2025

Primary Eligibility Pathway Handbook

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

EARNING ARRT CERTIFICATION AND REGISTRATION

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

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®



arrt.org

THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

1255 Northland Drive, St. Paul, MN 55120
651.687.0048 or 877.560.ARRT (2778) | arrt.org

We update our handbooks each year. Be sure to review the most current handbook before you apply and when you take your exam. Policies can change during your eligibility period.

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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.

Nondiscrimination and Fairness Policy

ARRT is committed to ensuring a fair and impartial testing experience for all individuals. We uphold the principles of nondiscrimination and impartiality across all our programs, including application processes, testing processes, and business operations. Read our Nondiscrimination and Fairness Policy.

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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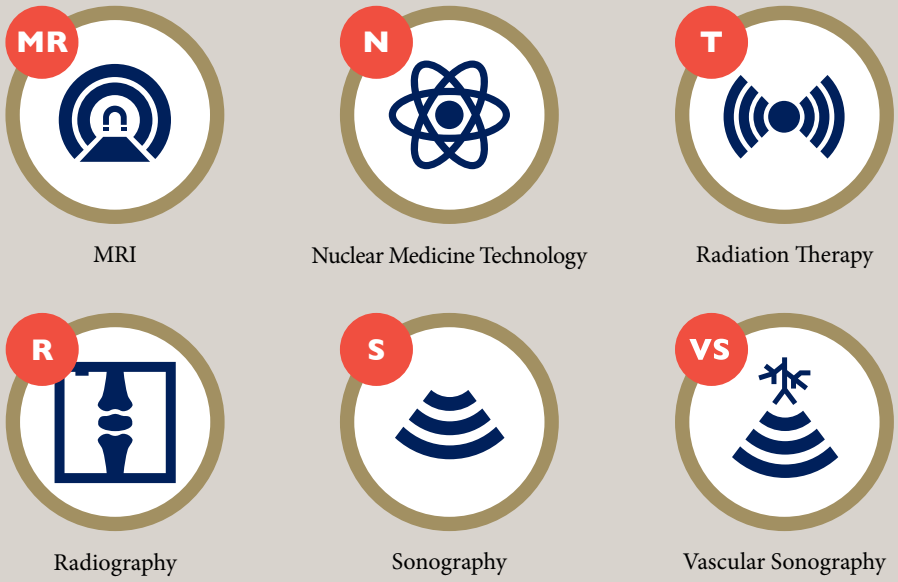
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ARRT offers two eligibility pathways toward earning our credentials: primary and postprimary. You can earn some credentials using either eligibility pathway. This handbook discusses the primary eligibility pathway.

PRIMARY ELIGIBILITY PATHWAY



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Which Eligibility Pathway?

If you're earning your first ARRT credential, you'll probably use the primary eligibility pathway. It requires, among other things, that you complete an educational program relevant to the ARRT credential that you wish to pursue. If you use the primary eligibility pathway, you can work toward an ARRT credential in:

- MRI*
- Nuclear Medicine Technology
- Radiation Therapy
- Radiography
- Sonography
- Vascular Sonography*

* You also can pursue ARRT credentials in MRI and Vascular Sonography using the postprimary eligibility pathway.

If you already have an ARRT credential—or if, in some cases, you've earned a credential from another organization—you might be able to pursue ARRT credentials using the postprimary eligibility pathway (see Page 60). To learn more about the postprimary eligibility pathway, review our Postprimary Eligibility Pathway Handbook. To pursue an ARRT credential as a radiologist assistant, review our Registered Radiologist Assistant Handbook.

Once you earn a credential, you may call yourself a Registered Technologist (R.T.)—as long as you continue to meet our ongoing requirements (see Page 59).

THREE STEPS TO AN ARRT CREDENTIAL

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

1. Education (Page 6)
2. Ethics (Page 8)
3. Examination (Page 14)



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Education Requirements

You must meet the following educational requirements before you can apply for an ARRT credential using the primary eligibility pathway.

COMPLETE YOUR EDUCATION

If you're using the primary eligibility pathway, you must:

- Complete an ARRT-verified educational program in the discipline you're pursuing: Radiography, Nuclear Medicine Technology, Radiation Therapy, MRI, Sonography, or Vascular Sonography.
  - » To verify the accreditation status of an educational program, consult the appropriate accrediting agency's website.
- Earn an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes.
- You may earn the degree before, after, or while you complete an educational program in your discipline.
  - » You must earn your degree and submit your application no more than three years after completing an educational program in your discipline.
  - » Verify that your degree has been conferred/awarded prior to sitting for the exam. The date will appear on your academic transcript.

DEMONSTRATE DIDACTIC AND CLINICAL COMPETENCIES

As part of your educational program, you must demonstrate competency in your formal classroom education (didactic coursework), your program's clinical requirements, and ARRT's list of clinical competencies.

QUESTIONS?

If you have questions about education requirements, and you have an online ARRT account, contact us using Message Center. Or call us at 651.687.0048 or 877.560.ARRT (2778) and choose the option for earning an ARRT credential.

You can find our business hours and other information on our website.

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MEET YOUR DEADLINES

Once you meet all educational eligibility requirements—such as completing your educational program and meeting all degree requirements—you have three years to apply for ARRT certification and registration.

Once you establish eligibility and apply, you'll have three more years—and three attempts—to pass the ARRT exam. Each exam attempt requires a new application and fee.

As of Jan. 1, 2025, you'll need to earn your degree and submit your application no more than three years after completing an educational program in your discipline.

TO ESTABLISH ELIGIBILITY

Complete these steps to become eligible to apply for ARRT certification and registration:

- Create an account on arrt.org.
- Complete your educational program.
- Earn an associate degree or higher (if you don't already have one).
- Undergo an ethics review, if necessary (see next page for more information).
- Apply for ARRT certification and registration through your online account.

Review your Candidate Status Report, which will include your assigned examination window.



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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 ethics violations within 30 calendar days of their occurrence, and you must tell us of any ethics violations that took place before you applied with ARRT. See Page 9 for more information.

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 may violate our Rules of Ethics. They include, but aren't limited to:

- Felony or misdemeanor charges or convictions (including speeding tickets and parking violations that are considered misdemeanors or felonies)
- Charges or convictions concerning traffic violations **that involved** 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 honor code at an educational 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.
- Tell us of any ethics violations that took place before you applied with ARRT. But don't submit your ethics documentation before you submit either an Ethics Review Preapplication or an Application for Certification and Registration.
- Notify us within 30 calendar days of any ethics violations that take place after you apply for ARRT certification and registration.

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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, **and** I will complete my educational program within eight months.
WHAT TO DO	• Report the potential violation when you apply for certification and registration. For additional guidance, see Pages 11-13.

YOUR STATUS	I haven't yet applied for certification and registration with ARRT, **and** I will complete my educational program more than eight months from now.
WHAT TO DO	• Consider asking for an Ethics Review Preapplication (see Page 10). • Otherwise report the potential violation when you apply for certification and registration.
WHAT NOT TO DO	• Don't submit your ethics documentation before you submit either an Ethics Review Preapplication or an Application for Certification and Registration.

YOUR STATUS	I have applied for certification and registration with ARRT, but I haven't yet passed the exam.
WHAT TO DO	• Report the potential violation within 30 calendar days of its occurrence.

YOUR STATUS	I am an R.T.
WHAT TO DO	• Report the potential violation within 30 calendar 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 may 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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DETERMINE YOUR ELIGIBILITY IN ADVANCE

If you're concerned about whether something in your past will affect your eligibility for certification and registration, consider completing an Ethics Review Preapplication.

Using the Ethics Review Preapplication, you can request an ethics review before you start your educational program or anytime until eight months before you graduate from it. You'll pay a nonrefundable fee.

If you'll graduate from your program within eight months, don't use the Ethics Review Preapplication. Report potential ethics violations on your Application for Certification and Registration instead.

Our Ethics Committee will review your submission and might begin an in-depth investigation. If you're under an ethics review, you may schedule and sit for an ARRT exam. But we'll hold your scores until the review is complete, and we might cancel your scores depending on the outcome of the review.

If the committee determines that you've committed an ethics violation—and that it warrants a sanction—you might be ineligible to apply with ARRT for a set time. Keep in mind, though, that most people who report potential problems aren't deemed ineligible. And most R.T.s don't have their credentials revoked.

ARRT completed approximately 1,730 ethics reviews in 2023, and only 12 cases (less than 1%) resulted in revocation of credentials

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HOW TO REPORT VIOLATIONS

When you submit our 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 of a misdemeanor or felony? (This includes court convictions and military courts-martial.)
ANSWER YES	If you have: • 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) • Court conditions applied to your charge—including court supervision, probation, or pretrial diversion • Traffic violations charged as misdemeanors or felonies • Traffic violations that involved drugs or alcohol
ANSWER NO	If you have: • No offenses • Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court • 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") • Charges that were dismissed with no court conditions required (if conditions were required, you must answer "Yes") • 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") • Offenses you've already reported to ARRT and about which ARRT has sent you communication Reminder: You must answer **yes** for all traffic violations that involved drugs and/or alcohol.
WHAT TO DO IF YOU ANSWER YES	Along with your completed application, 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 Criminal Violations. If you have questions and you have an online ARRT account, contact us using Message Center. Or call us at 651.687.0048 or 877.560.ARRT (2778), and choose the option for ethics information.

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ETHICS QUESTION 2: REGULATORY AUTHORITY VIOLATIONS REPORTING

QUESTION	Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following? • Denied, revoked, or suspended your professional license, permit, registration, or certification? • Placed you on probation–excluding ARRT Continuing Education (CE) 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 YES	If one or more of these apply to you and the organization imposing the action wasn't ARRT
ANSWER NO	• If you have no offenses • If your only offense is ARRT CE probation • For offenses previously reported to ARRT and for which ARRT has sent you communication
WHAT TO DO IF YOU ANSWER YES	Along with your completed application, 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. If you have questions and you have an online ARRT account, contact us using Message Center. Or call us at 651.687.0048 or 877.560.ARRT (2778), and choose the option for ethics information.

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ETHICS QUESTION 3: HONOR CODE VIOLATIONS REPORTING

QUESTION	Have you ever voluntarily withdrawn–or been suspended, dismissed, or expelled–from an educational program you attended to meet ARRT certification and registration requirements?
ANSWER YES	If any of the experiences described in Ethics Question 3 apply to you
ANSWER NO	For offenses you previously reported to ARRT and for which ARRT has sent you communication
WHETHER YOU ANSWER YES OR NO	You'll need to read and agree to the Written Consent Under FERPA in your application.
WHAT TO DO IF YOU ANSWER YES	Along with your completed application, 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 Honor Code Violations. If you have questions and you have an online ARRT account, contact us using Message Center. Or call us at 651.687.0048 or 877.560.ARRT (2778), and choose the option for ethics information.

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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 37.

YOU'LL HAVE THREE ATTEMPTS TO PASS

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 for certification and registration unless you requalify (see Page 26).

If you take an ARRT exam (using either the primary or the postprimary eligibility pathway) 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. If you earn passing scores as a state candidate, you can't use those scores to achieve ARRT certification and registration. The next section explains the differences between state licensing and an ARRT credential.

Questions? If you have an online ARRT account, contact us using Message Center. Or call us at 651.687.0048 or 877.560.ARRT (2778), and choose the option for earning an ARRT credential.

3

- 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.
- Exam attempts made as a state licensing candidate count toward your three attempts to pass an exam as an ARRT candidate.

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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 states, however, you must obtain a state license before you can work as a technologist.

Passing an exam for state licensing purposes 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.

If you want to obtain a state license, you must meet the state's requirements and apply directly to your state. Your state is your best source for state licensing information. For more on ARRT eligibility requirements, see Page 7.



CLICK HERE

To learn more about state licensing.

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Once you've completed your educational program, obtained an associate degree or higher, and met our ethics requirements, you're ready to apply for certification and registration with ARRT.

We'll process your application and issue your Candidate Status Report within two business days after you submit the application. If you apply for ADA accommodations (see Page 20), the process might take longer. You have three years after completing your educational program to earn your degree and apply (see Page 7) for ARRT certification and registration.

STEPS TO APPLYING

Be sure to complete these steps as you prepare your application:

- Consent to the Agreement of Candidates and the Family Educational Rights and Privacy Act (FERPA) (Page 18).
- Use your legal name on your application—and make sure it matches your two forms of valid and acceptable ID **exactly** (Page 18).
- Meet all deadlines (Page 23).

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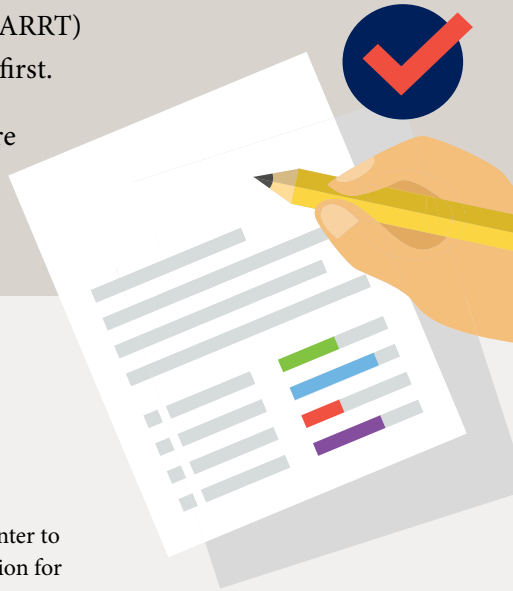
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Apply for One Credential at a Time

YOU MAY ONLY APPLY FOR ONE ARRT CREDENTIAL OR STATE LICENSING 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 an ARRT credential in more than one discipline at the same time.



QUESTIONS?

If you have questions and you have an online ARRT account, use Message Center to contact us. Or call 651.687.0048 or 877.560.ARRT (2778), and choose the option for earning an ARRT credential.

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Prepare Your Application

SIGN THE AGREEMENT OF CANDIDATES

When you apply for certification and registration, consent to the Agreement of Candidates. Be familiar with the agreement and ARRT's other requirements before you apply with us.

HAVE APPROPRIATE 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 appropriate ID before you apply for, schedule, or attempt to take your exam.

Be Sure Your Application Matches Your ID

The name you enter when you set up your account is the name ARRT will use in your permanent record and on your Candidate Status Report. 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.

Valid Types of Acceptable ID

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

- Your primary ID must be government-issued and include your permanently printed name, your photo, and your signature or military bar code. Some examples of a primary ID include: a driver's license, tribal ID, state ID card, passport, or military ID card.
- 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.



BE AWARE

Your IDs don't have to contain your middle name or initial—but if they do, they must be consistent with the name on your Candidate Status Report.

For example, it's acceptable if your Candidate Status Report lists Mary M Smith and your ID lists Mary Marie Smith.

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If Your ID Is Invalid

You won't be allowed to take the exam at the test center if:

- You don't have two valid forms of acceptable ID (see Page 18).
- The name on your ID differs from that on your ARRT file.
- You haven't signed your ID.
- Your ID has expired, and you don't have an original proof of renewal.

In such cases, you'll forfeit your application fee. You'll then have to reapply and pay a fee to get a new exam window, provided there's time remaining in your three-year eligibility period. **If Pearson VUE admits you with questionable ID, ARRT could cancel your exam scores following an investigation.** If ARRT cancels your scores, your exam attempt will count as one of the three allowed in three years (see Page 14). You won't receive an extension if ARRT's cancellation means you don't pass your exam within the allotted three years.

If you don't have proper identification, cancel your appointment and reschedule it when you've acquired two valid forms of acceptable ID. See Page 34 for rescheduling procedures and deadlines.

BE AWARE

You won't receive an extension if ARRT's cancellation means you don't pass your exam within the allotted three years.

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IF YOU NEED ACCOMMODATIONS TO TAKE YOUR EXAM

Accommodations are ways of adapting an exam experience to meet the needs of people who have disabilities that may impair their exam performance. Accommodations can't change the number of questions or the content an exam covers. And they don't guarantee improved performance, a passing score, or any specific outcome.

ABOUT ADA ACCOMMODATIONS

ARRT complies with the Americans With Disabilities Act (ADA) if you demonstrate both that:

- You have a professionally diagnosed ADA-qualifying disability.
- Your disability results in substantial functional limitations that affect your daily life activities as compared to most people.

In most cases, you'll need to submit supporting documentation and a personal statement describing your disability.

Approved accommodations might include additional time to complete the exam, a separate testing room, or access to snacks if you have diabetes. You won't need to request accommodations for comfort aids, such as an inhaler, crutches, or eye drops.

Accommodations must be appropriate to the task and setting. For example, although you might have received accommodations in a classroom setting, those adaptations might not be necessary in an ARRT exam setting.



REMEMBER

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

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HOW TO REQUEST ADA ACCOMMODATIONS

Start by answering yes to the question about ADA accommodations on your application for ARRT certification and registration. After we receive your ARRT application, we'll provide instructions on your payment confirmation page about how to apply for accommodations.

We contract with Paradigm Testing, an independent company, to manage our ADA accommodations requests. As part of the accommodation application process, you'll submit an online form and supporting documents to Paradigm Testing via its secure website. If you want ADA accommodations, you must indicate "yes" each time you apply—including on re-examination attempts.

We'll place your ARRT application on hold until you submit your accommodation request and Paradigm Testing processes it. In addition, you won't be able to schedule your exam until we send you the decision letter. If you're denied an accommodation based on your documentation, you'll be able to appeal the decision by providing additional documentation. Once your accommodations review is complete, we'll send you the decision in writing via the United States Postal Service.

If you request accommodations in error, log in to your ARRT account and use Message Center to contact us. Or fax a signed request to 651.681.3293. If you're faxing the request, be sure to include two of these three identifiers: ARRT ID number, last four digits of your Social Security number, date of birth.

If you don't submit a request to Paradigm Testing within a year, we'll process your application without any accommodations and assign you an exam window. At that point, we can't grant any ADA accommodations.



If you request ADA accommodations, we'll place your ARRT application on hold until you submit your request and Paradigm Testing processes it.

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HOW TO SUBMIT AN ONLINE APPLICATION

Follow the instructions in your online ARRT account. We accept Visa, MasterCard, Discover, and American Express credit cards. We don't refund fees or transfer them to another discipline.

HOW TO SUBMIT A PAPER APPLICATION

One of the main reasons we return paper applications without processing them is that candidates forget to include the application or reapplication fee. When you apply for certification and registration, include a check or money order—payable to ARRT in U.S. funds. If you must reapply, you'll need to include a check or money order. Those fees are nonrefundable and nontransferable.

We also return paper applications:

- On which some questions remain unanswered
- That don't list the full dates of the program
- With signatures dated more than six months ago
- That are photocopies, not originals

If we return your application, you'll have to correct and return it before we'll process it. We don't refund application fees or transfer them to another discipline.

Don't sign your application **more than six months before** you send your application to us. And be sure that your program director completes the educational program sections of the application **after** you fill out the remainder of the form. Those sections must include original signatures—stamped signatures aren't acceptable. In some cases, an authorized faculty member who's on record at ARRT also must sign your application. Your program director can tell you whether a faculty member must sign your application.

BE AWARE

Any application must be received more than 30 days before the end of your three-year eligibility period. Applications received by ARRT fewer than 30 days before the end of the three-year period will not be processed.

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Meet All Deadlines

Be sure you meet these deadlines when submitting your application for ARRT certification and registration:

- You'll have to earn your degree no more than three years after completing your educational program.
- You must apply for an ARRT credential within three years of completing your educational program–even if you earn your degree after completing your educational program.
- Apply no more than three months before you expect to complete your educational program.
- If more than eight months remain before you complete your program, you can request an Ethics Review Preapplication even earlier (see Page 10).

These deadlines apply regardless of your personal circumstances, including military service.

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TO SUBMIT AN ONLINE APPLICATION

Your program director will provide instructions for setting up an ARRT account. Once you've created the account, your program director will approve it.

- You may submit your online application up to 90 days before completing your education program.
- Log in to your ARRT account dashboard and click the Apply button.
- Follow the instructions, then pay the application fee.
- We accept Visa, MasterCard, Discover, and American Express credit cards.
- We don't refund fees or transfer them to another discipline.

If you don't require testing accommodations for an ADA-qualifying disability, you'll receive a Candidate Status Report in your ARRT account once we process your application. You must wait 24 hours before scheduling your exam appointment. We'll need more time if you request testing accommodations. See After You Apply for more information.

IF YOU SUBMIT A PAPER APPLICATION

Be sure to allow time for ARRT to process your application—up to 30 calendar days after we receive it (more if you request ADA accommodations). **Because we receive a high volume of applications in spring, we can't answer phone inquiries about your application status during that time.** Remember—we'll return all incomplete applications (see Page 22).

If you need to know more quickly that we've received your application, either:

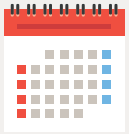
- Use the U.S. Postal Service's "return receipt requested" service when you mail your application.
- Include a self-addressed, postage-paid postcard along with your application, for us to mail back to you.
- As soon as we've processed your application, we'll send you a Candidate Status Report in the mail. See After You Apply for more information.

AFTER YOU APPLY

Once you've reached your anticipated program completion date, your program will let us know when you have:

- Completed the clinical and classroom (didactic) phases of your program
- Completed ARRT's clinical and didactic competency requirements
- Earned an associate (or higher) degree

If any of the information on your Candidate Status Report is wrong, call us right away at 651.687.0048 or 877.560.ARRT (2778) and choose the option for earning an ARRT credential. Do that **before** you schedule your exam.



Allow at least **30 calendar days** for ARRT to process your application—more if you request ADA accommodations. Applications received by ARRT fewer than 30 days before the end of the three-year period will not be processed.

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IF WE FIND YOU INELIGIBLE

ARRT can find you ineligible in these instances:

- If you submit an Ethics Review Preapplication (see Page 10) and we conduct an ethics investigation, we could find you ineligible **before you apply**. If we do, we won't refund your preapplication fee.
- If you apply on paper and we rule that you're ineligible, we'll return your application and fee. (Exception: If we must complete an ethics investigation and we then rule you're ineligible, we **won't** refund your fee.) You may reapply when you achieve eligibility. If you need information about reapplying and you have an online ARRT account, contact us using Message Center. Or call us at 651.687.0048 or 877.560.ARRT (2778), and choose the option for earning an ARRT credential.
- If we authorize you to take an exam, and **then receive information** indicating you might be ineligible, you can still schedule and sit for the exam. Then we'll review your case. But we'll hold your scores until the review is complete, and we might cancel your scores depending on the outcome of our review.

  After the review, if we find that you're ineligible and you haven't taken the exam, we won't allow you to sit for it and we won't refund your application fee. If you've taken the exam, we'll cancel your exam score and we won't refund your application fee. If you later become eligible, this exam will count as one of the three attempts allowed.
- If you initially appeared to be eligible, but **after you complete the exam** we find evidence that you were ineligible, we'll cancel your exam score and your certification and registration status. You'll forfeit your application fee. In addition, if you later become eligible, this exam will count as one of the three attempts allowed.

If you think you've met all our eligibility requirements, you may appeal a decision of ineligibility. You can't contest any of the eligibility requirements themselves—only the way in which ARRT applied them. To appeal, submit a completed Eligibility Appeal Request Form explaining why you think the ineligibility decision was wrong. More details can be found at arrt.org by searching eligibility appeal. Be sure to submit any supporting documentation.

QUESTIONS?

If you have questions about your application, and you have an ARRT account, log in and use Message Center to contact us. Or call us at 651.687.0048 or 877.560.ARRT (2778) and choose the option for earning an ARRT credential.

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How to Requalify

IF ARRT DOESN'T DETERMINE THAT YOU'RE ELIGIBLE WITHIN THREE YEARS OF THE DATE YOU MEET ALL EDUCATIONAL ELIGIBILITY REQUIREMENTS, YOU'LL HAVE TO REQUALIFY.

To requalify, you'll have to meet our initial eligibility requirements—including completing an educational program that ARRT verifies (see Pages 6 and 7).

You'll then need to apply for certification and registration and pay the nonrefundable application fee.



QUESTIONS?

If you have questions and you have an online ARRT account, use Message Center to contact us. Or call 651.687.0048 or 877.560.ARRT (2778), and choose the option for earning an ARRT credential.

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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. 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. 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. 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, call us at 651.687.0048 or 877.560.ARRT (2778). Then choose the option for earning an ARRT credential. 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 arrt.org/forms and locate the Name Change Form under General.
- Follow the instructions to complete and submit the form.
- You'll need to provide a copy of your marriage certificate, passport, or court order showing your name has changed.

After we've processed your name change, we'll issue a new Candidate Status Report. You'll then need to verify the correction. Following your verification, you may schedule your exam.



If the name on your ID doesn't match the name on your Candidate Status Report, call us at 651.687.0048 or 877.560.ARRT (2778). Choose the option for earning an ARRT credential.

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How to Change Your Address and Phone

If you change your address or cell phone number after you apply with ARRT, notify us immediately to ensure you receive all our correspondence with you. Call 651.687.0048 or 877.560.ARRT (2778) and choose the option for earning an ARRT credential. If you have an ARRT online account, you can change your address or cell phone number by:

- Logging in to your ARRT account
- Clicking the Account button in the upper right of the screen
- Choosing Settings
- Clicking on the Update Address & Phone tab under Update Profile and Settings

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

Your ARRT Online Account

Make sure you create an online ARRT account during your educational program.

Learn more about online accounts.

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Before you can schedule your exam, you need a Candidate Status Report from ARRT. When you apply online, we'll post it to your account within two business days. If you apply using a paper application, we'll mail it to you after we process your application. Make sure all information on it is accurate.

TOP FIVE SCHEDULING TIPS

- Request any ADA accommodations on your application—not at the test center (Page 21).
- Schedule your exam early; appointments fill up fast (Page 32).
- Don't schedule your exam until you have two valid forms of acceptable ID (Page 18).
- Have your ARRT ID number handy when you log on to Pearson VUE's website or call the Pearson VUE call center. The number appears on your Candidate Status Report.
- If you need to change or reschedule your appointment, be aware of associated fees and deadlines (Page 34).

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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 about your Candidate Status Report or your eligibility status and you have an ARRT account, use Message Center to contact us. Or call 651.687.0048 or 877.560.ARRT (2778). Choose the option for earning an ARRT credential.



QUESTIONS?

If you have questions about your Candidate Status Report and you have an online ARRT account, use Message Center to contact us. Or call 651.687.0048 or 877.560.ARRT (2778), and choose the option for earning an ARRT credential.

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ABOUT YOUR EXAM WINDOW

Your exam window is the one-year period of time during which you can schedule and take your exam, so it's important to understand when it opens and closes.

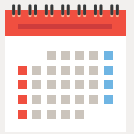
If we process your application before you complete your educational program and earn your degree:

- Your exam window will begin on the date you complete both of those requirements. Although you can schedule your exam after you receive your Candidate Status Report, you must complete your educational program requirements, and your degree must be conferred, before you take the exam.
- If you apply after you complete your educational program and your degree is conferred, we'll set an exam window once we've processed your application. If you apply on paper, your exam window will begin on the Wednesday after we process your application.
- When you apply online, your window will begin within two calendar days of ARRT processing your application.

Your window will close automatically:

- After 365 calendar days
- If you miss an appointment to take the exam without giving the required notice (see Page 36)
- If you don't agree or respond to the nondisclosure agreement at the test center (see Page 42) within two minutes of accessing it
- If you're turned away from Pearson VUE because of an issue with your identification

If you don't schedule and take an exam during your exam window, you'll forfeit your application fee—but your exam window closing doesn't count as an exam attempt. To open a new exam window, you'll need to reapply and pay a nonrefundable reapplication fee (see Page 36). We must receive your reapplication and fee a minimum of 30 calendar days before your three-year eligibility period expires. If we don't receive your reapplication before your eligibility period ends, you'll have to repeat an educational program in the same discipline before you can take an ARRT exam (see Page 26).



YOUR WINDOW WILL CLOSE AUTOMATICALLY:

- After 365 calendar days
- If you miss an exam appointment without giving the required notice
- If you don't agree or respond to the nondisclosure agreement at the test center within two minutes
- If you're turned away from Pearson VUE because of an issue with your identification

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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

You may schedule your exam with Pearson VUE 24 hours after you receive your Candidate Status Report. You can either:

- Make your appointment online, following the instructions on the Pearson VUE website.
- Call Pearson VUE at the toll-free number listed on your Candidate Status Report.

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 as needed to confirm your appointment, Pearson VUE staff can't make changes to your record.
- If your name or address has changed, follow the directions on Page 27 and Page 28 before you contact Pearson VUE to schedule.
- If you applied on paper and lost your Candidate Status Report, and if you have an online ARRT account, contact us using Message Center. If not, call us at 651.687.0048 or 877.560.ARRT (2778). Choose the option for earning an ARRT credential. If you applied online, your Candidate Status Report appears in your online ARRT account.
- Pearson VUE will send a confirmation to your email address.

Exam appointments fill up quickly. Make yours as soon as you can, even if you don't want to take the exam immediately. Remember: we can't extend your exam window. If yours expires, you'll have to reapply and pay a new application fee to receive a new window (see Page 36).



CLICK HERE

To schedule your exam with Pearson VUE.

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CONFIRM YOUR EXAM APPOINTMENT

Within minutes of scheduling your exam, you should receive an email from PearsonVUEconfirmation@pearson.com. It will show your confirmation number; the date, time, and location of your exam; and the name of your Pearson VUE representative.

Be sure all the information is accurate. If you don't receive a confirmation, or the details of your appointment are incorrect, follow up with Pearson VUE as soon as possible. ARRT won't have access to the details of your appointment.



REMINDER

Keep the confirmation that Pearson VUE emails you until after you take your exam.

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Rescheduling

If you miss your appointment or don't cancel it early enough, you'll lose your ARRT application fee. In addition, Pearson VUE charges a fee 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
- Visiting home.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, and you don't receive an email within a few minutes, call Pearson VUE as soon as possible.**



BE AWARE

Always make sure you've properly scheduled, rescheduled, or canceled your appointment. Pearson VUE will always send you an email confirmation.

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HOW SOON DO I HAVE TO CANCEL?

SCHEDULED EXAM DAY	IF YOU'RE CANCELING BY CALLING PEARSON VUE, 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.

If you're canceling using Pearson VUE's website, you must do so at least 24 hours before your existing appointment.

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 Pearson VUE. If you're not ready to reschedule, be sure to ask the representative to cancel your appointment. In all instances, if you don't receive an email confirmation within minutes of the change, contact Pearson VUE immediately to confirm your cancellation.

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IF YOU MISS AN EXAM OR DON'T CANCEL PROPERLY

Your exam window will close, and you'll forfeit your application fee if:

- You don't appear for your scheduled exam.
- You don't cancel or reschedule your appointment by following the procedure on Page 34.

In both cases, you'll have to reapply and pay the reapplication fee 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 14).

If you've passed the end of your three-year eligibility period, you might need to requalify before you can take your exam. (See Page 26.)

IN CASE OF SEVERELY EXTENUATING CIRCUMSTANCES

We know that sometimes severely extenuating circumstances occur. If—after the appointment change deadline—an unforeseen incident occurs, we'll consider your situation individually. Complete and submit an Eligibility Appeal Request Form. Follow the instructions at the beginning of the form. You can also find more details at arrt.org by searching eligibility appeal.

IN CASE OF SEVERE WEATHER

Call Pearson VUE's call center at 800.632.9055 to find out if your test center is open during any type of severe weather. Don't call the test center directly. If the test center is 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 34 for details about rescheduling.



REMEMBER

If you miss your appointment or don't cancel it early enough (see Page 35), your exam window will close, and you'll forfeit your ARRT application fee.

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

TOP TIPS FOR A GOOD TEST EXPERIENCE

- Request ADA accommodations on your application—not at the test center (Page 21).
- Arrive 30 minutes early.
- Don't bring cell phones or other belongings into the test center (Page 41).
- Bring two valid forms of acceptable ID (see Page 18) to the test center.
- Respond by accepting the nondisclosure agreement within two minutes of accessing it (Page 42).
- Flag difficult questions and return to them if time allows.

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Exam Format

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. Your answer to pilot questions won't affect your score.



EXAM FORMAT

- Most questions are multiple-choice with one best answer.
- Questions are presented in random order.

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Studying for Your Exam

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. Be careful about using study materials that use our name or claim to include ARRT test questions.

Your best resource is to consult our content specifications for a list of topics your exam will cover. If you need more information on a topic, ask your instructors or program director how to learn more about it.



QUESTIONS?

If you have questions about your exam, and you have an online ARRT account, contact us using Message Center. Or call us at 651.687.0048 or 877.560.ARRT (2778), and choose the option for earning an ARRT credential.

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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. Consider reviewing the linked document to familiarize yourself with the exam process.

No testing environment is completely free of noise. 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 VUE website, searching for a test center, and clicking on Test Center Information. You'll receive driving directions in your confirmation email.

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. Although we won't refund your application fee—and you'll have to reapply and pay a new fee to get a new exam window—a late arrival **won't** count as an examination attempt.

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. You may wear head scarves, hair wraps, and head coverings for cultural and medical reasons only.

Pearson VUE staff will visually inspect those coverings before seating you for your exam. 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 or a smart watch, that might make noise and distract others. Don't wear jewelry or hair clips that are more than a quarter-inch wide. You'll have to remove them, because they could be ways to circumvent exam security. 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 are also basic and scientific calculators on the computer.

After you put your personal items in a locker, you'll have access to them only if:

- 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.

Having access to any electronic device, books or papers during the break is strictly prohibited.

BRING PROPER IDENTIFICATION

Be sure to bring proper identification (see Page 18).

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 will scan your palm vein and take your photograph. 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 previously 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 authentication purposes only. We won't share it with any other organization.

If you asked for and received approval for ADA accommodations, bring your ARRT 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 ARRT letter approving them to Pearson VUE. Give it to staff when you check in.

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GO THROUGH ORIENTATION

Pearson VUE staff will give you a short orientation. Then you'll have to read the ARRT Rules Agreement and sign an agreement stating that you understand it. Although Pearson VUE staff can answer general questions about test-taking procedures, they won't have answers to questions about our exam content or test functionality.

Next, a staff member will give you a booklet and marker before escorting you to an assigned workstation, where you'll begin an optional tutorial. We recommend taking the time to view the tutorial. You'll be able to test the two types of calculators and learn about the review portion of the exam. The tutorial also enables you to familiarize yourself with the format of our questions.

There will be a short delay between the end of the tutorial and the appearance of the Nondisclosure Agreement. **Don't write on the booklet until you've accepted the Nondisclosure Agreement.**



SIGN THE NONDISCLOSURE AGREEMENT IN **TWO MINUTES!**

After you complete the tutorial, you'll see a notification that the exam is about to begin. **Please note that at this point the nondisclosure agreement will appear, and you will have two minutes to answer the question.** A timer will appear on your screen.

If you don't answer the question, we'll assume that you disagree, and:

- Pearson VUE will end your exam.
- You won't be able to take the exam that day.

Although your appointment won't count as an attempt under our three-year, three-attempt policy (see Page 14), 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 NONDISCLOSURE 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 47).

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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 lunch break. As a Sonography candidate, you still must remain inside the test center building during your break, and you can access snacks from your locker only during the 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 booklet. Pearson VUE staff will scan your palm once more before you leave the test center.

ASK FOR HELP

If you have concerns or need help, raise your hand to alert test center staff. Staff members can bring you a handheld calculator, earplugs, noise-reducing headphones, or another booklet. You may ask for replacements during your exam, but you can't remove the materials from the test room. Don't leave the test center building before completing your exam.

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.
- Unless you've received advance approval for ADA accommodations, you can't access items from your locker.
- When you complete your exam, raise your hand.
- Don't leave the test center building before completing your exam.

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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.

MRI (THROUGH JANUARY 31, 2025)			
Scored Items	200	Tutorial	8 minutes
Pilot Items	20	NDA	2 minutes
Total Items	220	Survey	10 minutes
Test Time	210 min	Appointment Length	230 minutes (3 hours, 50 minutes)

MRI (BEGINNING FEBRUARY 1, 2025)			
Scored Items	200	Tutorial	8 minutes
Pilot Items	30	NDA	2 minutes
Total Items	230	Survey	10 minutes
Test Time	230 min	Appointment Length	250 minutes (4 hours, 10 minutes)

NUCLEAR MEDICINE			
Scored Items	200	Tutorial	8 minutes
Pilot Items	30	NDA	2 minutes
Total Items	230	Survey	10 minutes
Test Time	230 min	Appointment Length	250 minutes (4 hours, 10 minutes)

The amount of test time allotted depends on the number of questions on the exam. We allow approximately one minute for each question.

The charts that begin on this page show how long you'll have, including:

- Eight minutes to complete the tutorial, which will familiarize you with the exam and online calculator
- Two minutes to sign the nondisclosure agreement (NDA)
- 10 minutes to complete a survey after you finish the exam

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...Chart continued from previous page

RADIATION THERAPY			
Scored Items	200	Tutorial	8 minutes
Pilot Items	30	NDA	2 minutes
Total Items	230	Survey	10 minutes
Test Time	230 min	Appointment Length	250 minutes (4 hours, 10 minutes)

RADIOGRAPHY			
Scored Items	200	Tutorial	8 minutes
Pilot Items	30	NDA	2 minutes
Total Items	230	Survey	10 minutes
Test Time	230 min	Appointment Length	250 minutes (4 hours, 10 minutes)

SONOGRAPHY			
Scored Items	360	Session Break	30 minutes
Pilot Items	40	Tutorial	8 minutes
Total Items	400	NDA	2 minutes
Test Session 1 (Procedures)	240 min	Survey	10 minutes
Test Session 2 (Patient Care and Image Production)	150 min	Appointment Length	440 minutes (7 hours, 20 minutes)

VASCULAR SONOGRAPHY			
Scored Items	175	Tutorial	8 minutes
Pilot Items	50	NDA	2 minutes
Total Items	225	Survey	10 minutes
Test Time	225 min	Appointment Length	245 minutes (4 hours, 5 minutes)

WE VALUE YOUR OPINION

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.
- At the end of your exam, we also offer a survey about your overall testing experience. Don't use the survey to comment on specific questions.

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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, alert a Pearson VUE employee 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 adjustments.

TO APPEAL

If you think the administration of your exam differed **substantially** from normal testing procedures, you may request a review of the procedures. Verify that the test center administrator will file an incident report **before** you leave the test center—and request a copy of the incident number from that report. Then complete and submit an Eligibility Appeal Request Form. Provide supporting documentation and as much detail as possible. You can also find more details at arrt.org by searching eligibility appeal. Please be aware you can either submit an Eligibility Appeal Request or you can submit a Reapplication or Reinstatement for Certification and Registration by Examination in the same discipline. Both an appeal and an application can't be in process at the same time. In other words, you can either have an Eligibility Appeal Request in process or an open exam window – but not both. Regardless of the order of submission, the Eligibility Appeal Request will automatically be voided.

We'll investigate complaints if you send them to us within **two business days** of your exam. To make sure we get your form on time:

- Fax it to 651.681.3295.
- To confirm that we received your appeal, call us the next business day at 651.687.0048 or 877.560.ARRT (2778). Choose the option for earning an ARRT credential.

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 business days of taking your exam.

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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 exams 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 our 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 25) or 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. 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	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	Never ask for or give more specific information than what 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:

- Retrieve or use a cell phone, smart watch, or other electronic device anytime during your exam appointment.
- Remove study materials or any unapproved items from your locker.
- Leave the test center building before you complete your exam.

Be aware that ARRT has a zero-tolerance policy for test center misconduct. 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); smart watches; 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 test center misconduct.

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Other Misconduct

Other misconduct includes, but isn't limited to:

- Having access to papers, pamphlets, books, notebooks, or study materials during your exam
- Giving or receiving unauthorized help
- Attempting to take the exam for someone else
- Having someone else take the exam for you
- 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're the only person who sees that score. 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 30 calendar days of your exam date we'll mail an official score report to the address we have on record for you. Call us if four 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 four weeks of your exam date.

If you change your address before taking the exam, log in to your ARRT account to update your information. Click on the Account menu in the upper right and select Settings. If you've taken the examination and have not yet received your results in the mail, you may have to pay for a duplicate copy of the examination results.

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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 areas to increase your knowledge of those topics.

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Requirements for Passing an Exam

YOU NEED A SCALED SCORE (SEE PAGE 54) OF 75 TO PASS AN EXAM

If you take the Sonography exam, you also need a score of 7.5 or greater in the Abdominal Procedures section and a score of 7.5 or greater in the Obstetrical and Gynecological Procedures section. The Obstetrical and Gynecological Procedures score is based on the 109 questions in the First Trimester Obstetrics, and Second/Third Trimester and High Risk Obstetrics, and the Gynecology sections.

Each ARRT discipline has a different number of exam 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 Page 6-13.

QUESTIONS?

If you have questions about your score, send us a message through your online ARRT account.
Or call us at 651.687.0048 or 877.560.ARRT (2778) and choose the option for earning an ARRT credential.

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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.
- Your Candidate Status Report includes a message explaining why we're holding your results (see Page 30), and you don't satisfy that condition within six months of the date you take your exam.*
- 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 14). 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?

If you have questions about your score, send us a message through your online ARRT account. Or call us at 651.687.0048 or 877.560.ARRT (2778), and choose the option for earning an ARRT credential.

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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, you may request a review by submitting an Eligibility Appeal Request Form, located on the Forms page of our website (under General). You can find more details on our website at arrt.org/eligibility-appeal.

When you complete the Eligibility Appeal Request form:

- Carefully follow all instructions.
- Be sure to include all supporting documentation.
- Provide as much detail as possible.
- Pay the nonrefundable fee.
- If you're using a paper Eligibility Appeal Request form:
  - » Mail it to ARRT, 1255 Northland Drive, St. Paul, MN 55120, Attn: Eligibility Appeals
  - » Postmark it within 14 calendar days of the postmark date on the envelope in which your score report arrives.

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 60 business 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.

We'll rescore only your most recent exam attempt.

APPEAL YOUR SCORE OR REAPPLY/REINSTATE

Please be aware you can either submit an Eligibility Appeal Request or you can submit a Reapplication or Reinstatement for Certification and Registration by Examination in the same discipline. Both an appeal and an application can't be in process at the same time. In other words, you can either have an Eligibility Appeal Request in process or an open exam window – but not both. Regardless of the order of submission, the Eligibility Appeal Request will automatically be voided.



APPEALING A SCORE?

Visit arrt.org/forms and locate the Eligibility Appeal Request form.

Submit your form within 14 calendar days of the postmark date on the envelope in which your score report arrives.

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What Happens If You Don't Pass

If you don't pass the exam on your first or second try, the Reapply button will appear on your dashboard. You can find the reapplication fee on our website. If you don't have an online account, we'll include a reapplication form with your score report.

If you don't pass on your third attempt, we'll give you information on how to requalify. The information will appear on your dashboard.

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 14). We must receive your reapplication and fee a minimum of 30 calendar days before your three-year eligibility period expires. If we don't receive it in time, you'll have to requalify before you can take an ARRT exam. See Page 26.

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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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.

You'll also receive information about maintaining your credential. (If you want to learn more now, review our Guide to Maintaining your ARRT Credential.) In the meantime, 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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Once you've earned your first ARRT credential, you might want to consider earning additional ones. You can use another primary eligibility pathway, use the postprimary eligibility pathway, or earn a Registered Radiologist Assistant (R.R.A.) credential.

To earn an additional credential, you'll need to complete educational activities. Those activities may help you meet your biennial CE requirement for existing credentials. For example, if you earn a credential in Mammography, you'll report any approved academic courses or CE you completed to earn that credential. The activities will count as CE for your existing biennium, but the credential itself won't. (See *ARRT Education Requirements for Obtaining and Maintaining Certification and Registration* for more detail.)

The courses and activities you complete must meet ARRT's Category A or A+ requirements. If you earn credentials from NMTCB, ARDMS, or ABII, be sure your educational activities meet our requirements.

PRIMARY ELIGIBILITY PATHWAY

You can earn these credentials using our primary eligibility pathway: MRI, Nuclear Medicine Technology, Radiation Therapy, Radiography, Sonography, and Vascular Sonography. To do so, you'll need to enroll in an ARRT-verified educational program.

POSTPRIMARY ELIGIBILITY PATHWAY

You can earn the credentials listed in the left column of the chart on the next page by using our postprimary eligibility pathway. To do so, you'll need to hold ARRT certification and registration in a supporting category (as noted in the top row of 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 an ARRT-recognized radiologist assistant education program and meet a range of additional requirements. For example, you'll need a master's degree or higher, and you must hold a Radiography credential.

SECTION 7

Earning Additional Credentials

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POSTPRIMARY ELIGIBILITY PATHWAY

ARRT offers certification and registration using the postprimary eligibility pathway for Mammography, CT, MRI, Bone Densitometry, Cardiac Interventional Radiography, Vascular Interventional Radiography, Vascular Sonography, and Breast Sonography. In addition, we offer certification and registration for radiologist assistants (see bottom row).

Candidates using this pathway must hold certification and registration with ARRT (except where noted) in the appropriate disciplines as indicated below.

	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	VASCULAR SONOGRAPHY is a supporting discipline for
MAMMOGRAPHY	■					
CT	■	■ *	■			
MRI	■	■ *	■	■ **		■ **
BONE DENSITOMETRY	■	■ *	■			
CARDIAC INTERVENTIONAL RADIOGRAPHY	■					
VASCULAR INTERVENTIONAL RADIOGRAPHY	■					
VASCULAR SONOGRAPHY	■	■ *	■	■ **		
BREAST SONOGRAPHY	■ ***			■ **		■ **
REGISTERED RADIOLOGIST ASSISTANT	■					

* Supporting credential may be earned through ARRT or NMTCB
** Supporting credential may be earned through ARRT or ARDMS
*** Also requires an active credential in Mammography

SECTION 8

For More Information

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

HANDBOOKS

Postprimary Eligibility Pathway Handbook

Registered Radiologist Assistant Handbook

Handbook for State Candidates

GOVERNING DOCUMENTS

ARRT Rules and Regulations

ARRT Standards of Ethics

ARRT Education Requirements for Obtaining and Maintaining Certification and Registration

ARRT Examination Requirements for Obtaining Certification and Registration

SUPPORTING DOCUMENT

ARRT Stakeholder Document

EXAM INFORMATION

Exam Content Specifications

Didactic/Clinical Competency Requirements

Computer-Based Testing Overview

OTHER

ARRT Video Library

Accreditation Agencies That ARRT Recognizes

Educational Programs That ARRT Verifies

Eligibility Appeal Information

Ethics Preapplication Review Form

Maintaining Your Credentials

How to Change Your Name

State Licensing Entities