



THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

Your Guide to Maintaining Certification and Registration



GOLD STANDARD
PATIENT CARE

CONGRATULATIONS ON EARNING AN ARRT CREDENTIAL. YOU SHOULD BE PROUD OF ACHIEVING THIS CAREER MILESTONE.

An ARRT credential helps show patients, the public, and the medical community that you're qualified to practice within the profession.

FULLFILL YOUR RESPONSIBILITIES

As an R.T. or R.R.A., your main responsibility is to provide the highest level of patient care. Keep in mind, though, that holding certification and registration with ARRT requires you to both earn **and** maintain the credential.

This booklet provides an overview of your responsibilities and opportunities. Refer to our website for more information—and check your online account regularly.

An R.T.'s Responsibilities

You must comply with ARRT's *Rules and Regulations, Standards of Ethics, Education Requirements for Obtaining and Maintaining Certification and Registration, Examination Requirements for Obtaining Certification and Registration*, and other requirements. Those responsibilities include:

- Renewing your certification and registration each year
- Notifying ARRT of any potential ethics violation within 30 days of its occurrence or at your annual renewal, whichever comes first
- Completing your biennial continuing education (CE) requirement every two years
- Completing your Continuing Qualifications Requirements (CQR) every 10 years

You can find links to the governing documents (listed in italics above) at the bottom of our home page on arrt.org.

HOW TO USE YOUR NEW CREDENTIAL

Show people that you're proud to be a Registered Technologist (R.T.) or Registered Radiologist Assistant (R.R.A.). Use your new credential properly on your resume, business cards, online profiles, and other areas.

If you're not sure how to abbreviate your credential, visit arrt.org and search for credential options.

Use Your Credential Properly

Just follow these examples:

- If you're certified and registered with ARRT in one discipline, such as Radiography, your credential string should read: Pat Smith, R.T.(R)(ARRT).
- If you're certified and registered in multiple disciplines, list them like this, usually in the order you earned them: Pat Smith, R.T.(R)(CT)(MR)(ARRT).
- If you're a Registered Radiologist Assistant (R.R.A.), put that credential first. Then add any other ARRT credentials: Pat Smith, R.R.A., R.T.(R)(ARRT).

Don't use periods in the credential string except after R.T. and R.R.A. Don't add spaces on either side of the parentheses.

And remember to include (ARRT) at the end of your string. That helps avoid confusion with certifications from any other source.

CREATE YOUR ONLINE ACCOUNT

If you don't already have an online account with us, set one up. It will let you complete official business with ARRT and keep track of when everything is due.

Creating your account is easy. Just have your ARRT ID number handy. Then visit arrt.org, select Login, click on Create Account, and follow the prompts. Be sure to keep your password confidential.

RENEW EACH YEAR

You must renew your certification and registration with ARRT each year. Doing so helps keep your address and other information up to date. In addition, annual renewals remind you of your obligations to comply with *ARRT Rules and Regulations*, *ARRT Standards of Ethics*, and other requirements.

Timing

Once you've earned your initial credential, you'll remain certified and registered through midnight Central time on the last day of your next birth month. Here's an example:

MONTH CERTIFIED AND REGISTERED	July 2022
BIRTH MONTH	April
FIRST RENEWAL DEADLINE	April 30, 2023
SUBSEQUENT RENEWAL DEADLINES	April 30 each year

There's one exception. If your birth month occurs **within two months** of the time you earn your first ARRT credential, your initial certification and registration will extend through your birth month the following year. Here's an example:

MONTH CERTIFIED AND REGISTERED	July 2022
BIRTH MONTH	August
FIRST RENEWAL DEADLINE	Aug. 31, 2023
SUBSEQUENT RENEWAL DEADLINES	Aug. 31 each year

Check your ARRT online account to see when your renewal is due. It's your responsibility to renew on time.

Cost

Renewal fees for most R.T.s are \$30 for your first discipline and \$15 each for any additional discipline.

If you became certified and registered with ARRT by using a credential you earned from the American Registry for Diagnostic Medical Sonography (ARDMS) or the Nuclear Medicine Technology Certification Board (NMTCB), your renewal fee for that ARRT credential is \$45.

How to Renew

Simply visit arrt.org and log in to your online account. You'll find step by step instructions.

All renewals are online only. We'll update your status in our Verify Credentials online directory as soon as we've updated your record. You can find the directory on our home page at arrt.org.

If You Don't Renew

You may only use your ARRT credentials if you currently comply with all ARRT requirements, including those for renewal. If you miss your annual renewal and wish to regain your ARRT credentials, you'll have to reinstate and pay an additional fee. The steps to take, and the fees you pay, depend on whether your CE biennium (see next section) has expired.

"I am proudly certified and registered with ARRT. I make sure that I maintain my credentials and help educate others to do so, too."

Cathy Grengs, M.H.A., R.T.(R)(MR)(ARRT)
ARRT staff member

HAS YOUR CE BIENNIUM EXPIRED?	WHAT YOU NEED TO DO	COST
No	Visit your online ARRT account to complete your renewal.	\$30 for first credential No ARRT certification through primary eligibility pathway (certification instead through ARDMS or NMTCB credential): \$45 for first credential Additional credentials: \$15 per credential
Yes, no more than six months ago BUT You haven't completed the necessary CE activities	Visit your online ARRT account to complete your reinstatement and pay the fee (see <i>ARRT Rules and Regulations</i> , Article VI, Section 6.03). Accept CE probation as part of your reinstatement. Complete and report 24 CE credits (or 50, if you're a Registered Radiologist Assistant) before your CE probation ends, and pay the CE probation fee. For more information about CE probation, visit arrt.org and use the search function, or call us at 651.687.0048, and select the option for renewal, reinstatement, or continuing education.	\$75 for reinstatement PLUS \$50 CE probation fee
Yes, no more than six months ago AND You've completed the necessary CE activities	Visit your online ARRT account to complete your reinstatement. Report 24 CE credits (or 50 if you're a Registered Radiologist Assistant) that you earned during your most recent biennium.	\$75 for reinstatement
Yes, more than six months ago	Take and pass a re-examination in whatever discipline(s) you want to reinstate and in which you previously held certification and registration. NOTE: To reinstate a discipline earned using the postprimary eligibility pathway, you must first reinstate the appropriate supporting discipline. For more information, visit arrt.org and search for the <i>Reinstatement of Certification and Registration by Examination</i> handbook. You can also call us at 651.687.0048, and select the option for renewal, reinstatement, or continuing education.	\$225 per exam

MEET BIENNIAL CE REQUIREMENTS

Biennial CE enables you to keep up with advancing technology and acquire the skills you'll need as your job responsibilities develop. Many credentialing organizations require CE as a way of maintaining qualifications.

You can learn more about our CE requirements online. Visit arrt.org and search for *Education Requirements for Obtaining and Maintaining Certification and Registration* or the video *The Top Five Things to Know About Continuing Education*.

Timing

Although you must renew your certification and registration every year, you only fulfill CE requirements each biennium (every two years). That gives you flexibility in scheduling and earning your CE.

Your biennium begins on the first day of your birth month and extends for two years—until **the last day of the month before your birth month**. Here are two examples:

MONTH CERTIFIED AND REGISTERED	July 2022
BIRTH MONTH	April
FIRST CE BIENNIUM BEGINS	April 1, 2023
FIRST CE BIENNIUM ENDS	March 31, 2025
CE FOR NEXT BIENNIUM BEGINS	April 1, 2025

MONTH CERTIFIED AND REGISTERED	July 2022
BIRTH MONTH	August
FIRST CE BIENNIUM BEGINS	Aug. 1, 2022
FIRST CE BIENNIUM ENDS	July 31, 2024
CE FOR NEXT BIENNIUM BEGINS	Aug. 1, 2024

The day after the end of one biennium marks the beginning of your next biennium. To avoid CE probation (see *What Happens If I Don't Meet My CE Requirements*, Page 6), you must earn your credits **between the beginning and ending dates of your CE biennium**.

Remember:

- You have until the end of the month **before** your birth month to **earn** biennial CE.
- You have until the end of your birth month to **renew** your certification and registration.
- If you earn extra CE credits during one biennium, you can't carry those credits into your next biennium.
- If you earn CE after your biennium ends, the credits will apply to your next biennium. There's one exception—if you go on CE probation, the credits you report will apply to your most recent biennium (the one that has closed). If you don't report credits to comply with CE probation, you can use them for your new biennium.

If you earn more than one ARRT credential, your CE reporting schedule will remain the same. It's based on your first certification and registration.

To find your biennium dates, visit your online ARRT account. You also can access the Verify Credentials tab at arrt.org, or call us at 651.687.0048, and select the option for renewal, reinstatement, or continuing education.

Number of Credits Required

Every other year, when you renew your certification and registration, you'll have to:

- Report at least 24 Category A or A+ CE credits for most R.T.s.
- Report at least 50 Category A, A+ or P credits if you're a Registered Radiologist Assistant; note that we stopped accepting P credits for activities completed on or after Jan. 1, 2023.
- Earn at least 16 of your 24 CE credits related specifically to sonography if you hold ARRT Sonography credentials.

If you become certified and registered in additional disciplines—except as a Registered Radiologist Assistant (see second bullet above)—you'll still need only 24 credits of CE each biennium. You won't have to earn 24 credits for each discipline.

Learn more about CE requirements at arrt.org.

“The more you know, the more you know how much you don't know.”

Liberty Adair, MHA, MSRS, R.T.(R)(ARRT)

What Counts for CE?

Be sure to choose CE activities that ARRT accepts. Appropriate activities are those that an ARRT-recognized CE approver--that is, a Recognized Continuing Education Evaluation Mechanism (RCEEM) or state licensing agency (SLA)--has approved. (See below if you hold a state license.)

CE approvers are national, not-for-profit, imaging-based organizations. You can find a complete list of them by visiting arrt.org.

ARRT accepts:

- Category A activities
- Category A+ activities
- Academic courses relevant to the profession taken through an institution accredited by an agency ARRT recognizes
- Advanced CPR certification from an ARRT recognized provider can be used for biennial CE credit (up to six CE credits, once a biennium.) Visit the Continuing Education page on arrt.org under the Resources tab.
- For R.R.A.s only: activities **completed before Jan. 1, 2023**, and awarded Category 1 credit by the American Medical Association, Accreditation Council for Continuing Medical Education, American Academy of Physician Assistants, or American Academy of Family Physicians. We call these types of activities P credits. We won't accept P credits if you completed the activities after Dec. 31, 2022.

If you're licensed to practice in Florida, Kentucky, Massachusetts, or Oregon, the educational activities you complete for licensing purposes might count for CE credit, too. Contact us using Message Center or call us at 651.687.0048, and select the option for renewal, reinstatement, or continuing education.

Although you can't repeat directed readings, home study courses, or internet activities for credit during the same biennium, you can repeat them in later bienniums. You may also repeat an activity for structured education and for CQR—all within one biennium. You must complete a post-test for such activities and submit it to the CE sponsor. The CE sponsor must issue a certificate of participation showing the date you completed the CE.

For more information about CE requirements, visit arrt.org and search for Continuing Education Requirements. Be sure to watch the video, *The Top Five Things to Know About Continuing Education*.

What Happens If I Don't Meet My CE Requirements?

When you apply to renew your certification and registration, you'll have to accept CE probation status if:

- You haven't met your CE requirements for the previous biennium
- Your CE Report forms are incomplete

CE probation gives you another six months to fulfill your CE requirements. During that time, you maintain your certification and registration under CE probation status.

CE probation begins on the first day of your birth month and lasts through the last day of the sixth subsequent month. Here are some timeline examples:

BIRTH MONTH	April
CE PROBATION BEGINS	April 1
CE PROBATION ENDS	Sept. 30

BIRTH MONTH	August
CE PROBATION BEGINS	Aug. 1
CE PROBATION ENDS	Jan. 31

You can fulfill your CE probation requirements by earning the CE credits you were missing, using only activities that:

- Meet ARRT's definition of appropriate credits for your credential
- You earned during your CE biennium or CE probation period

When you complete the remaining biennial CE requirements to comply with CE probation, you must log in to your online account and submit a CE Probation Report along with a \$50 fee. Be aware that, after CE probation, you'll need to complete **24 new** CE credits for your next biennium. The credits you earn during CE probation don't apply to the new biennium.

If you don't complete and report your biennial CE during your CE probation, you'll lose your certification and registration, and you won't be able to use ARRT credentials. To learn how to regain your credentials, see the chart on Page 4.

"I'm passionate about contributing to the growth and development of our field."

Chris Ponce, R.T.(R)(CT)(ARRT)

COMPLETE CQR EVERY 10 YEARS

ARRT certification and registration—even with annual renewal—is limited to 10 years. You'll have to fulfill Continuing Qualifications Requirements (CQR) in addition to meeting your annual renewal, biennial CE, and other requirements. If you attain certification and registration in multiple disciplines, you'll have to complete separate CQR for each of them.

The purpose of CQR is to help you recognize where your knowledge and skills might lag behind current qualification standards. CQR includes three main steps: a professional profile, a structured self-assessment, and—if needed—specific CE that addresses any areas of need. The process will help you address changes in health care and achieve the continuous improvement that patients, co-workers, and employers demand.

Your CQR compliance period begins in the eighth year after you receive your initial certification and registration in a discipline. We'll let you know through your online ARRT account when you can start the CQR process, and we'll give you access to all the tools you need to complete it.

To learn more about CQR, visit arrt.org and search for CQR. You might also want to watch the *Continuing Qualifications Requirements (CQR): An Overview* video on our website.

LEARN ABOUT PROFESSIONAL SOCIETIES

ARRT is a credentialing agency, not a professional society—and the two types of organizations serve very different roles.

For example, ARRT has registrants; professional societies have members. Although those registrants and members may be the same people, we keep our organizations separate to avoid any conflicts of interest. For example, we wouldn't want to both offer an exam **and** sell a study guide preparing you to pass that exam.

Here's an overview of some of the most well-known professional societies for medical imaging professionals and radiation therapists. Most offer publications, annual meetings, CE, and methods to help you keep track of and report your CE credits. You can learn more about them by visiting their websites.

AMERICAN INSTITUTE OF ULTRASOUND IN MEDICINE (AIUM)

AIUM's mission is to advance the safe and effective use of ultrasound in medicine. It provides continuing medical education, develops best-practice guidelines, and facilitates research. AIUM's worldwide membership consists of more than 10,000 physicians, sonographers, scientists and other health personnel.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

ASRT is a professional organization for professionals in all disciplines of radiologic science. Its mission is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. Its more than 150,000 members enjoy access to continuing education, peer-reviewed journals, a member magazine just for R.T.s, and discounts on products and services.

THE INTERNATIONAL SOCIETY FOR MR RADIOGRAPHERS & TECHNOLOGISTS (ISMRT)

A Section of the International Society for Magnetic Resonance in Medicine (ISMRM) is the leading nonprofit organization that provides an international forum for education, information and research in magnetic resonance for radiographers and technologists throughout the world.

SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY (SDMS)

SDMS promotes the science of diagnostic medical sonography and offers educational activities for its 28,000 members. Those members—including sonographers practicing in all specialties, students, educators, physicians, nurses, and other providers—have exclusive access to career resources, the *Journal of Diagnostic Medical Sonography*, SDMS Foundation programs, and other benefits.

SOCIETY OF NUCLEAR MEDICINE AND MOLECULAR IMAGING (SNMMI)

SNMMI promotes the science, technology and practical applications of nuclear medicine and molecular imaging, with an ultimate goal of improving human health. Its 15,000 members worldwide have access to numerous publications and continuing education activities, including a daily email news brief.

RADIOLOGICAL SOCIETY OF NORTH AMERICA (RSNA)

RSNA and its 48,000 North American and international members are dedicated to shaping the future of radiology. The organization hosts the world's largest annual medical meeting and publishes two peer-reviewed journals, including the only journal dedicated to CE in radiology. Members include radiologists, medical physicists, and other medical professionals.



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