



THE AMERICAN REGISTRY  
OF RADIOLOGIC  
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# 2018 ARRT Applications for Certification and Registration Reminders

Topic	Select Reminder
Completing Application	<p>All requested information must be completed, or applications will be returned without processing. Candidates should complete the application and attach their photo, then sign and date the candidate agreement and Written Consent Under FERPA.</p> <p><b>Note: New Requirement!</b> Photo's must have a white or off-white background for scanning purpose, or applications will be returned without processing.</p> <p>Candidates name on application must be their legal name and must <b>identically</b> match the name on two IDs presented at the test center.</p> <p>Completed applications go to the educational program directors to complete the fields in the area specifically designed for them; students should not complete these fields. A program director's signature verifies that the candidate's photograph is the person named on the application and that s/he has or will successfully complete all required coursework and demonstrated didactic and clinical competency requirements.</p>
Application Processing	<p>Applications are usually processed within 7-10 days after receipt but allow up to 30 days for processing during the months leading up to graduation.</p>
Candidate Status Report	<p>After processing, a Candidate Status Report will be mailed to the address on the application. Checking the Candidate Status Report for completeness is necessary to ensure that all information, including name, are correct and match two forms of acceptable ID that may be used at the testing center.</p>
Exam Scheduling	<p>ARRT encourages candidates to apply early—up to three months before graduation—to increase their chances for scheduling the examination at their preferred time.</p> <p>If a candidate applies prior to program completion, the assigned 365-day scheduling window will start on the reported program completion date.</p> <p>Students who schedule examination appointments but fail to complete their educational program must cancel their appointment or their application fee will be forfeited.</p>
Verification Procedures	<p>Program directors must verify program completion <b>on or after</b> the actual date of completion.</p> <p>Program directors must verify program completion dates via the Educator's/ Program Director's site. This online verification process ensures the ARRT records are updated quickly in the event that students complete the examination shortly after program completion. This also allows for timely release of examination scores. Please complete the verification carefully; accuracy is very important and can affect your students' eligibility.</p>
Test Centers	<p>Candidates must have two IDs for admission into the test center. The candidate's name in their ARRT record is sent to Pearson Vue and must identically match the two acceptable forms of ID. Discrepancies will result in candidates not being allowed to take the examination and the application fee is forfeited. Details are in the certification and registration handbook.</p>
Non-Disclosure Agreement	<p>Please remind students about the non-disclosure screen. Candidates will have two minutes in which to respond to the non-disclosure agreement or their exam session will end. Exact details can be found on page 40 of the certification and registration handbook. The agreement states: "This exam is confidential and 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."</p>