tell another candidate, “I didn’t understand this question” and relate the question, then ask, “Do you know what the test was asking?”
WHAT’S OK	It’s never OK to report a specific question, or the answer options, to anyone.
WHAT’S NOT OK	It’s not OK—and it never will be—to report a specific question, or the answer options, to anyone.
BOTTOM LINE	Throughout the application and exam process, you’ll sign numerous documents saying you won’t share exam questions or options for answers with anyone. We expect you to honor those contracts. If you don’t, you might find yourself part of an ARRT ethics investigation and/or a legal complaint.



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

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

DON’T SHARE DETAILS ABOUT ARRT’S EXAMS

ARRT owns the copyright to our exam questions and to the options we offer as answers.

In addition, subverting the integrity of ARRT’s exams is illegal under the [Minnesota Exam Subversion Law](#). You can find more information about [exam security](#) on our website.



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EXPECTED CONDUCT AT THE TEST CENTER

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

Actions That Would Result in Score Cancellation

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

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

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



BE AWARE

ARRT has a zero-tolerance policy for misconduct.



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Other Misconduct

Other misconduct includes, but isn't limited to:

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

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



BE AWARE

If you demonstrate misconduct or irregular behavior, we'll withhold your exam scores—and we could bar you from future exams or cancel your scores.



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At the end of your exam, you'll receive a preliminary score—not a final one. It doesn't mean you passed or failed the exam or that you're eligible or ineligible for certification and registration. You can't print your preliminary score, and once you leave the preliminary score screen, you won't be able to retrieve the score.

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

[Learn how we score exams.](#)

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

If you change your address after your exam, be sure to change your address in your account. Otherwise your score reports might not reach you, and you'll have to pay for additional copies.



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How to Interpret Your Score Report

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

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

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



If you score relatively lower in some areas, consider earning [continuing education credits](#) in those topics to increase your knowledge of those topics.



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Requirements for Passing the Exam

YOU NEED A SCALED SCORE (SEE PAGE 51) OF 75 TO PASS AN EXAM

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

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

Remember that passing an exam doesn't make you eligible for certification and registration. You also must meet our education and ethics requirements (see [Pages 7-15](#)).



QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about your score.



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When We'll Cancel Your Score

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

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

* In such cases, you'll forfeit your application fee, and your exam will count as one of your three attempts (see [Page 16](#)). In addition, we'll expect you to cooperate in any investigations of the circumstances surrounding such instances.

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



QUESTIONS?

Call us at
651.687.0048,
ext. 8560, if you
have questions
about your score.



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How to Appeal Your Score

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

Send us a letter:

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

We'll review your responses to each question, compare those responses to the answer key, and recalculate both your raw scores and scaled scores. You'll receive our findings no more than 30 days after we receive your request. If we find any scoring errors, we'll cancel your original score and provide you with your corrected score.



APPEALING A SCORE?

Send your appeal to:

1255 Northland Dr.
St. Paul, MN 55120
ATTN: Rescore

Do so within
14 days of the
date we process
your score.



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What Happens If You Don't Pass

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

Be aware that we regularly update our exam content specifications. If you plan to retake the exam, compare the content specifications on our website to those you used for your previous attempt. You might need to prepare for new content on your next attempt.

Remember

You have three years and three attempts to pass the exam (see [Page 16](#)). If we receive your reapplication and fees fewer than 30 days before your three-year limit expires, we'll return them. You'll have to requalify before you can take an ARRT exam (see [Page 23](#)).



REMEMBER

We regularly update our [exam content specifications](#). If you plan to retake an exam, compare the content specifications on our website to those you used for your previous attempt.



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Maintaining Your Credential

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Once you've met our education, ethics, and exam requirements, you'll earn an ARRT credential. While you keep your certification and registration current, you'll be eligible to use the term Registered Technologist and the abbreviation R.T. with your name.

Visit your ARRT online account for details about [maintaining your credential](#). Be aware that you'll need to complete the following three types of requirements throughout your career:

- 1 Renew your credential every year.
- 2 Complete your Continuing Education Requirements every two years.
- 3 Fulfill your Continuing Qualifications Requirements every 10 years.



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Earning Additional Credentials

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You might want to consider earning additional ARRT credentials. You may use a primary pathway, use another postprimary pathway, or earn a Registered Radiologist Assistant (R.R.A.) credential. See the chart on [Page 6](#).

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

The courses and activities you complete must meet ARRT's Category A or A+ requirements or must be approved academic courses. (See [ARRT Continuing Education Requirements](#) for more detail.) If you earn credentials from NMTCB, ARDMS, or ABII, be sure your educational activities meet our requirements.

Primary Pathway

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

Postprimary Pathway

You can earn the credentials listed in the left column of the chart on Page 6 using our postprimary pathway. To do so, you'll need to hold ARRT certification and registration in a supporting category (as noted in the top row of the chart) or a credential from another organization (as noted in the footnotes to the chart).

R.R.A.

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



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For More Information

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You can find much more information at our website: www.arrt.org. Here are some specific pages you might want to visit:

HANDBOOKS

[Primary Eligibility Pathway Handbook](#)

[Registered Radiologist Assistant Handbook](#)

[State Licensing Handbooks](#)

GOVERNING DOCUMENTS

[ARRT Rules and Regulations](#)

[ARRT Standards of Ethics](#)

[ARRT Continuing Education Requirements](#)

EXAM INFORMATION

[Exam Content Specifications](#)

[Didactic/Clinical Competency Requirements](#)

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[Continuing Qualifications Requirements](#)

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[Ethics Preapplication Review Form](#)

[Maintaining Your Credentials](#)

[State Licensing Agencies](#)

