

2020

# 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.

[www.arrt.org](http://www.arrt.org)



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

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## Our Mission

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

## Notice of Nondiscrimination

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

## NCCA Accreditation

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

For more information on ICE/NCCA and its accreditation program, visit [www.credentialingexcellence.org](http://www.credentialingexcellence.org).

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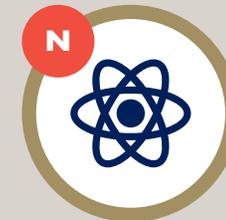
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ARRT offers two eligibility pathways toward earning our credentials: primary and postprimary. You can earn some credentials using either eligibility pathway. This handbook discusses the primary eligibility pathway.

## PRIMARY ELIGIBILITY PATHWAY



Radiography



Nuclear Medicine Technology



Radiation Therapy



Magnetic Resonance Imaging



Sonography



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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:

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

\* You also can pursue an ARRT credential in MRI 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 62](#)). 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 60](#)).

### 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 associate (or higher) degree, in any subject, from an educational institution accredited by an [agency ARRT recognizes](#).
- You may earn the degree at any time—before, after, or while you complete an educational program in your discipline.
- To verify the accreditation status of an educational institution, consult the appropriate accrediting agency's website.
- Complete an [ARRT-recognized educational program](#) in the discipline you're pursuing: Radiography, Nuclear Medicine Technology, Radiation Therapy, MRI, or Sonography.
- To verify the accreditation status of an educational program, consult the appropriate accrediting agency's website.

### 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](#).

Once you satisfy those requirements, complete your application for ARRT certification and registration (see [Page 16](#)). Then ask your program director—and, if applicable, an authorized faculty member—to sign your application. Your program director can tell you if a faculty member needs to sign.



### QUESTIONS?

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



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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.

## TO ESTABLISH ELIGIBILITY

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

- Complete your educational program.
- Earn an associate degree or higher (if you don't already have one).
- Obtain the primary eligibility pathway application form from your educational program director, then submit it and your application fee to ARRT.
- Undergo an ethics review, if necessary. (See next section for more information.)
- Receive a Candidate Status Report from ARRT, 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 the next section 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](#).
- Notify us of any ethics violations within 30 calendar days.
- Tell us of any ethics violations that took place before you applied with ARRT.



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## TELL US ABOUT POTENTIAL VIOLATIONS

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

YOUR STATUS	I haven't yet applied for certification and registration with ARRT, <b>and</b> I will complete my educational program within six months.
WHAT TO DO	<ul style="list-style-type: none"><li>Report the potential violation when you apply for certification and registration. For additional guidance, see <a href="#">Pages 11-13</a>.</li></ul>

YOUR STATUS	I haven't yet applied for certification and registration with ARRT, <b>and</b> I will complete my educational program more than six months from now.
WHAT TO DO	<ul style="list-style-type: none"><li>Consider asking for an Ethics Review Preapplication (see <a href="#">Page 10</a>).</li><li>Otherwise report the potential violation when you apply for certification and registration.</li></ul>

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

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

### *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 asking for an [Ethics Review Preapplication](#).

Using the Ethics Review Preapplication, you can request an ethics review before you start your educational program or anytime until six months before you graduate from it. You'll pay a nonrefundable \$100 fee.

If you'll graduate from your program within six 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 investigated nearly 2,100 ethics violations in 2018, and only 29 cases (1.4 percent) resulted in revocation.*



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## HOW TO REPORT VIOLATIONS

When you fill out 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 in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?
ANSWER YES	<p>If you have:</p> <ul style="list-style-type: none"><li>• Charges or convictions, including those that were stayed, withheld or deferred, set aside, or suspended</li><li>• Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)</li><li>• Any court supervision, probation, or pretrial diversion</li><li>• Traffic violations charged as a misdemeanor or felony</li><li>• Traffic violations that involved drugs or alcohol</li></ul>
ANSWER NO IF YOU HAVE NO OFFENSES	<p>Also answer no if you have:</p> <ul style="list-style-type: none"><li>• Juvenile offenses and convictions that were processed in juvenile court</li><li>• Speeding and parking tickets that weren't charged as a misdemeanor or felony and that <b>didn't</b> involve drugs or alcohol</li><li>• Charges that were dismissed with no court conditions required</li><li>• Sealed or expunged cases (if you don't have court documents proving your charges or convictions were sealed or expunged, you must report the violation)</li><li>• Offenses you previously reported to ARRT and for which ARRT has sent you correspondence</li></ul> <p>Reminder: You must answer <b>yes</b> for all traffic violations that involved drugs and/or alcohol.</p>
WHAT TO DO IF YOU ANSWER YES	<p>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.</p> <p>For additional guidance, review the <a href="#">Ethics Review Checklist for Criminal Violations</a>. Or call us at 651.687.0048, ext. 8580.</p>



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### ETHICS QUESTION 2: REGULATORY AUTHORITY VIOLATIONS REPORTING

QUESTION	Has a regulatory authority or certification board— <b>other than ARRT</b> —ever: <ul style="list-style-type: none"><li>• Denied, revoked, or suspended your professional license, permit, registration, or certification</li><li>• Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order</li><li>• Allowed voluntary surrender of your professional license, permit, registration, or certification</li><li>• Subjected you to any conditions or disciplinary actions</li></ul>
ANSWER YES	If any of the experiences described in Ethics Question 2 apply to you
ANSWER NO IF YOU HAVE NO OFFENSES	Also answer no: <ul style="list-style-type: none"><li>• If your only offense is ARRT Continuing Education probation (this type of probation applies only to R.T.s, not applicants)</li><li>• For offenses you previously reported to ARRT and for which ARRT has sent you correspondence</li></ul>
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 <a href="#">Ethics Review Checklist for Regulatory Violations</a> . Or call us at 651.687.0048, ext. 8580.



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### ETHICS QUESTION 3: HONOR CODE VIOLATIONS REPORTING

<b>QUESTION</b>	While attending an educational program to meet ARRT certification and registration requirements, were you ever suspended, dismissed, or expelled from that program?
<b>ANSWER YES</b>	If any of the experiences described in Ethics Question 3 apply to you
<b>ANSWER NO</b>	<ul style="list-style-type: none"><li>• If you have no offenses</li><li>• For offenses you previously reported to ARRT and for which ARRT has sent you correspondence</li></ul>
<b>WHAT TO DO IF YOU ANSWER YES</b>	<p>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.</p> <p>For additional guidance, review the <a href="#">Ethics Review Checklist for Honor Code Violations</a>. Or call us at 651.687.0048, ext. 8580.</p>



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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 38](#).

### YOU'LL HAVE THREE ATTEMPTS TO PASS

Be aware that you'll have **three chances** to pass the exam. You must make those attempts within three years of the date your first [exam window](#) opens. 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 27](#)).

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

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



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## ARRT Credentials or State Licensing?

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

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

### OBTAINING A STATE LICENSE

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

If you want to obtain a state license, you must meet the state's requirements and apply directly to that state. Contact [the state](#) to get started. You have three years after meeting all educational eligibility requirements—such as completing your educational program and meeting all degree requirements—to apply for ARRT certification and registration. (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. You can get an Application for Certification and Registration from the director of your educational program.

Allow 30 calendar days for ARRT to process your application after we've received it—more if we need to conduct an ethics review or if you apply for ADA accommodations (see [Page 21](#)). You have three years after meeting our eligibility requirements to apply (see [Page 7](#)) for ARRT certification and registration.

### FIVE STEPS TO APPLYING

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

1. Sign the Agreement of Candidates and the written consent under the Family Educational Rights and Privacy Act (FERPA) ([Page 18](#)).
2. Use your legal name on your application—and make sure it matches your two forms of valid and acceptable ID **exactly** ([Page 18](#)).
3. Use an appropriate photo ([Page 20](#)).
4. Fill out your application completely and accurately, and mail it with the proper fee ([Page 23](#)).
5. Meet all deadlines ([Page 24](#)).



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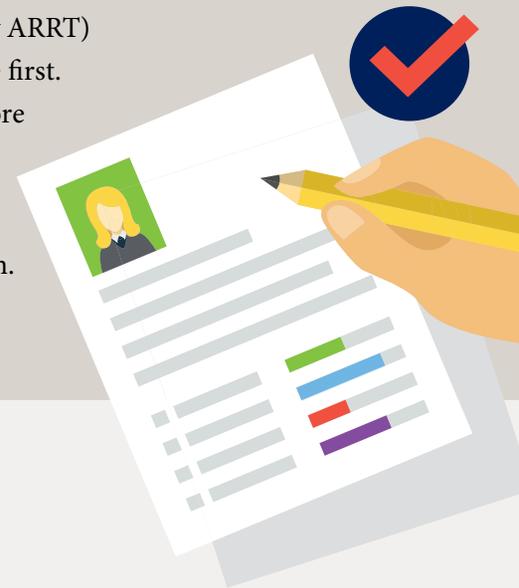
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## Apply for One Credential at a Time

### 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.

If you do, we'll return any additional applications and fees we receive before you've completed your initial exam.



### QUESTIONS?

Call us at 651.687.0048, ext. 8560, if you have questions about applying.  
Call 651.687.0048, ext. 3155, if you have questions about state licensing.



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## Prepare Your Application

### SIGN THE AGREEMENT OF CANDIDATES

When you apply for certification and registration, you'll have to sign the Agreement of Candidates and the written consent under FERPA. You can find the full agreement in Article III, Section 3.02, of [ARRT Rules and Regulations](#). Be familiar with the agreement and ARRT's other 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 put on your application 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 a government-issued ID: a driver's license, state ID card, passport, or military ID card with your permanently printed name, your photo, and your signature or military bar code.
- 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

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



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### *If Your ID Is Invalid*

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

- You don't have two valid forms of acceptable ID (see [Page 18](#)).
- Your ID is expired.
- The name on your ID differs from that on your ARRT file.
- You haven't signed your ID.

In such cases, you'll forfeit your application fee, and you'll have to reapply and pay a new fee to get a new exam window. 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 35](#) 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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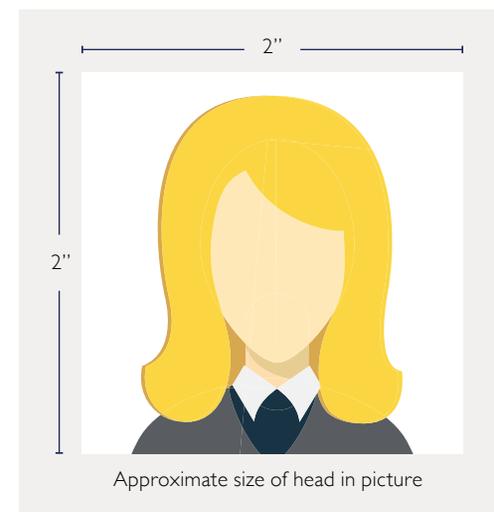
## USE AN APPROPRIATE PHOTO

Tape a photograph of yourself to your application form. The photo can be in color or black and white. Make sure its layout matches the template shown here.

Your photo must:

- Be an original (not a photocopy, a laminated ID card, or a photo cut from a driver's license)
- Be approximately 2 inches by 2 inches
- Have a plain white or off-white background
- Show only your head and shoulders, facing front
- Have a head size of 1 to 1 ½ inches
- Be clear, so that a viewer can easily recognize your facial features
- Be taken in the past six months, so it reflects your current appearance
- Show a neutral expression or natural smile with your eyes open
- Show you in normal street attire or a hospital uniform
- Not show you wearing a hat, visor, sunglasses, or anything else that shades your eyes; you may wear a head covering for religious purposes as long as your entire face is visible

It's just as important for your photo to meet these criteria as it is for the name on your application to match the name on your IDs. These are ways for us to verify that the right person is taking an exam. We reserve the right to accept or reject a photo.



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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 \(ADA\)](#). We'll provide appropriate accommodations if you demonstrate both that:

- You have an 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 items](#), 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. Then, after we receive your ARRT application, we'll send you instructions on applying 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 via its secure website. If you want ADA accommodations, you must submit such a form each time you attempt an exam, including re-examination attempts.

We'll place your ARRT application on hold until you submit your accommodation request and Paradigm processes it. In addition, you won't be able to schedule your exam until we send you the decision letter.

If you don't submit a request to Paradigm 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.

Once your accommodations review is complete, we'll send you the decision in writing.



If you don't submit a request to Paradigm within a year, we'll process your application without accommodations and assign you an exam window.



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## COMPLETE YOUR APPLICATION AND INCLUDE THE FEE

One of the main reasons we return applications without processing them is that candidates forget to include the application fee. When you apply for certification and registration, include a check or money order—payable to ARRT in U.S. funds—for \$200. If you must reapply, you'll need to include a check or money order for \$175. Those fees are nonrefundable and nontransferable.

We also return 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 or take your photo **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

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



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## Meet All Deadlines

Be sure you meet these deadlines when submitting your application:

- You have **three years** after completing your educational program to apply and for ARRT to determine that you're eligible.
- Apply no more than three months before you expect to complete your educational program. If you need an ethics review, you may submit your application, along with the requested documentation, six months before you complete your program. If more than six months remain before you complete your program, you can request an Ethics Review Preapplication even earlier (See [Page 10.](#))
- Don't submit applications with photos that are more than six months old.
- Don't submit applications with signatures dated more than six months ago.

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

### DON'T SUBMIT AN INCOMPLETE APPLICATION

Watch out for these issues when you're applying for ARRT certification and registration. They can delay your application and cause you to miss your deadlines.

Be sure to:

- Include a photo that meets our requirements ([Page 20](#)).
- Include your nonrefundable application fee of \$200 (or reapplication fee of \$175; see [Page 23](#)), payable to ARRT in U.S. funds using a check or money order.
- Provide your birth date and Social Security number.
- Select yes or no on the question about ADA accommodations.
- Answer the questions regarding a potential violation of the ARRT Rules of Ethics.
- Sign the Agreement of Candidates on the application form.
- Sign the Family Educational Rights and Privacy Act consent.
- Have your program director complete and sign the educational program sections of the application—after you affix your photo, complete the application, and sign it ([Page 23](#)).



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## Allow Time for ARRT to Process Your Application

Allow at least 30 calendar days for ARRT to process your application after we receive it—more if we need to conduct an ethics review or if you request ADA accommodations. 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 for us to mail back to you.

**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 24](#)).

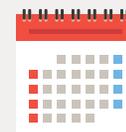
### AFTER YOU APPLY

We’ll contact the director of your educational program to make sure you’ve completed both:

- The clinical and classroom (didactic) phases of your program
- ARRT’s [clinical and didactic competency requirements](#)

You must complete all academic degree requirements if your program is accredited as a degree-granting program. Completing only the professional component of such programs doesn’t satisfy our requirement that you complete a program accredited by an [ARRT-accepted agency](#).

As soon as we’ve processed your application, we’ll send you a Candidate Status Report in the mail. Call us right away at 651.687.0048, ext. 8560, if any of the information on it is wrong. Do that **before** you schedule your exam.



Allow at least **30 calendar days** for ARRT to process your application—more if we need to conduct an ethics review or if you request ADA accommodations.



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## IF WE FIND YOU INELIGIBLE

ARRT can find you ineligible at four times.

- 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 we rule that you're ineligible **when you apply**, 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. Call us at 651.687.0048, ext. 8560, for information about reapplying.
- 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. 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:

- Write a letter explaining why you think the ineligibility decision was wrong.
- Include a check or money order, payable to ARRT, for the \$25 appeals fee.
- Send the letter early enough that we receive it within 30 calendar days of the date on your notification of ineligibility.



## QUESTIONS?

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



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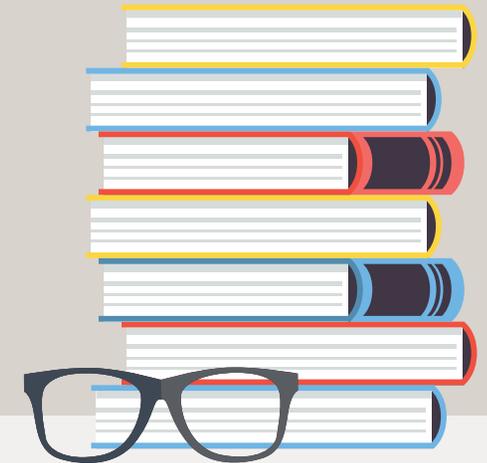


## How to Requalify

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 AND REAPPLY.

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

You'll then need to apply for certification and registration and pay the nonrefundable application fee of \$200.



### QUESTIONS?

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

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## How to Change Your Name

If you change your name after you apply with ARRT, let us know immediately—before you schedule your exam appointment. 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, ext. 8560. Don't schedule a new appointment until you receive a new Candidate Status Report and verify that it's correct.

To change your name in our records:

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



If the name on your ID doesn't match the name on your Candidate Status Report, call us at 651.687.0048, ext. 8560.



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## How to Change Your Address

If you change your address after you apply with ARRT, notify us immediately to ensure you receive all our correspondence with you. Call 651.687.0048, ext. 8560.

If you have an ARRT online account, you can change your address by:

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

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



### Your ARRT Online Account

We'll invite you to create an online account soon after you earn your first ARRT credential.

In some cases, you might want to request early online access.

Learn more about [online accounts](#).



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Before you can schedule your exam, you need a Candidate Status Report from ARRT. 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 33](#)).
- Don't schedule your exam until you have two valid forms of acceptable ID ([Page 18](#)).
- Have your ARRT ID handy when you call Pearson VUE. 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 35](#)).



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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. You might see a message that explains why we aren't releasing your score. If you have questions, call us at 651.687.0048, ext. 8560.



### QUESTIONS?

Call us at  
651.687.0048,  
ext. 8560, if you  
have questions  
about your  
Candidate  
Status Report.



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## ABOUT YOUR EXAM WINDOW

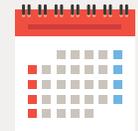
If we process your application before you complete your educational program, your exam window will begin on the date you complete your program. It will extend for 365 calendar days. Although you can **schedule** your exam after you receive your Candidate Status Report, you must fulfill the requirements of your educational program before you can **take** the exam.

If we receive your application after you complete your educational program, your exam window will begin on the Wednesday after we process your application. Then it will extend for 365 calendar days. For example, if we process your application on Friday, March 6, 2020, your exam window will begin Wednesday, March 11, 2020, and end on Wednesday, March 10, 2021.

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 37](#))
- If you don't agree to the nondisclosure agreement at the test center (see [Page 43](#)) within two minutes of accessing it
- If you're turned away from Pearson VUE because of a name discrepancy

If you don't schedule and take an exam during your exam window, you'll forfeit your application fee. To open a new window, you'll have to reapply and pay the nonrefundable \$175 reapplication fee (see [Page 37](#)).



## YOUR WINDOW WILL CLOSE AUTOMATICALLY:

- After 365 calendar days
- If you miss an exam appointment without giving the required notice
- If you don't sign the nondisclosure agreement at the test center within two minutes
- If you're turned away from Pearson VUE because of a name discrepancy



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### WHERE TO TAKE YOUR EXAM

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

### HOW TO SCHEDULE YOUR EXAM APPOINTMENT

Once you've received your Candidate Status Report, you can schedule your exam with Pearson VUE, either by:

- Making your appointment [online](#), following the instructions on the Pearson VUE website
- Calling 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:

- ARRT doesn't provide ID numbers over the phone. If you've lost your Candidate Status Report, call us at 651-687-0048, ext. 8560, and request a new one.
- Except for adding your email address and phone number, Pearson VUE staff can't make changes to your record.
- If your name or address has changed, follow the directions on [Page 28](#) and [Page 29](#) before you contact Pearson VUE to schedule.

Exam appointments fill up quickly. Make yours as soon as you can, even if you don't want to take the exam immediately. 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 37](#)).



**CLICK HERE**

To schedule your exam with Pearson VUE.



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## CONFIRM YOUR EXAM APPOINTMENT

To confirm your appointment:

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

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



### KEEP TRACK OF YOUR:

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



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## How to Reschedule

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

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

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

### IF YOU NEED TO RESCHEDULE

You may cancel or reschedule an appointment by:

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

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



### BE AWARE

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



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## HOW SOON DO I HAVE TO CANCEL?

SCHEDULED EXAM DAY	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 original 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 a Pearson VUE representative. 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, call Pearson VUE the next day to confirm the 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 35](#).

In both cases, you'll have to reapply and pay the reapplication fee of \$175 before you can reschedule the exam. Missing an appointment, however, **doesn't** count as an attempt under the three-attempts-in-three-years policy (see [Page 14](#)).

### IN AN EMERGENCY

We know that sometimes emergencies occur. If—after the appointment change deadline—an incident results in your hospitalization, or the hospitalization or death of an immediate family member, we'll consider your situation individually. Send a request to us in writing at:

ARRT  
Attn: Appeals Process Administrator  
1255 Northland Drive  
St. Paul, MN 55120

Include a description of the incident with your name; two other identifiers (such as your address, your ARRT identification number, your date of birth, or your Social Security number), and valid supporting documentation. **Be sure to sign your request, date it, and postmark it within 30 days of your scheduled exam.**

### 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 35](#) for details about rescheduling.



### REMEMBER

If you miss your appointment or don't cancel it early enough (see [Page 36](#)), 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 major 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 42](#)).
- Bring two valid forms of acceptable ID (see [Page 18](#)) to the test center.
- Accept the nondisclosure agreement within two minutes of accessing it ([Page 43](#)).
- 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, but we do give you extra time to complete those questions. Your answers 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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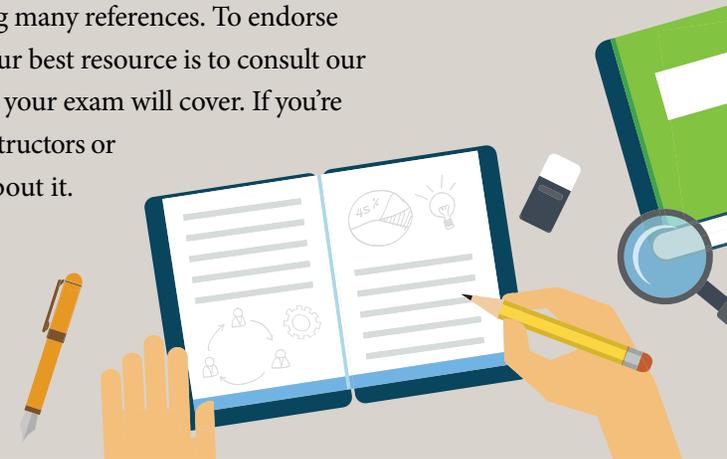
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## Studying for Your Exam

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

That's because we build our exams using many references. To endorse one could mean overlooking others. Your best resource is to consult our [content specifications](#) for a list of topics your exam will cover. If you're uncomfortable with a topic, ask your instructors or program director how to learn more about it.



### QUESTIONS?

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



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## What to Expect at the Test Center

Pearson VUE test centers offer [computer-based testing](#) for many organizations. You'll likely be in a room with people taking tests that aren't ARRT exams. 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 Get Directions. There won't be room for friends, relatives, or children to wait with you. And no one may contact you during your exam.

### BE EARLY

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

### WEAR APPROPRIATE CLOTHING

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



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



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### LEAVE PERSONAL BELONGINGS IN A LOCKER

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

For example, you can't bring purses, wallets, backpacks, or similar items into the test room. Don't wear anything, such as jewelry, that might make noise and distract others. Don't wear jewelry that's more than a quarter-inch wide. You'll have to remove it, because it could be a way 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 a basic and a scientific calculator 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 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 staff will take your photograph and scan your palm veins. The palm-vein reader uses a safe, near-infrared light source (similar to a television remote control). It takes the place of fingerprinting. If you were 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 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 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. Although the staff members can answer questions about test-taking procedures, they won't have answers to questions about our exam content.

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

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

After you complete the tutorial, a nondisclosure agreement and a countdown timer will appear on your computer screen. **You must sign the agreement within two minutes of its appearance or Pearson VUE will end your exam.** In that case, you won't be able to take the exam that day. It 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 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 48](#)).



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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. Even so, you must remain inside the test center building during your break.

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

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

### ASK FOR HELP

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

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



### EXAM RULES

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



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## PACE YOURSELF

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

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

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

- 18 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

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

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

*Chart continued on next page...*



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...Chart continued from previous page

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

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

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

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

## 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 accommodations.

### 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 [Appeal of Exam Administration Procedures](#). Provide as much detail as possible.

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

- Fax it to 651.681.3295.
- The next day, call us at 651.687.0048, ext. 8560, to confirm that we received your appeal.

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



### HOW TO APPEAL

If you think the administration of your exam differed substantially from normal testing procedures, you must send your appeal to us within two calendar 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 Part B, Rules of Ethics, in [ARRT Standards of Ethics](#). Not meeting these regulations can result in ARRT sanctions, up to and including a determination of ineligibility (see [Page 26](#)) 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 <b>anyone</b> —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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<b>SCENARIO</b>	You tell your instructor, "You didn't teach me about this subject. They asked [specific question] and I felt unprepared."
<b>WHAT'S OK</b>	It's never OK to report a specific question, or the answer options, to anyone.
<b>WHAT'S NOT OK</b>	It's not OK—and it never will be—to report a specific question, or the answer options, to anyone.
<b>BOTTOM LINE</b>	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.

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

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



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

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

## DON'T SHARE DETAILS ABOUT ARRT'S EXAMS

ARRT owns the copyright to our exam questions and to the options we offer as answers. In addition, subverting the integrity of ARRT's exams is illegal under the [Minnesota Exam Subversion Law](#). You can find more information about [exam security](#) on our website.



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### EXPECTED CONDUCT AT THE TEST CENTER

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

#### *Actions That Would Result in Score Cancellation*

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

- Have access to a cell phone or other electronic device during your exam.
- Remove study materials or any unapproved items from your locker.
- Leave the test center building before you complete your exam.

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



### BE AWARE

ARRT has a zero-tolerance policy for misconduct.



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### *Other Misconduct*

Other misconduct includes, but isn't limited to:

- Having access to papers, pamphlets, books, notebooks, or study guides during your exam
- Giving or receiving unauthorized help
- Attempting to take the exam for someone else
- Failing to follow the instructions of Pearson VUE staff
- Tampering with the computer
- Attempting to use the computer for any function other than completing the exam
- Attempting to remove test content—in any format—from the test center
- Creating a disturbance

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



### BE AWARE

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



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At the end of your exam, you'll receive a preliminary score—not a final one. It doesn't mean you passed or failed the exam or that you're eligible or ineligible for certification and registration. You'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 three weeks go by and you don't receive your scores—but be aware that we won't give your exam results over the phone. You can also check the [Verify Credentials](#) page of our website. It will reflect your certification and registration status within about three weeks of your exam date.

If you change your address after your exam, and you've opened an online ARRT account, be sure to change your address in your account. If you don't have an online account, call us at 651.687.0048, ext. 8560. Otherwise your score reports might not reach you, and you'll have to pay for additional copies.



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## How to Interpret Your Score Report

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

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

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



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



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## Requirements for Passing an Exam

### YOU NEED A SCALED SCORE (SEE [PAGE 55](#)) 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, the Second and Third Trimester Obstetrics, and the Gynecology sections.

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

*Remember that passing an exam doesn't make you eligible for certification and registration. You also must meet our education and ethics requirements. See [Page 6-15](#).*



### QUESTIONS?

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



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## When We'll Cancel Your Score

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

- We determine that you haven't met your education or ethics eligibility requirements.\*
- There's evidence that the security of the exam you took was compromised—even without evidence that you knowingly compromised our security.
- Your Candidate Status Report includes a message explaining why we're holding your results (see [Page 31](#)), 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?

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



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## How to Appeal Your Score

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

Send us a letter:

- Explaining why you suspect a scoring error
- Accompanied by a nonrefundable \$25 fee
- Mailed to: ARRT, 1255 Northland Drive, St. Paul, MN 55120, Attn: Appeals Process Administrator
- Postmarked 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 30 calendar days after we receive your request. If we find any scoring errors, we'll cancel your original score and provide you with your corrected score.



### APPEALING A SCORE?

Send your appeal to:

1255 Northland Dr.  
St. Paul, MN 55120  
Attn:  
Appeals Process  
Administrator

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

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

### *Remember*

You have three years and three attempts to pass the exam (see [Page 14](#)). If we receive your reapplication and fees fewer than 30 calendar days before your three-year limit expires, we'll return them without processing. You'll have to requalify before you can take an ARRT exam. See [Page 27](#).



### 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.

Once you gain an ARRT credential, you'll receive access to an online account, if you don't already have one (see [Page 29](#)). In your account, you'll find details about [maintaining your credential](#). You'll also receive a copy of our Guide to Maintaining Certification and Registration. 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 must complete educational activities. Those activities may meet your biennial CE requirement for existing credentials. For example, if you earn a postprimary credential in Mammography, you'll report any approved academic courses or CE you completed to earn that credential. The activities will count as CE for your existing biennium, but the credential itself won't. (See [ARRT Continuing Education Requirements](#) 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: Radiography, Nuclear Medicine Technology, Radiation Therapy, MRI, and Sonography.

### 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 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 elements of both the primary and postprimary eligibility pathways. For example, you'll have to complete an ARRT-recognized radiologist assistant education program, 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, Computed Tomography, 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
MAMMOGRAPHY	■				
COMPUTED TOMOGRAPHY	■	■	■		
MRI	■	■	■	■	
BONE DENSITOMETRY	■	■	■		
CARDIAC INTERVENTIONAL RADIOGRAPHY	■				
VASCULAR INTERVENTIONAL RADIOGRAPHY	■				
VASCULAR SONOGRAPHY	■	■	■	■ **	
BREAST SONOGRAPHY	■ ***			■	
REGISTERED RADIOLOGIST ASSISTANT	■				

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

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

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



## SECTION 8

# For More Information

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

### HANDBOOKS

[Postprimary Eligibility Pathway Handbook](#)  
[Registered Radiologist Assistant Handbook](#)  
[State Licensing Handbooks](#)

### GOVERNING DOCUMENTS

[ARRT Rules and Regulations](#)  
[ARRT Standards of Ethics](#)  
[ARRT Continuing Education Requirements](#)  
[ARRT Continuing Qualifications Requirements](#)

### EXAM INFORMATION

[Exam Content Specifications](#)  
[Didactic/Clinical Competency Requirements](#)  
[Computer-Based Testing Overview](#)

### OTHER

[ARRT Video Library](#)  
[Accreditation Agencies That ARRT Recognizes](#)  
[Continuing Qualifications Requirements](#)  
[Educational Programs That ARRT Recognizes](#)  
[Ethics Preapplication Review Form](#)  
[Maintaining Your Credentials](#)  
[State Licensing Agencies](#)

