



Below you'll find details about the documentation we require for an ethics review.

If you're reporting an ethics violation as part of your online renewal, application for certification and registration, or Continuing Qualifications Requirements (CQR), make sure we receive all related documentation **within 30 days** of your submission.

Disclosing the information to your state licensing agency doesn't mean you've disclosed it to ARRT.

Mail your documentation to ARRT, Ethics Requirements Department, 1255 Northland Drive, St. Paul, MN 55120.

Questions? Contact Ethics Requirements at 651.687.0048. Select the option for Ethics Requirements.

<p><b>You have answered "Yes" to:</b></p>	<p>Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)</p> <p>You are required to report:</p> <ul style="list-style-type: none"><li>• Charges or convictions—including those that were stayed, withheld or deferred, set aside, or suspended</li><li>• Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)</li><li>• Court conditions applied to your charge—including court supervision, probation, or pretrial diversion</li><li>• Traffic violations charged as misdemeanors or felonies</li><li>• Traffic violations that involved drugs or alcohol</li></ul>
<p><b>The <u>required</u> information for an ethics review is:</b></p>	<ol style="list-style-type: none"><li>1. <b>Personal explanation</b> of the events that led to each charge or conviction.</li><li>2. Official <b>court documents*</b> to confirm:<ul style="list-style-type: none"><li>• The <b>charges filed</b> (misdemeanor, felony, or military court-martial) to include the date and jurisdiction in which the situation occurred;</li><li>• The <b>final judgment</b> (guilty, no contest [nolo contendere], withheld or deferred adjudication, stayed sentence, set-aside sentence, suspended sentence or pre-trial diversion);</li><li>• The <b>sentencing requirements</b> (parole, probation, fines); and</li><li>• The <b>status of the conditions</b> of the court (e.g., completed, case closed, dismissed).</li></ul></li></ol> <p><b>Continue on next page</b></p>

<p>The <u>required</u> information for an ethics review is (continued):</p>	<ol style="list-style-type: none"> <li>3. Official <b>documentation of probation or parole</b> to include a current update from your probation or parole office, including the estimated probation or parole completion date. This must be an official document from the probation office and include contact information.</li> <li>4. Official <b>documentation of completion of court requirements.</b></li> <li>5. Official <b>documentation of any mental health or substance abuse counseling or treatment</b>, if applicable.</li> </ol>
<p>Exceptions that do not need to be reported are:</p>	<ul style="list-style-type: none"> <li>• Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court</li> <li>• Speeding and parking tickets that weren't charged as misdemeanors or felonies and that didn't involve drugs or alcohol (if you have any traffic violation that involved drugs and/or alcohol, you must answer "Yes")</li> <li>• Charges that were dismissed with no court conditions required (if conditions were required, you must answer "Yes")</li> <li>• Court records that were sealed or expunged (if you don't have court documents that prove your case was sealed or expunged, you must answer "Yes")</li> <li>• Offenses you've already reported to ARRT and about which ARRT has sent you communication</li> </ul>

\* Documents may usually be obtained by request from the court in the jurisdiction in which the charge or conviction occurred. Send copies, not originals.