



Assessments Volunteer Handbook

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

artt.org



The American Registry of Radiologic Technologists ®

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Our Vision and Mission

VISION Exceptional patient care for all, provided by qualified medical imaging and radiation therapy professionals.

MISSION To promote safe, high-quality patient care through credentialing, collaboration, and advocacy.

Notice of Nondiscrimination

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

NCCA Accreditation

ARRT's Breast Sonography, CT, MRI, Nuclear Medicine Technology, Radiation Therapy, Radiography, Registered Radiologist Assistant, Sonography, and Vascular Sonography credential programs have earned accreditation from the National Commission for Certifying Agencies (NCCA), the accrediting body of the Institute for Credentialing Excellence (I.C.E.). NCCA assures all stakeholders that an independent third party has reviewed ARRT's credentialing programs according to stringent standards set by the credentialing community.

For more information on I.C.E./NCCA and its accreditation program, visit credentialingexcellence.org.

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Welcome

We're glad you're here. As a volunteer, you'll have the opportunity to make a meaningful contribution to your profession while gaining firsthand insight into how ARRT serves the medical community. Volunteering is also a valuable way to advance your professional development and add a distinguished activity to your resume.

What Other Volunteers Have to Say About Their Experience:

“Volunteering with ARRT early in my career has given me the opportunity to meet other professionals and learn more about my field. At each meeting, I hear new perspectives and grow my understanding of nuclear medicine.”

-Savannah L., R.T.(N)(ARRT); Nuclear Medicine Technology Exam Committee and item writer

“I enjoy the networking that comes with volunteering. Several people I have met have become good friends. It makes the field of radiology feel smaller. I also enjoy seeing people from all over the country come together to create educational material for the betterment of the profession.”

-Wes S., R.R.A., R.T.(R)(ARRT); R.R.A. Exam Committee

“Being able to converse with other technologists, radiologists, and physicists provides incredible insight on experiences in radiology. It's fascinating to hear about different workflows and protocols and to share, create, and have productive conversations in a safe place with brilliant minds.”

-Kelley B. R.T.(R)(M)(BD)(BS)(ARRT); Breast Sonography Exam Committee

If you're passionate about your discipline and eager to contribute your expertise, we'd love to have you join us! The commitment can be as short as a one-time meeting or as long as a four-year commitment with multiple meetings. We welcome whatever commitment level you can provide.

Take some time to read through this handbook. If you still have questions, please reach out to us. You can call us at 651.687.0048 or 877.560.ARRT(2778).

Eligibility: Who Can Serve

We're looking for volunteers who are ARRT-certified and registered in one of our disciplines. To participate, you must hold the appropriate credential and currently be working in the United States in the same discipline for which you'd like to volunteer.

We welcome ARRT registrants in good standing from a wide range of professional roles, including:

- Entry-level and experienced staff professionals across all disciplines
- Administrators and managers

NOTE: When referring to the collective group of people holding an ARRT credential, we will use the term "registrants." This includes Registered Technologist (R.T.), Registered Radiologist Assistant (R.R.A.), Imaging Assistant, (I.A.), and Limited Technician (L.T.).

Ways You Can Volunteer

Item Writing

Item writers help create high-quality multiple-choice questions (“test items”) used on ARRT exams and assessments. These items support the development of multiple exam forms across all disciplines.

Term & Participation

- One-year term, renewable only under special circumstances
- Eligibility: ARRT registrants who have completed ARRT-provided item writer training (current educators are not eligible for this committee)
- Payment is provided per accepted test item (after training)

How Item Writing Works

- Item writers complete online training modules, then attend a virtual item-writing workshop led by ARRT staff
- Training covers ARRT’s item-writing guidelines and best practices
- Item writers create original items after completing required training
- Items are submitted to ARRT for review by the Exam Committee

Exam Committee

ARRT uses a rigorous process to ensure high-quality exam items (questions):

- Exam Committees regularly review, revise, and approve test items
- Candidates for certification and registration can comment on items during the exam; these comments are reviewed by staff and Exam Committees
- ARRT performs an analysis of each new test question to evaluate how it's functioning statistically

Term and Participation

- One-year term, renewable up to three times (maximum four years)
- 1–2 meetings per year, each typically one or two full days
- Meetings may be virtual or in-person

- An honorarium is provided for participation
- Eligibility: ARRT registrants (current educators are not eligible)

Committee Purpose

Exam committees play a crucial role in ensuring ARRT exams are fair, accurate, and aligned with professional practice. Committees work with ARRT staff to:

- Oversee the review and evaluation of exam content
- Review newly developed exam items for:
 - Technical accuracy
 - Clinical relevance
 - Compliance with item-writing guidelines
 - Editorial quality

Practice Analysis

A practice analysis uses a large, nationwide survey that is conducted periodically by ARRT to identify:

- Tasks performed by ARRT registrants in everyday clinical practice
- Clinical competencies required of registrants
- Knowledge areas essential for safe, effective performance on the job

Survey findings directly inform several key ARRT documents including:

- Clinical Competency/Experience Requirements
 - Skills candidates must demonstrate to qualify for certification and registration
- Content Specifications
 - Topics included on exams or assessments
 - Distribution of questions across topic areas
 - Knowledge tied to real-world work tasks

Once finalized, these materials are shared publicly for comment, then submitted to the ARRT Board of Trustees for approval and implementation.

Term and Participation

- 12-18 months
- Typically 3 meetings over one year
- Meetings are one or two full days, held virtually or in-person
- An honorarium is provided for participation

Educators are welcome
to serve on Practice
Analysis committees.

Committee Purpose

These committees ensure ARRT certification requirements reflect current, real-world professional practice. Committee volunteers work with ARRT staff to:

- Develop survey content for nationwide practice analysis studies
- Review and interpret survey results to ensure accuracy and relevance
- Keep certification requirements aligned with modern clinical practice

Standard Setting

Standard Setting Committees work together to define the **performance level required to pass an ARRT exam and make a recommendation to the ARRT Board of Trustees**. This work directly establishes the **cut score**—the minimum number of items a candidate must answer correctly to pass.

After each practice analysis, ARRT convenes a new group of volunteers to review the current standard and decide whether updates are needed.

Term & Participation

- One-time committee meeting, typically 1–2 full days
- Meetings may be virtual or in-person
- An honorarium is provided for participation
- Eligibility: ARRT registrants (current educators are not eligible)

Committee Purpose

- The committee defines what a minimally qualified candidate should know and be able to do in the profession
- They turn that description into a clear idea of how well someone needs to do or perform on the exam
- Using that performance level, they determine what score should count as passing
- Their recommended passing score is then sent to the ARRT Board of Trustees for final approval

R.R.A. Case Study (Exam) Committee

Case Study Committees develop exam content specifically for the Registered Radiologist Assistant (R.R.A.) Exam. Members must be R.R.A.s (current educators aren't eligible).

Term & Participation

- One-year term, renewable up to three times (maximum four years)
- Meetings are typically one or two full days, held virtually or in-person
- An honorarium is provided for participation

Committee Purpose

Members work with ARRT staff to:

- Write and approve procedure-based test items
- Ensure all items are linked to a consistent case study used throughout the exam
- Maintain accuracy, clinical relevance, and adherence to ARRT item-writing standards

Group Discussion & Approval

Committee volunteers convene to discuss individual feedback on test items.

The group determines:

- Which items should be approved
- Which require revision
- Which should not move forward

Approved items may be used on future R.R.A. exams.

Special Projects

Special Projects Committees support ARRT with unique, project-specific tasks that do not fall under existing committee categories. The nature of the committee varies based on the project's goals, and volunteers are selected according to the specific expertise needed.

Term and Participation

- Short-term, one-time projects
- Committee terms and expectations are defined when the project is created
- Meetings may be virtual or in-person, depending on project needs
- An honorarium is provided for participation
- Eligible participants: ARRT registrants – educators eligible depending on the project

Volunteer Opportunities at a Glance

Committee Type	Term Length	Number of Terms	Number of Meetings	Educator Eligible?
Item Writing	1 year	1 term	One 2-day virtual item writing workshop	No
Exam	1 year	Maximum of 4 terms	1-2 per year, in-person or virtual	No
Practice Analysis	12-18 months	1 term	3 meetings, in-person or virtual	Yes
Standard Setting	One time meeting	1 term	One 2-day meeting in-person	No
R.R.A Case Study	1 year	Maximum of 4 terms	One 2-day meeting, in-person or virtual	No
Special Projects	1 year	Determined by project need	Determined by project need, virtual or in-person	Determined by project

Questions To Ask Yourself Before Applying

- Are you ARRT certified and registered?
- Are you working at least part-time in the U.S. in the discipline for which you'd like to volunteer?
- Do you have the time needed to commit to volunteering?
- Do you have your employer's support to be away from work as needed?
- Are you willing to travel to ARRT for in-person meetings (at ARRT's expense), as needed?

PRO TIP: The more detail you include in your Volunteer Profile, the better your chances of being matched with opportunities.

Ready to move forward with your application? [Apply now.](#)

Application Qualifications

All new volunteers will need to complete a Volunteer Profile in the ARRT Volunteer Portal. You'll also need to complete a Disclosure Statement as part of your application. For more information, please see our Qualifications section.

Tips for Your Application

- Set aside 30-60 minutes to complete the entire application
- Know your ARRT ID
- Complete all profile fields in one sitting
- Complete all required qualifications in one sitting

Steps to Applying

- Use the name from your ARRT online account
- Enter your ARRT ID number correctly
- Complete a Disclosure Statement
- Do NOT opt out of receiving emails (we can't contact you if you opt out)

After Applying

Once you've completed your profile, you'll receive an email from us confirming the receipt of your application. If there is anything missing, we'll let you know. Once your profile is active, we'll keep it on file for one year and match you to volunteer opportunities as they become available. The Disclosure Statement expires after one year. We will send you an email requesting that you submit a new one and recommend that you review your profile data at the same time.

Committee Volunteer Selection

It may take some time for your profile to be selected for committee assignment. Remember, we need to

match your profile demographics to our current needs. Be sure to visit your profile often to update relevant information. Always keep your Disclosure Statement current.



Please be patient, this process can take some time.

Staff Selection

Twice each year, ARRT staff review all active volunteer profiles and identify potential candidates to fill upcoming needs on our committees. It's possible you may not be the right match for the committee you're interested in. We select committee volunteers based on the specific needs of each committee at that time—such as years of experience, geographic location, workplace setting, and professional role. Our goal is to build committees with a diverse mix of experience levels, backgrounds, and perspectives to best represent the profession.

PRO TIP: To make your profile stand out, share specific details about your current role and experience.

Ethics Review

Once a volunteer is selected as a potential committee volunteer or item writer, the ARRT Ethics Department reviews each individual to ensure there are no ethics violations that would prevent you from serving on an ARRT committee.

ARRT Board of Trustee Approval

The ARRT Board of Trustees conducts a final review and approves committee volunteer assignments.

Committee Volunteer Invitation

We'll send you an invitation with more details and will let you know when you'll start. It's important that you respond to the invitation by the due date. When you accept, you'll receive a welcome email with links to complete the qualifications needed to participate.

Qualifications

Qualifications are agreements with the volunteers and ARRT to make sure that both of us are protected when it comes to ARRT proprietary information as well as your personal information. All qualifications must be current to participate. We will notify you when your qualification expires, but it's up to you to renew the qualification to secure your spot.

Qualification Name	Who Completes This	Update Frequency
Disclosure Statement	All volunteers	Annually
Universal Contract	All ARRT Board of Trustee approved committee volunteers and item writers	Annually
Exam Committee Contract	All ARRT Board of Trustee approved Exam committee volunteers	Annually
Practice Analysis Contract	All ARRT Board of Trustee approved Practice Analysis committee volunteers	One time
Standard Setting Contract	All ARRT Board of Trustee approved Standard Setting committee volunteers	One time
Item Writer Contract	All approved volunteers	Annually
Special Project Contract	All ARRT Board of Trustee approved Special Project committee volunteers	Varies
AI Acceptable Use Policy	All approved committee volunteers and item writers	Annually
Travel Insurance Beneficiary Form*	All approved committee volunteers and item writers	One time or as needed
Direct Deposit Authorization Form**	All approved committee volunteers and item writers	One time or as needed
W-9 (IRS) **	All approved committee volunteers and item writers	One time or as needed

* Option to opt out is available.

** Option to opt out is available but no payments (e.g., expense reports, per diems, honorariums) from ARRT can be made.

Disclosure Statement

All volunteers are required to complete the Disclosure Statement annually to identify potential conflicts of interest. A conflict doesn't automatically prevent participation as a committee member or item writer; in some cases, we simply help you use appropriate disclaimer language in your practice.

However, if you serve on a policy-making body for another organization, such as ACR, ASRT, SNMMI, an accreditation review committee, or if you develop or deliver exam review courses, you cannot serve on an ARRT committee until those commitments have ended.

The Disclosure Statement also asks educators to report activities related to teaching content to individuals preparing for ARRT certification exams. This information doesn't necessarily prevent educators from volunteering, but it helps us place educators appropriately and ensure ARRT copyrighted material is protected from exposure to candidates and to ensure ARRT remains compliant with NCCA accreditation standards.

Universal Contract

We want to make sure that we protect both you and ARRT, and a contract does that. For example, many of our committees will be accessing confidential information, including but not limited to, test items. Our committee members agree not to divulge confidential information in any way. We agree to keep records of your participation confidential. The Universal Contract has five sub-contracts that are part of it that are specific to their volunteer assignment:

- Exam Committee Contract
- Practice Analysis Contract
- Standard Setting Contract
- Item Writing Contract
- Special Project Contract

AI Acceptable Use Policy

ARRT is committed to the ethical use of all artificial intelligence (AI) products. Although AI can be used in many positive ways, we want to make sure you are aware of what is acceptable and what is prohibited during your term as a volunteer. Therefore, we ask you to review our policy regarding AI use and agree to the terms listed every year as part of the qualification process.

Need help?

If you're having difficulty completing any qualifications, reach out to our team at volunteers@arrt.org and we'd be happy to help you.

Confidential Documents

These qualifications include three documents that need to be completed: Travel Insurance Beneficiary Form, W-9, and Direct Deposit Authorization Form. Your privacy is important to us and we want to ensure your confidential information doesn't land in the wrong hands. For that reason, only the ARRT Accounting Department will have access to this information.

Direct Deposit

All payments to you for item writing, honorariums, or expense reports are made electronically through direct deposit. You only have to complete this form once unless you have banking changes.

W-9

We require a W-9 if you receive an honorarium or if you receive payments as an item writer. These are financial transactions between you and ARRT that we are required, by the IRS, to report. This only needs to be renewed if your personal information changes.

You may opt out of submitting a W-9 by signing the appropriate page on your committee contract, but you will not receive any payments.

Travel Insurance Beneficiary Form

When traveling for committee purposes, whether it's driving to pick up or drop off an ARRT laptop, or traveling to and from ARRT in St. Paul, Minnesota, we provide, at no cost to you, travel insurance with an option to provide a beneficiary. This only needs to be renewed if your personal information changes.

You may opt out of providing a beneficiary by signing and dating the appropriate section on the form.

Committee Meeting Facilitation

Once you've been invited to serve on a volunteer committee, you'll attend meetings with ARRT staff either virtually or in-person at ARRT Headquarters.

Meeting Decorum

Whether we're meeting virtually or in person, how we conduct ourselves shapes the experience for everyone. Your professionalism, engagement, and respect for fellow committee members help create a productive, collaborative, and welcoming environment.

- Be "present" the whole time
 - Your full presence is important; stepping away, whether virtually or physically, can interrupt the committee's workflow
- Dress code
 - Business casual for both virtual and in-person meetings
- Communicate actively
 - Communication in large groups can be challenging, so please ensure all voices are respected and encouraged to participate equally

RSVP Process

By submitting your RSVP, you confirm that you will attend the full meeting, complete all required volunteer documentation, and understand that stepping away, virtually or in person, may disrupt the committee's work. If your plans change, please email volunteers@arrt.org.

PRO TIP: Check out the Volunteer Connection, our weekly newsletter for volunteers.

Reminder for virtual meetings:
Please turn on your camera and wear headphones.

Virtual Meetings

ARRT virtual committee meetings are structured, collaborative sessions held via Microsoft Teams. You'll receive an ARRT-issued laptop and are expected to participate fully on all meeting days.

Committee Meeting Schedule

Day One

- Join the virtual meeting from a quiet location with the ARRT laptop
- Log in ~15 minutes early (usually before 8 a.m. CT) for troubleshooting
- Introductions + orientation are provided by ARRT staff
- Work may include
 - Reviewing an item pool (questions under consideration)
 - Reviewing ARRT documents for revision
- Lunch at ~12 p.m. CT
- Afternoon session continues until ~4 p.m. CT

Day Two

- Continue remaining tasks from Day One
- If needed, schedule future meetings and discuss next steps

ARRT Laptop Process

Shipping and Returning

Equipment is shipped about 2 weeks before the meeting via FedEx. Please return the laptop within 2 business days following the meeting using the prepaid FedEx label.

Meeting Software: Microsoft Teams

- All virtual meetings use Microsoft Teams
- Plan to log in 10–15 minutes early
- If you want a practice session, ARRT staff can help you test Teams on your personal device

In-Person Meetings

This section provides a brief overview of what to expect when participating in an in-person committee meeting.

Committee Schedule

Day One

- After breakfast, the committee meets in the hotel lobby for transportation to ARRT
- Committee members spend the day working with ARRT staff. Work may include:
 - Reviewing an item pool (questions under consideration)
 - Reviewing ARRT documents for revision
- Lunch is provided onsite
- Committee Dinner: ARRT typically hosts a dinner at a local restaurant on the first evening

Day Two

- Continue work from Day One
- If needed, schedule future meetings and identify next steps
- Return flights are scheduled after 6 p.m. CT on Day Two
- A shuttle will take you to the airport (bring luggage to ARRT where it will be stored)

Travel Information

Travel and Hotel

ARRT's office and partner hotel are located near the Minneapolis–St. Paul airport. If your meeting is scheduled in-person, we'll take care of flight and hotel arrangements for you. The hotel provides a complimentary shuttle service between the airport and hotel.

Travel Expenses

Your hotel expenses and flights are prepaid through our local travel agent. ARRT follows GSA per diem rates for meal and incidental reimbursements. Refer to the [Volunteer Travel Policy](#) for full details.

For travel questions, emergency concerns, or general assistance, email volunteers@arrt.org.

NOTE: If your meeting is scheduled to be in-person, there isn't an option to participate virtually.

Educators

Educators and registrants who produce educational content for ARRT exam preparation play a critical role in preparing the next generation of professionals, and ARRT values their contributions.

Most ARRT certifications are accredited by the National Commission of Credentialing Agencies (NCCA), which sets standards for high quality credentialing programs. This accreditation is required by many state laws and regulatory agencies for ARRT credentials to be recognized for licensure. NCCA standards allow educator participation in exam development only when it doesn't result in inappropriate exposure to exam content. Because ARRT's Exam Committees, Standard Setting Committees, and Item Writer roles involve direct access to and development of exam content, educator involvement in these activities presents a conflict of interest between exam integrity and exam preparation. To maintain NCCA accreditation, ARRT has updated its volunteer selection policy. Educators and registrants who produce educational content for ARRT exam preparation will no longer serve on committees where exam content is developed or reviewed, including Exam Committees, Standard Setting Committees, and Item Writer roles.

Can Educators Volunteer on Committees?

ARRT welcomes educators to volunteer on Practice Analysis Committees. Educators and program directors can provide valuable information when discussions turn to what is currently being taught in the schools.

How Does ARRT Define Educators?

NCCA standards refer to two types of educators: faculty (i.e., formal education) and those who teach exam preparation courses. The former is focused on teaching subject matter, while the latter is specifically focused on the exam.

Physicians and Physicists

Physicians and physicists play an important role on ARRT committees and are referred by their professional organization (e.g., ACR, AAPM). We appreciate their willingness to volunteer. If you are a physician or a physicist and wish to volunteer with ARRT, please contact your professional organization.

They will work with us directly.

ARRT Staff

As a volunteer, you will primarily collaborate with staff from ARRT's Assessments Department. This team is responsible for the development, production, and publication of all ARRT exams, ensuring each assessment meets the organization's high standards for accuracy, fairness, and quality. Throughout the process, volunteers play an essential role, and the Assessments staff are here to guide, support, and partner with you every step of the way.

The staff members you interact with are trained experts who have combined years of experience in assessment development and volunteer engagement. They are familiar with the challenges volunteers may face and are committed to making your experience productive, organized, and enjoyable. The following section introduces key roles within the department so you know who does what and how each person will support your work.

Assessment Development Coordinator

Sometimes called an ADC, the Assessment Development Coordinator works closely with our volunteers making volunteer selections and facilitating most committee meetings. ADCs conduct the initial review of items submitted by item writers to ensure quality, accuracy, and alignment with ARRT standards. They play a key role in preparing exams and assessments for publication and collaborate with committees to update discipline documents posted on the ARRT website. Each ADC holds ARRT certification and registration, giving them firsthand understanding of the experiences and challenges faced by ARRT registrants. Once you're assigned to a volunteer committee, your ADC will serve as your primary point of contact.

Assessment Production Associate

APAs work behind the scenes to support the Assessment Development Coordinators (ADCs) during committee meetings. While APAs typically do not lead volunteer interactions, their work ensures that volunteer committees have what they need to contribute effectively. APAs coordinate schedules and maintain project timelines to make sure volunteers have updated materials at the right time. The APA team is responsible for most communications our volunteers receive and are a great point of contact for initial questions. By handling many operational tasks APAs help create a seamless experience for volunteers during meetings and committee work.

Psychometricians and Assessment Analysts

Psychometricians and Assessment Analysts support volunteer committees by offering guidance on exam statistics, measurement principles, and how item performance affects the quality and fairness of ARRT exams. Working alongside the ADC, they participate in key meetings where technical decisions are made. They translate statistical results into clear, understandable information for volunteers, helping committees make informed decisions during item reviews and standard setting, for example.

While ADCs lead the volunteer-facing aspects of committee work and APAs handle meeting logistics, Psychometricians and Assessment Analysts partner closely with both roles to provide volunteers with accurate data and a clear interpretation of technical concepts.

Volunteer Coordinator

Our Volunteer Coordinator spends a significant amount of time working in our volunteer database to ensure new and returning volunteers have complete and accurate profiles. They verify that all qualifications are up to date and will contact you if any required information is missing. As the primary point of contact for new volunteers, they are expert at troubleshooting issues that may come up during the application process. They also help assemble, format, and organize the materials used in committee meetings—and add personal touches such as swag to create a welcoming volunteer experience.

Meeting and Event Planner

Although not specifically part of the Assessments team, the ARRT Meeting and Event planner supports volunteers by coordinating the logistics for in-person committee meetings, including travel, accommodations, and meeting space arrangements. You may hear from them before your meeting as they gather travel details or answer questions about schedules and locations. During the meeting, they ensure everything runs smoothly so you can focus on your committee work.



QUESTIONS?

Call us at 651.687.0048 or 877.560.ARRT(2778) or
email our team at volunteers@arrt.org.