THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®

ETHICS REVIEW PREAPPLICATION

INSTRUCTIONS

Do you think you might have to disclose an ethics violation? If so, the Ethics Review Preapplication lets you do so in advance—instead of on your Application for Certification and Registration.

WHEN NOT TO USE THIS FORM

Don't use this form if either of the following apply to you:

- You're within eight months of graduation from an ARRT-recognized educational program and meeting the ARRT degree requirement. (If this describes you, submit the information identified in this packet with your Application for Certification and Registration instead. The application is available from your program director.)
- You answer no to all three questions in the section below.

WHEN TO USE THIS FORM

Use this form if both of the following apply to you:

- You aren't enrolled in an ARRT-recognized educational program, or you're at least eight months away from graduation in such a program or meeting the ARRT degree requirement.
- You answer yes to one or more of the following questions:

  (1) Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)

  Answer "Yes" if you have:

  - Charges or convictions—including those that were stayed, withheld or deferred, set aside, or suspended
  - Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
  - Court conditions applied to your charge—including court supervision, probation, or pretrial diversion
  - Traffic violations charged as misdemeanors or felonies
  - Traffic violations that involved drugs or alcohol

  Answer "No" if you have no offenses. Also answer "No" if you have:

  - Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court
  - Speeding and parking tickets that weren't charged as misdemeanors or felonies and that didn't involve drugs or alcohol (if you have any traffic violation that involved drugs and/or alcohol, you must answer "Yes")
  - Charges that were dismissed with no court conditions required (if conditions were required, you must answer "Yes")
  - Court records that were sealed or expunged (if you don't have court documents that prove your case was sealed or expunged, you must answer "Yes")
  - Offenses you've already reported to ARRT and about which ARRT has sent you communication

(2) Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?

- Denied, revoked, or suspended your professional license, permit, registration, or certification?
- Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?
- Allowed voluntary surrender of your professional license, permit, registration, or certification?
- Subjected you to any conditions or disciplinary actions?

Answer "Yes" if one or more of these apply to you and the organization imposing the action **wasn't** ARRT.

Answer "No":

- If you have no offenses
- If your only offense is ARRT Continuing Education (CE) probation
- For offenses previously reported to ARRT and for which ARRT has sent you communication

(3) Have you ever been suspended, dismissed, or expelled from an educational program you attended to meet ARRT certification and registration requirements?

Answer "No" for offenses previously reported to ARRT and for which ARRT has sent you communication.

Whether you answer "Yes" or "No" to this question, you must read and sign the "Written Consent Under FERPA" in this preapplication.

For additional guidance, visit arrt.org and search for the Ethics Review Checklist for Honor Code Violations, or call us at 651.687.0048, and select the option for Ethics Requirements.

SUBMIT THE FOLLOWING DOCUMENTATION WITH THIS FORM

If any of the documents you're submitting don't match the name on your Ethics Review Preapplication, submit evidence of the name change (e.g., copy of marriage certificate or court order showing name change).

For Criminal Violations (Question 1):

- Explanation of the events that led to each charge or conviction.
- Copies (not originals) of official court documents* to confirm each of the following:
  - Nature of charges filed (misdemeanor, felony, or military court-martial)
  - Date on and jurisdiction in which the charges were filed
  - Final judgment, if applicable (guilty, Alford plea, nolo contendere [no contest], withheld or deferred adjudication, suspended or stayed sentence, set aside, or pretrial diversion)
  - Sentencing requirements (parole, probation, fines)
  - Status of the conditions of the court (e.g., completed, case closed, dismissed)

  **You usually can obtain such documents by request at the courthouse in the jurisdiction in which the charge or conviction occurred.*
- If you're on probation or parole, send a current update from your probation or parole officer, including the estimated date that your probation or parole will end. Your probation or parole officer must print or type the update on official stationery; include the telephone number of the probation or parole office; and mail it directly from the probation or parole office to ARRT at 1255 Northland Drive, St. Paul, MN 55120-1155.
- If you've completed the requirements of the court, including probation or parole, we need proof that you've done so. Send us a copy of the official court release documents or the release letter on official court stationery.
- Documentation of your completion of any court-ordered remedial programs and community service (if applicable).

- Written status of any counseling or treatment (if applicable), and/or documentation of completion, required as a result of your charge or conviction.
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

For Regulatory Authority or Certification Board Violations (Question 2):

- Provide your explanation of the events that led to the violation.
- Submit a copy of official documentation of any agreement or disciplinary action another state or federal regulatory authority or certification board has taken.
- Provide a copy of your state license (if applicable).
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

For Honor Code Violations (Question 3):

- Provide your explanation of the events that led to the suspension, dismissal, or expulsion.
- Send a copy of all correspondence between you and your educational program regarding the incident and any disciplinary action taken.
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

IMPORTANT NOTES AND ACKNOWLEDGEMENTS

(1) The Ethics Review applies only to violations specified in the Ethics Review Preapplication. It doesn't apply to any violations you don't report or to violations that occur after you submit the Ethics Review Preapplication.

(2) Submitting the Ethics Review Preapplication doesn't take the place of completing any other ARRT eligibility and application requirements. You still must submit an Application for Certification and Registration and the associated fee.

CHECKLIST

Before submitting this preapplication, please complete the following steps:

☐ Fill out the Ethics Review Preapplication form on the next page.

☐ Sign the agreement—found at the end of this document—in the presence of a notary.

☐ Enclose all required documentation (see previous pages).

☐ Enclose the nonrefundable $100 Ethics Review fee, payable to ARRT by personal check or money order.

☐ Send items noted above, the signed/notarized agreement, and completed preapplication form to:
ARRT, 1255 Northland Dr., St. Paul, MN 55120.

If you submit an incomplete Ethics Review Preapplication, or you don't include all required documentation, we will return it.

For ARRT use only

ETHICS REVIEW PREAPPLICATION

NOTE: If you are within eight months of your graduation, do not use this form.

Read the instructions carefully. Incomplete forms and submissions without appropriate documentation will be returned.

Name on application must be legal name and match name on two IDs presented at test center. See handbook for details.

Last Name

First Name

Middle Name or Initial

Street Address 1

Street Address 2

City State/Prov Zip/PC

Birthdate and social security number must be provided for purposes of positive identification.

Birthdate MM DD YYYY – U.S. Social Security Number (US citizens only) – or No SSN (Not a US Citizen) Gender M F X (Choose X as a gender-neutral alternative)

Have you applied for or are you currently enrolled in a professional educational program for medical imaging or radiation therapy? If you are within eight months of your graduation, do not use this.

No Yes If "yes," what is the date you expect to complete your educational requirements (Includes the professional component and the degree requirement) MM DD YYYY

Have you previously submitted an Ethics Review Preapplication or an ARRT Application for Certification and Registration?

No Yes If "yes," provide your ARRT number and any previous names. ARRT ID Number

Previous Name

WRITTEN CONSENT UNDER FERPA

By signing the Written Consent Under FERPA, you'll:

- Agree to Written Consent under the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g ("FERPA"), which allows ARRT to:
  – Communicate freely and openly with your Educational Program Director
  – Obtain specific parts of your education records in order to verify whether you have ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements
- Waive, in part, the confidentiality of your education records under "FERPA"
- Consent to the release of any and all education records relating to your suspension, dismissal, or expulsion to ARRT for purposes of its review of your application for certification and registration by ARRT.
- Agree to promptly execute any additional written consents under "FERPA" if your educational program has a different requirement

Signature of Applicant Date

Review and Sign the Ethics Review Preapplication Agreement on the Next Page

ETHICS REVIEW PREAPPLICATION AGREEMENT

I hereby request ARRT to review my records as they relate to the requirements for ARRT certification and registration as described in the ***ARRT Rules and Regulations*** and to the requirements of my compliance with federal and state laws in accordance with the ***ARRT Standards of Ethics***. I understand that a full and complete copy of the ***ARRT Rules and Regulations*** and ***ARRT Standards of Ethics*** will be provided to me upon my request and can also be found on the ARRT website at arrt.org.

By signing this document and filing it with ARRT, I understand that ARRT may confirm the information contained in the Ethics Review Preapplication and may also request information related to my education, training, employment, and personal history including, but not limited to, a criminal background check. I hereby certify that the information given in this Ethics Review Preapplication is true, correct, and complete, and that I have read and accept the terms and conditions, and agree to be legally bound by and to abide by all the terms and conditions set forth in this Ethics Review Preapplication agreement and ARRT's ***Rules and Regulations*** and ***Standards of Ethics***.

I understand and agree that information submitted through this Ethics Review Preapplication may be used to initiate disciplinary action under ARRT's ***Rules and Regulations*** and ***Standards of Ethics*** and that such action may result in an ARRT sanction.

I understand and agree that any misrepresentation in this Ethics Review Preapplication or in any other document or other information I submit to ARRT (including the verification of my identity when I submit this Ethics Review Preapplication), or any offer of financial benefit to an ARRT Trustee, committee member, employee, or other agent or representative of the ARRT in order to obtain a right, privilege, or benefit not usually granted by the ARRT to similarly situated individuals, is grounds for ARRT to bar me permanently from certification and registration, and that ARRT's decision on any such matter is final.

I hereby waive and release, shall indemnify and hold harmless, ARRT and persons in their capacities as ARRT Trustees, committee members, employees, and agents from, against, and with respect to any and all claims, losses, costs, expenses, damages, and judgments (including reasonable attorneys' fees) that arise or are alleged to have arisen from, out of, with respect to, or in connection with any action which they or any of them take or fail to take as a result of or in connection with this Ethics Review Preapplication, and ARRT's notification of legitimately interested persons of such actions taken by ARRT. I understand and agree that in the event of my breach of or default in any provisions of this Ethics Review Preapplication agreement in any respect whatsoever, ARRT shall have the absolute right, in its sole discretion, to deny my eligibility for certification and registration.

_____ _____

Signature of Applicant Date

NOTARY PUBLIC

Before me personally appeared _____to me known to be the person described in this Ethics Review Preapplication, who signed the foregoing instrument in my presence, and made oath before me to the accuracy of the standards set forth therein, on the _____ day of _____, 20_____.

☐ Notary to check if no seal is required.

_____

Notary Public Signature (No Signature Stamps)

NOTARY STAMP/SEAL

My commission expires _____