

This handbook provides important information for persons planning to take the ARRT-administered examination for the purpose of state credentialing in Limited Scope of Practice in Radiography

**EXAMINATION
HANDBOOK**
*for State Licensing
Exams Administered in*

2011

*for Limited Scope of
Practice in Radiography*

Policies, procedures, and information in this handbook supersede previous editions. Please review this information very carefully. Direct questions and/or correspondence to the state agency with which you applied for licensing.

Important Notice:
***State Licensing
is Not ARRT
Credentialing***

The American Registry of Radiologic Technologists does not certify individuals based upon the results of the Examination for Limited Scope of Practice in Radiography. ARRT administers this examination solely for use by state agencies.

How to Use This Handbook

▼ **Licensing vs.**

● **Certification**

The information contained in this handbook pertains to state licensing only.

*This exam, its eligibility, and application process bear **no relation** in any way to national credentialing in radiologic technology certification offered by ARRT.*

This *Examination Handbook* is designed to help state licensing candidates understand and prepare for the examination. To ensure that your exam experience is as successful as possible, you will want to read the following information very carefully and keep the handbook for future reference.

In these pages, you will find...

- Step-by-step instructions on scheduling your exam.
- An outline of the topics covered in the exam.*
- Tips on the exam format.
- Test center requirements and procedures.
- Information on what happens after you complete the exam.

* **ARRT does NOT provide study materials for any certification or state licensing exams.**

The information in this handbook supersedes that in any prior publications of the ARRT. Earlier versions may contain outdated information. It is the candidate's responsibility to obtain a handbook corresponding to the year in which the examination is to be taken, as noted on the front cover of the handbook.

Watch for These Symbols



This exclamation point is your pointer to key pieces of information you need to know.



This icon tips you to ways you can streamline your journey through the examination process.

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State Licensing vs. ARRT Credentialing

State examinations for limited x-ray machine operator licensing are administered by The American Registry of Radiologic Technologists®, but state licensing is *not* ARRT credentialing.

More than three-quarters of states have licensing laws covering the practice of radiologic technology. Although the ARRT certification examination is voluntary, many states use the ARRT scores in licensing decisions.

Application to take the examination for ARRT certification must be made directly to the ARRT. Under no circumstances does application to the state alone constitute application to the ARRT for certification. In general, the ARRT and the state follow separate application procedures. Individuals who are assigned an ID number beginning with a nine (9XXXXX) and whose Candidate Status Reports have red print are scheduled to take only the Examination for Limited Scope of Practice in Radiography.

Direct any questions about licensing requirements to the individual state. ARRT is unable to respond to questions regarding licensing requirements of specific states. See Appendix F for a list of state licensing agencies.

Upholding Exam Security

ARRT takes very seriously its responsibility for exam security... so much so that candidates are held responsible, too. Not upholding your end of the deal could expose you to an ARRT investigation and/or legal complaint.

Why Does Security Matter So Much?

It's a matter of public health.

Security is critical to ensure that the examination is an accurate and reliable measure of the critical knowledge and cognitive skills underlying the tasks typically required for the practice of medical imaging, interventional procedures, and radiation therapy. In fact, subverting the integrity of ARRT's exams is illegal, based on a Minnesota law that went into effect on August 1, 2010. More information can be found by visiting www.arrt.org/handbooklinks.

▼ **Candidate Agreement On Exam Disclosure**

Disclosing examination information using language that is substantially similar to that used in questions and/or answers on the ARRT examinations is considered an attempt to subvert the integrity of the examination when such information is gained as a direct result of having been a candidate. This includes (but is not limited to) disclosures to: students in educational programs, graduates of educational programs, educators, or anyone else involved in the preparation of candidates to sit for the examination. It is also considered an attempt to subvert the integrity of the examination to receive examination information that uses language that is substantially similar to that used in questions and/or answers on the ARRT examination from a candidate, whether requested or not, or to relay such information.

Ask yourself: Would you want a loved one to receive care from an individual who "passed" the ARRT-administered exam because they got a sneak peek at questions and memorized the answers rather than having learned all the critical content that the questions scientifically sample?

Disclosing Exam Information: The Bright Line Between What's OK and What's Not

Candidates for state licensing and/or permit examinations see language in the ARRT state licensing examination handbooks, as well as the non-disclosure screens at the test center that clarify what they are agreeing to comply with regarding exam security. That language is reproduced in the box on page 14.

Not living up to these agreements can trigger an ARRT investigation which may lead up to the invalidation of the results of the current and any prior examinations. This could also permanently bar the candidate from all future exams as well as result in the notification of the appropriate state licensing agency. Violating these agreements could also lead to legal action. See Appendix G for a list of potential exam disclosure scenarios.

Questions about your responsibilities under ARRT's exam disclosure policy? Visit www.arrt.org/handbooklinks.

▼ **Help Us Protect Exam Security**

If you know of any situations in which the security of ARRT exam materials might be compromised, we invite you to visit www.arrt.org/handbooklinks.

Before the Examination

Schedule an appointment to test during your assigned window at any of hundreds of test centers across the U.S.



Status Report



Info Incorrect?

If the information on your Candidate Status Report is incorrect, contact your state licensing agency — not ARRT — right away, and before scheduling a testing appointment.



Exam Fees



Fees paid to the ARRT are not refundable under any circumstances, nor can they be transferred to another category of examination.

Examination

ARRT designs examinations in collaboration with consultants from various specialties. The primary exams consist of questions designed to measure the knowledge and cognitive skills underlying the performance of the major tasks typically required within the profession.

Consult the content specifications in Appendix A of this handbook for the list of topics covered by the examination. ARRT does not provide specific lists of study materials or textbooks because the exams are built using many references. ARRT neither recommends nor endorses any review programs, mock registries, or study guides for any of its examinations.

ARRT owns the copyright for the examinations. Law prohibits any attempt to reproduce all or part of the examinations. Anyone caught removing exam materials from the test center, whether by physical removal or by reproducing materials from memory, will be prosecuted to the full extent of the law and will have eligibility for certification revoked. See the “Upholding Exam Security” section on the previous page for more information.

Candidate Status Report (CSR)

ARRT will mail a Limited Scope Candidate Status Report (CSR) (see Appendix E for sample) to you after your application is processed. The CSR contains candidate identification information, the six-digit ARRT ID number, and examination window dates. Be sure your name on the CSR matches your government-issued IDs that you will bring to the test center (see “Acceptable Forms of ID” on page 10). Immediately notify the state before scheduling an exam appointment if any identification information is incorrect or does not match your IDs. Please do not contact ARRT with identification changes.

If the modules highlighted in gray on your CSR do not match the modules that you think you should be taking, notify your state licensing agency (see Appendix F) — not ARRT — immediately, and *before* scheduling an exam appointment.

ARRT cannot make changes to your limited scope modules without official notification from your state licensing agency. It is your responsibility to verify that your state licensing agency has assigned the correct modules for your exam.

Do not schedule an examination appointment until you receive a new CSR and verify that the information is correct. Then you may proceed to schedule your exam appointment. The exam window shows the dates during which you may take the exam. After the window expires, the CSR is no longer valid, and you forfeit your fee.

If you lose a CSR or do not receive it within the anticipated processing time of four weeks, contact your state licensing agency.

Examination Window

You may schedule your exam appointment for any time during a set examination window. Generally, examination windows begin on the Wednesday after the application is processed (not received) and extend for 90 calendar days. For example, if an application is processed on Friday, April 22, 2011, the examination window begins on Wednesday, April 27, 2011, and ends on Tuesday, July 25, 2011.

Exam windows will close automatically after 90 days, or if a candidate misses an appointment, if an appointment is not canceled in time, or a candidate fails to comply with the non-disclosure agreement at the test center (see page 14). Candidates who

(continued on next page)

don't schedule an appointment within their window will forfeit their fee. To open a new exam window, a candidate would have to re-apply through their state licensing agency.

Test Centers

ARRT examinations are administered by Pearson VUE, the electronic testing business of Pearson Education. Their network of more than 200 high-security test centers is specifically designed and built for professional licensure and certification markets in the U.S. and its territories. Their international test centers are equipped to deliver ARRT-administered exams in selected cities in Canada, Europe, Asia, and Australia.

A geographic list of test center locations appears in Appendix D of this handbook, but please keep in mind that location changes may occur after publication. Current test center locations and driving directions may be viewed at www.pearsonvue.com/arrt. (ARRT's website, www.rrt.org/handooklinks, will also link you to Pearson VUE.)

TIP

Testing Accommodations: Ask Up Front

Requests for testing accommodations must be submitted to ARRT before scheduling an exam appointment with Pearson VUE.

Requesting Testing Accommodations

Any candidate who desires any deviation from standard procedures as outlined in this handbook must submit a *Request for ARRT Testing Accommodations*. This requirement applies to any disability accommodations as well as requests to use medical aids such as insulin pumps, pico magnifiers, lumbar pillows, asthma inhalers, etc.

ARRT complies with the Americans with Disabilities Act (ADA) and provides testing accommodations only when the ADA requirements are met. To be considered for testing accommodations, the candidate must submit a *Request for ARRT Testing Accommodations* to ARRT as soon as possible — and before scheduling an exam appointment. The request form can be found at www.rrt.org/handbooklinks; or you may phone (651) 687-0048, ext. 3155, for a copy.

In addition, the candidate must submit documentation verifying his or her functional impairment. Requests for testing accommodations will not be considered without this documentation or if an exam appointment has been scheduled. Guidelines on the required documentation may also be found at www.rrt.org/handbooklinks; or you may phone (651) 687-0048, ext. 3155, for a copy.

The candidate must submit a *Request for Testing Accommodations* form each time a future examination request has been processed; the documentation is required only once. Candidates not submitting a request form with each future examination request will be processed for examination without testing accommodations.

Phone ARRT at (651) 687-0048, ext. 3155, if you are unable to download the information from the website or if you require further information on testing accommodations.

ARRT will release information regarding the granting or denial of accommodations only in writing directly to the candidate and will discuss all other candidate information with the candidate only.

Name/Address Change?

Notify State, Not ARRT

Exam candidates should notify their state licensing agency (not ARRT) immediately of any name and/or address changes before scheduling an exam appointment.

Address or Name Changes

Candidates must notify their state licensing agency — not ARRT — immediately of any changes to their name or address as submitted on their application form. Changes cannot be processed by ARRT or the Pearson VUE Call Center, or at the test center. At the test center, the name on a candidate's ID must match the name as it appears on the CSR (the only permissible exception is middle initial versus middle name, as long as the first letters match).



Window Extensions: Maximum of Three Changes

If approved by the state licensing agency, candidates are allowed a maximum of three window changes per exam application. If a third window change is allowed to expire, the individual forfeits the exam fee. To be considered for a new exam window, the individual has to make their request directly to their state licensing agency.

Changing an Exam Window

If circumstances make it impossible for you to schedule an examination during the assigned window, you may request a new window. Direct requests to your state licensing agency for approval. If the state approves the change, it will contact ARRT to arrange a new window. ARRT processes window change requests only when they are received from the state licensing agency and not from the candidate.

Candidates who have an existing appointment must cancel it before requesting a window change, scheduling a new exam date, or changing the test center location. (See “Canceling or Rescheduling Your Appointment” on pages 8-9.)

ARRT must receive a written request from the state — not the candidate — for a new window, on or before the last day of the current examination window. If the window expires on a weekend or holiday, the request must be received on or before the last business day prior to the expiration date. (Saturday and Sunday are not considered ARRT business days.) The candidate’s new exam window will begin on the day ARRT processes the change request. ARRT will not accept requests for specific window dates.

ARRT cannot process requests it receives after the last day of a candidate’s current window or if an examination appointment has been scheduled.

The Exam Appointment

Once you receive your Limited Scope Candidate Status Report from ARRT, you’re ready to schedule the appointment.

Scheduling Your Appointment

Pearson VUE schedules appointments on a first-come, first-served basis. As soon as you receive your CSR, you may schedule your appointment one of two ways:

- call the Pearson VUE Call Center at the toll-free phone number shown on your CSR (Monday–Friday, 7 a.m.–7 p.m. Central Time); or
- online at www.pearsonvue.com/arrt (see “tip” at left for details).

NOTE: To schedule an appointment from outside the U.S. or Canada, use the website noted above or phone ARRT at (651) 687-0048, ext. 8560, to get a special scheduling phone number.

Even if you don’t want to test immediately, it’s better to schedule early to obtain your desired appointment. Candidates who delay too long in scheduling the examination may not find an available appointment prior to the expiration date.

You will be providing and receiving a great deal of important information when scheduling your appointment with Pearson VUE. It is your responsibility to manage that information each step along the way.

Have Your Information Available

Have your Candidate Status Report (CSR) at hand when going online or calling to schedule. You cannot schedule a testing appointment until you receive your CSR. You will be able to select a test center from those in Appendix D or on the Pearson VUE website.

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Internet Scheduling: Two-Step Process, Brief Delay

Scheduling your exam appointment via the website www.pearsonvue.com/arrt is a two-step process that may involve a brief waiting period. If you want to avoid any delay, you should schedule by phone.

When you arrive at the web page, you will be asked for your ID number as well as personal information that is on your current CSR. Click “continue” at the bottom of each page. NOTE: You aren’t finished until a “thank you” screen confirms that your request has been processed. We recommend printing a copy of your confirmation screen for your own records.

If you provided a valid email address, you will receive your user name and password within one business day and may then proceed to schedule your appointment. (If you forget your user name or password, you will need to phone the Pearson VUE Call Center to have a new user name and password assigned.) Pearson VUE will send an email confirmation to the email address you provided.

When calling to schedule an appointment, you will be asked to verify your name, address, and other identifying information and to provide your ID number and exam name from the CSR. Calls may be recorded for quality assurance purposes.

Pearson VUE Call Center staff will help you schedule a date and time for testing. Test centers are generally open Monday through Friday between the hours of 8 a.m. and 6 p.m. Some test centers offer extended evening or Saturday hours.

NOTE: Call Center staff cannot make changes (except adding email and phone info) to the application information you provided to the state and to ARRT. Resolve any discrepancies in name or address with the state licensing agency before you schedule your appointment.

Follow-Up and Confirm

Your Exam Appointment

Candidates are responsible for confirming the date, time, and location of the exam with Pearson VUE. Those who don't receive a confirmation within two days of scheduling should contact the Pearson VUE Call Center to confirm over the phone and request that a duplicate confirmation letter be sent. If your appointment is scheduled for less than five days out, call Pearson VUE for confirmation the day after you make the appointment.

This applies to appointments scheduled via the Call Center as well as those scheduled through the Internet.

Confirm Your Scheduling Information

Space is provided on the back of the CSR for you to write the date, time, confirmation number, testing appointment location, and name of the Call Center representative. Pearson VUE will email or send by U.S. Postal Service (when an email address is not provided) a letter confirming the appointment. The letter will include the address, phone number, and directions to the test center, as well as the name, date, and time of your exam and other important information. Driving directions are also available at www.pearsonvue.com.

NOTE: Occasionally the email confirmation may be filtered into a SPAM folder based on the security settings of an individual's email account. Candidates should be aware that the email comes from PVAmericascustomerservice@pearson.com. If a candidate does not receive the confirmation from VUE within two days, they should check their filter settings and/or contact the VUE Call Center to confirm their appointment date and time, and request that a new confirmation email be sent.

Candidates are responsible for confirming the date, time, and location of the exam with Pearson VUE. Those who don't receive a confirmation within two days of scheduling should contact the Pearson VUE Call Center to confirm over the phone and request that a duplicate confirmation letter be mailed. If your appointment is scheduled for less than five days out, call Pearson VUE for confirmation the day after you make the appointment.

Neither ARRT nor your state licensing agency is able to confirm testing dates, times, or locations before the examination, nor can they provide driving directions to test centers.



Calling to Reschedule? Remember to Cancel

Just because a candidate calls to reschedule a testing appointment doesn't necessarily mean that the initial appointment is automatically canceled. And an uncanceled appointment is the candidate's responsibility, potentially resulting in forfeiting the application fee.

If you call Pearson VUE intending to reschedule a testing appointment, your initial appointment will remain in effect until you formally approve a new appointment date/time. If you can't find an appropriate alternative appointment and plan to call back later, your initial appointment will still be on the books.

Play it safe when changing your appointment. Be sure to specifically request that the initial appointment is canceled. The next day, call Pearson VUE to confirm that the appointment was canceled.

Missing Your Appointment

Candidates who fail to keep an appointment or to reschedule it as detailed in the next section are required to forfeit their examination fees. Neither ARRT nor your state licensing agency is responsible for appointment time discrepancies between you and the test center.

Canceling or Rescheduling Your Appointment

You may cancel or reschedule an appointment up to 24 hours (one business day) prior to the scheduled appointment — either by phoning (800) 632-9055 (leaving a message on an answering machine is not acceptable) or at www.pearsonvue.com/arrt (be sure to follow the prompts to complete the process). If you make a new appointment, follow up by phoning the Call Center to confirm it. Pearson VUE will also follow-up with an email confirmation of your cancellation or your newly rescheduled appointment.

The table on the next page shows that appointments for a given time on the scheduled test day must be canceled by that same time on the preceding business day:

Exception

If your appointment is in a time zone ahead of Central (i.e., Eastern or further east), you must cancel any 8 a.m. appointment by 7 p.m. CT two days in advance.

Scheduled Test Day	Cancel/Change Deadline (same time as 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

For example, if someone is scheduled to test at 9 a.m. on Monday, he or she must call by 9 a.m. on Friday to cancel the appointment. VUE will follow-up with a confirmation email detailing your cancellation or appointment change information.

NOTE: National holidays and weekends are not considered business days.

Candidates failing to appear for a scheduled appointment and not rescheduling through the procedure above will forfeit their examination fee. Neither ARRT, Pearson VUE, nor your state licensing agency are responsible for candidate appointment errors.

Exam Administration Day

Here's a preview of what you'll encounter when you open the test center's front door on the day of your state licensing exam appointment.

Test Center Environment

Pearson VUE test centers provide computerized testing for many organizations. Be aware that other tests may be administered in the test center at the same time as ARRT examinations.

Test center personnel try to maintain a comfortable temperature in the testing rooms. In spite of these efforts, the room may be too cool or too warm for an individual's preference. Dress accordingly.

Keep in mind that there may be other examinees who are required to type essay questions. If you feel this typing may be disruptive to your testing, please be sure to request earplugs before beginning your exam.

Follow Procedures

Test center personnel adhere to designated procedures to ensure that their operations meet ARRT criteria for standardized testing. Review the following information before the examination to become familiar with the procedures.

Arrive Early

Having already confirmed the location of the test center, plan your schedule and route to ensure that you arrive at least 30 minutes before the scheduled appointment, to allow time for check-in procedures. Be sure to allow ample time for your commute, especially if inclement weather is a factor.

If a candidate arrives at the test center 15 minutes after the scheduled appointment, he or she may be required to forfeit the appointment. If an appointment is forfeited, the test center will report to ARRT the candidate's failure to take the examination. ARRT does not refund application fees on forfeited appointments.

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TIP

Invalid ID? Cancel Appointment

If you arrive at the test center with invalid forms of ID, you will not be admitted to take the test, and you will forfeit your fee.

Your ID is invalid if:

- it is not current (expired), or
- the name on ID varies from that on your ARRT file, or
- there is no signature, or
- it is not an accepted form of ID (see box on next page).

Cancel your appointment in time and reschedule when you have acquired two forms of valid ID.

Palm Vein Recognition

Replaces Fingerprint

Beginning January 1, 2011, a new biometric procedure will be added to the admissions process, replacing the fingerprint process. Called palm vein technology, it scans the veins inside the hand to create a digital template that represents your vein pattern. The pattern reader uses a safe, near-infrared light source, similar to a television remote.

Repeat test takers that have had their digital fingerprint captured at a previous exam will be required to provide a fingerprint match and then enroll in the palm vein recognition system. Tests taken after this initial procedure will use the palm vein system only.

All other steps of the admissions process will remain the same. Each candidate will still be required to bring a valid photo ID and secondary ID, have a photograph taken, and sign a digital signature pad.

Learn more about the process at www.arrt.org/handbooklinks.



Don't Bring Yours... Calculators are Provided

Personal calculators aren't permitted, so don't even bring one to the test center. You can use theirs.

ID, Photo, Signature, Palm Vein Recognition (PVR)

When you arrive at the test center, you will be required to show two forms of identification, both of which show your pre-printed name and signature. One of the IDs must be a current official government-issued photo ID. (See the box at the bottom of the page for examples of the two types of IDs required.)

Your name on the government-issued ID must be the same as that on record with ARRT, as reflected on your most recent CSR. Your ID may contain your full middle name as long as the middle initial on your CSR matches the first letter of your middle name. Candidates with a cultural variation must make sure that they have the same variation on the CSR and both IDs.

Candidates without proper ID, or with discrepancies in their name listed on the IDs will not be admitted to the test center. They will not be allowed to reschedule the testing appointment and will forfeit their examination fee. A candidate admitted with questionable ID may have his or her score canceled following investigation by ARRT.

Upon checking in, you will be asked to provide a digital signature and will have your palm vein scanned and be photographed. If you leave the testing area for any reason, your palm will be scanned upon leaving and again before re-entering. These processes are for identification purposes only. The information is kept confidential and not shared with any organization.

Assignment to Testing Station

Test center personnel will give you a short orientation and then escort you to an assigned workstation. All candidates must remain in their assigned seats during the examination, except when authorized to leave by a test center staff member.

Test center personnel are not trained to answer specific questions related to ARRT exam content.

Notes and Calculators

Test center personnel will provide an erasable note board and pen, which may be replaced as needed during testing but may not be removed from the testing room at any time. Candidates are not to use the note board until after responding to the non-disclosure agreement, and may not hold their note board up to the screen when responding to questions. Candidates are not allowed to take scratch paper, pens, or pencils into the testing room.

Both scientific and basic four-function calculators are provided on the computer, or candidates may request a basic four-function calculator from test center personnel. Appendix C presents facsimiles of the computer calculators. Personal calculators are not permitted. Examples of calculators are also presented in the tutorial at the beginning of the exam.

Requesting Assistance

Raise your hand to notify test center personnel if:

- you need assistance adjusting the computer screen's brightness or contrast

Acceptable Forms of Identification

Primary

Must be government-issued, have **pre-printed name, photo, and signature**, and not be expired.

- Government-issued driver's license
- State ID card
- Passport

Very Important! Please note that military IDs, Alien-Registration Cards ("Green Card") or any other IDs that do not have the candidate's signature **will not be accepted** at the test center as valid primary or secondary identification.

Secondary

Must have **pre-printed name and signature** and not be expired.

- Government-issued IDs (e.g., U.S. Social Security card)
- Employee ID or work badge
- Bank automatic-teller machine (ATM) card
- School ID
- Credit card
- Any form of ID on the primary list

- you would like a hand-held calculator
- you need earplugs
- an image appears too large to be fully viewed
- you suspect a problem with the computer
- you need another erasable note board
- you need a break
- you have completed your exam
- you need a staff member for any other reason.

Test Center Restrictions

Maintaining a standardized testing environment ensures that the exam results of all ARRT-assigned candidates are earned under comparable conditions and represent fair and accurate measurement. Test center staff are required to file an incident report anytime something out-of-the-ordinary occurs. All candidates must adhere to the following:

- No reference material may be brought into the testing room.
- No papers, pamphlets, books, food, or purses are allowed in the testing room. Do not take large bags, textbooks, notebooks, etc., to the test center. You will be required to leave personal belongings in secure storage, but space is limited so plan accordingly. Test centers assume no responsibility for candidates' personal belongings.
- No unauthorized testing aids are permitted in the testing room. This includes calculators, pens, rulers, highlighter pens, stereos or radios with headphones, watch calculators, watch alarms (including those with flashing lights or alarm sounds), dictionaries, translators, personal digital assistants (PDAs), electronic devices, or keyboards. You may be asked to remove your watch and other jewelry that creates noise that may be distracting to other examinees in the room.
- Pagers and portable telephones are not allowed. If you bring them, they must be turned off and must remain in your assigned locker at all times for the duration of your exam.
- Candidates may not leave the test center to make telephone calls.
- Eating, drinking, or use of tobacco is not allowed in the testing room. You may keep snacks and water in your locker outside the testing room only.
- Waiting areas at the test centers are small. Friends, relatives, or children who accompany you to the test center will not be permitted to wait in the test center or to contact you during the examination.
- If you need to leave the testing room for personal reasons, you must first get test center staff's permission. No additional time is allowed to make up for time lost due to this reason. Checking notes or textbooks or with other individuals, in person or by phone, while out of the testing room is considered misconduct (see following section on "Misconduct").
- Any candidate who leaves the test center building may not return to continue the exam. This includes smoking breaks outside the test center building.

Misconduct

Numerous security measures are enforced during test administration to ensure the integrity of ARRT exams. Be aware that candidates will be observed at all times while taking the exam. This includes direct observation by test center staff, as well as video and audio recording of the testing session.

Any irregular behavior during or in connection with the examination — as evidenced by observation, statistical analysis of answers, or otherwise — will constitute grounds for ARRT to take appropriate punitive action. This includes permanently barring the candidate from all future examinations, terminating the candidate's participation in the exam, and invalidating the results of that exam and any prior exam.

Individuals found to be in violation of this policy could find themselves part of an ARRT investigation or even a federal court lawsuit for copyright infringement and/or breach of contract. Any information collected by an ARRT investigation may be forwarded to your state licensing agency for review of state ethics violations. Examples of misconduct include, but are not limited to, the following:

(continued on next page)

- failing to provide acceptable identification
- making personal phone calls
- giving or receiving unauthorized help
- attempting to take the examination for someone else
- using notes, books, or other unauthorized aids
- bringing any materials to the test center that may compromise the exam administration
- eating or drinking during the test
- attempting to remove test questions (in any format) from the room
- failing to follow the test center staff's instructions or instructions presented by the computer
- using scratch paper
- tampering with the operation of the computer or attempting to use it for any function other than taking the examination
- creating a disturbance of any kind
- leaving the test center.

What if the Test Center is Closed?

If you are unsure whether a test center is closed because of inclement weather or some other factor, phone Pearson VUE's Call Center at (800) 632-9055. If the test center is open, it is your responsibility to keep the appointment. If it is closed, you will be given the opportunity to reschedule the appointment.

In the event of a test center closing, Pearson VUE will try to contact all affected candidates to reschedule the exam appointment. Candidates themselves may also call Pearson VUE to reschedule their test.

TIP

Severe Weather Looming?

If you anticipate severe weather and your appointment is more than 24 hours out, consider rescheduling to avoid transportation hassles. If you miss your appointment due to weather and the test center was open, you will forfeit your exam fee and you will need to contact your state licensing agency for a new eligibility period.

What if the Computer Experiences Technical Difficulties?

On rare occasions, candidates may encounter technical difficulties at the test center. If you experience a technical difficulty, notify the test center administrator immediately. Test center personnel will make every effort to correct any difficulties as quickly as possible.

If you encounter technical difficulties that could impact your score, ensure before you leave the test center that the administrator files a report. You must alert ARRT in writing within two business days so your score can be held until the situation has been resolved. ARRT will not investigate complaints it receives after test scores have been processed.

Should the test center experience a loss of power, back-up systems are in place, so every reasonable effort will be made to retrieve testing data. Once power is restored, candidates will be able to continue their testing sessions from the point where they were interrupted.

If a candidate is unable to continue the testing session due to severe technical difficulties, reasonable accommodations will be made, including rescheduling of a testing appointment. ARRT will evaluate individual requests for rescheduling at no cost.

Exam Content and Modules

The Limited Scope Exam is delivered in modules. The modules are Core, Chest, Extremities, Skull/Sinuses, Spine, and Podiatric Radiography (refer to content specifications for details). Candidates may take some or all modules, depending on the type of license offered by their state.

Questions in the "Core Module" of the exam apply to radiography in general and, unless specifically noted otherwise by the state, are to be completed by all candidates.

Questions in the "Radiographic Procedures Modules" apply to radiography of a particular body region. Licensing requirements vary by state, with some states

requiring that candidates take multiple modules (for example, both chest and extremities), and other states allowing candidates to take only one of the modules (for example, only chest). Each state's requirements determine which modules candidates are scheduled to take. Direct questions regarding an individual state's requirements to the state licensing agency (see Appendix F).

The computer will present only those modules that were assigned to you by your state licensing agency. Those same modules are highlighted in gray on your Candidate Status Report. If you feel you have not been assigned the correct modules, contact your state licensing agency — not ARRT — immediately, and before scheduling your appointment.

NOTE: Breaks are not scheduled between modules. That is, the clock will continue ticking after completing one module and moving to the next module.

ARRT owns the copyright for the examinations. Law prohibits any attempt to reproduce all or part of the examinations. Anyone caught removing exam materials from the test center, whether by physical removal or by reproducing materials from memory, will be prosecuted to the full extent of the law and will be permanently barred from future examinations.

Exam Timing and Review

Time allowed for completing an examination is based on the number of questions (see below). Candidates must also click "A" for the non-disclosure agreement (see box on page 14) before starting the exam.

Candidates are also allowed 20 minutes for the tutorial before the exam and 10 minutes for completing the survey at the end. Candidates may not use the extra half-hour to answer examination questions. Voluntary breaks are subtracted from allowed testing time; that is, the clock is not stopped during voluntary breaks.

ARRT recommends that you complete the tutorial to familiarize yourself with the testing program and the online calculators.

Time Allowed

Each module is separately timed. The amount of time is determined by the number of questions in a module, at a rate of one minute per question. For example, the Core module has 100 questions, so you have up to 100 minutes to complete the Core module. The Chest module has 20 questions, and 20 minutes are allowed to complete that module. It is important to pace yourself so that you complete each module within the allotted time.

Review Session

The computer requires that you answer every question. If you are unsure of an answer to a question, you can "flag" the question and come back to it later. After you have answered all questions in a module, a review screen allows you to go back to any questions you flagged. You can change answers during the review. When done reviewing questions, you can end the module. Extra time is not given for the review session; it must be completed during the time allowed for the specific module. A sample review screen is presented in Appendix C.

End Module / End Exam

Once you end the review session, the module ends. At this point, one of two things happens: (1) if you have additional modules to complete, the next module will appear; (2) if you do not have additional modules to complete, the exam ends. You will not be able to go back and review questions in a previous module.

(continued on next page)

TIP

Pace Yourself...

It's important to use your time economically. Time remaining is displayed in the upper right corner of the computer screen. If a question is difficult, guess at the answer, flag the question for review and go on to the next question. When you have finished the examination and there is still time left, go back to the questions that you flagged and review them. (See Appendix C for more information.)

Breaks

Exam timing is based on the number of questions in the exam. If you take a break, the exam clock is not stopped — which means you will have less time to spend on your exam.

Non-Disclosure Agreement

After the tutorial, a non-disclosure agreement will appear on the computer screen. Candidates must accept the terms of the agreement in order to proceed with the exam. By accepting these terms, candidates agree to not disclose exam questions in any form or remove them from the test center. You have two minutes to indicate your acceptance of the agreement.

The agreement states: "This exam is confidential and is protected by trade secret law. It is made available to you, the examinee, solely for the purpose of assessing qualifications in the discipline referenced in the title of this exam. 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, without the prior express written permission of ARRT."

The screen will instruct candidates to click the "A" (for Accept) button to symbolize their signature and to accept the terms. You must click "A" to continue with the exam. If you do not accept these terms, click the "N" (for Not Accept) button to end the exam and let test center staff know that you are through. If you click on "N" but later decide to examine at a future date, you will need to submit a re-application form and fee.

NOTE: You are allowed two minutes to complete this section. If you do not respond within two minutes, the exam will end and you will have to submit a re-application form and fee to be considered eligible for a new window.

Taking the Exam

Order of Questions

ARRT-administered examinations present questions in random order, which is consistent with the purposes of education and evaluation. When a student learns an important concept, the intent is that he or she will take that knowledge beyond a specific context or environment and generalize that knowledge to the practice setting.

Selecting Answers

Each question is followed by a list of possible answers. Select only one answer for each question. An answer must be recorded for a question before the computer allows display of the next question. You may flag questions for later review if you are unsure of the answer. For further information regarding the computer administration of the examination, refer to Appendix C.

Pacing

It's important to use your time economically. Time remaining is displayed in the upper right corner of the computer screen. If a question is difficult, guess at the answer, flag the question for review, and go on to the next question. When you have finished the examination and there is still time left, go back to the questions that you flagged and review them.

Guessing

Exam scores are based upon the total number of correct answers. Therefore, it is to the candidate's advantage to answer every question, even if that means selecting an answer of which he or she is not sure. Candidates must indicate some response to each question before the computer will proceed to the next question.

Candidate Comments

You may comment on a specific question at the time you answer the question by clicking on the "Comment" button at the top of that page. No additional testing time is allowed during the exam for making comments on questions. You may comment on the test center in the evaluation survey at the end of the test.

Leaving the Test Center

When you are finished with the examination and evaluation survey, raise your hand and test center staff will collect the erasable note board before dismissing you. Do not leave your seat until you have been dismissed. Candidates may not remove note boards from the testing room. Your palm will be scanned again before leaving the test center.

Non-Attendance

If a candidate fails to appear for examination as assigned, the candidate's file is closed and they will be required to contact their state licensing agency for new exam eligibility.

Appeals of Test Administration Procedures

ARRT makes every effort to assure that examinations are fairly administered in a comfortable and safe environment. Candidates who believe that an examination was administered in a manner that substantially deviated from normal testing procedures may request a review of procedures.

If you experience a problem, verify with the test center administrator that they will file a report regarding your issue.

Candidates who wish to request a review must submit the *Test Administration Appeal Form* available at www.arrt.org/handbooklinks, explaining in detail the specific nature of the alleged deviation from normal testing procedures. Letters to ARRT should indicate the examination discipline, administration date, and test center location. The letter must be faxed to (651) 681-3155 within two days of the date of test administration.

Candidates must notify ARRT in writing of any negative situations before scores are processed and released to the state. ARRT will not investigate complaints after the candidate's exam scores have been processed.

If ARRT finds that any such deviation unfairly interfered with a candidate's ability to complete the exam to the best of his or her ability in the allotted time, the original score will be canceled and the candidate will be allowed to retake the examination at no cost.

Under no circumstances will a candidate's score be adjusted based upon the findings of the review.

After the Examination

After the examination, all exam data is returned to ARRT, where scoring and analysis is completed. ARRT follows strict procedures to ensure accuracy of scoring.



How/When Will I Get Exam Results?

Examination results are sent to your state for final pass/fail determination. Please allow up to four weeks for processing, then contact your state — not ARRT — for information on your exam results.

Cancellation of Scores

ARRT may withhold or cancel scores if there is evidence that the security of the examination has been compromised. Such action may be necessary even in the absence of evidence indicating that a candidate was knowingly involved in the compromising activities. ARRT expects candidates to cooperate in any investigation.

Some scores may be rendered invalid because of circumstances beyond a candidate's control, such as technical difficulties. ARRT investigates each of these situations. When this results in a cancellation of scores, ARRT arranges for a makeup administration of the exam at no additional cost.

Score Reporting

ARRT does not release scores to state candidates. Candidate score information is forwarded to each state licensing agency, which determines the pass/fail status and sends a score notification letter to each candidate. Contact your state licensing agency — *not* ARRT — if you have not received your scores within four weeks.

Appeals of Exam Scoring

The ARRT employs several quality control procedures to ensure that all examinations are scored with complete accuracy. However, candidates may request a review of the accuracy of the scoring process if they feel an error has occurred.

Candidates who wish a review of scoring must send a letter of request to the ARRT within 30 days of their exam date — detailing the specific reason a scoring error is suspected. Requests must be accompanied by a \$25 fee, payable to ARRT. The ARRT will review the candidate's responses to each question, compare those responses to the answer key, and recalculate raw scores.

ARRT will report its findings to the candidate within 30 days of receiving the written request. If ARRT finds evidence of any scoring error, it will cancel the original score and notify the state of the corrected score. Final passing scores are determined by the state.

Re-examination

Candidates who fail the examination should contact their state licensing agency for information on re-examination.

Appendices

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CONTENT SPECIFICATIONS FOR THE THE EXAMINATION FOR THE LIMITED SCOPE OF PRACTICE IN RADIOGRAPHY



Publication Date: August 2008

Implementation Date: January 2009

The purpose of the American Registry of Radiologic Technologists examination for the Limited Scope of Practice in Radiography is to assess the knowledge and cognitive skills required to radiograph selected anatomic regions (chest, extremities, etc.). These content specifications represent a subset of the content specifications that were developed for general radiography through the ARRT Practice Analysis Project. The ARRT administers the examination at a state's request under contractual arrangement and provides the results directly to the state. This examination is not associated with any type of certification by the ARRT.

It is the philosophy of the ARRT that an individual licensed in limited scope radiography possess the same knowledge and cognitive skill, *in his or her specific area of radiography*, as general radiographers. For example, if an individual is licensed to take radiographs only of the spine, then that individual should be as knowledgeable about the spine as the general radiographer. However, that individual is not expected to demonstrate knowledge of radiographic procedures related to other anatomic regions (e.g., skull, chest). All individuals licensed in limited scope radiography are required to demonstrate fundamental knowledge and cognitive skill in the basic areas of radiation protection, equipment operation, image production and evaluation, and patient care.

The modules covered by the examination are outlined below. Subsequent pages describe in detail the topics covered within each module. All candidates take the CORE module of the examination and one or more RADIOGRAPHIC PROCEDURE modules, depending on the type of license for which they have applied.

Core Module	Number of Questions	Testing Time
A. Radiation Protection	35	
B. Equipment Operation and Quality Control	12	
C. Image Production and Evaluation	38	
D. Patient Care and Education	15	
Total for Core Module	100	1 hr, 40 min
Radiographic Procedure Modules		
E.1 Chest	20	20 min
E.2 Extremities	25	25 min
E.3 Skull/Sinuses	20	20 min
E.4 Spine	25	25 min
E.5 Podiatric Radiography	20 *	25 min

*The podiatry section may include 1 or 2 additional unscored (pilot) questions.

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(continued on next page)

A. RADIATION PROTECTION (35)

I. Biological Aspects of Radiation (7)

- A. Radiosensitivity
 - 1. dose-response relationships
 - 2. relative tissue radio sensitivities (e.g., LET, RBE)
 - 3. cell survival and recovery (LD_{50})
- B. Somatic Effects
 - 1. short-term versus long-term effects
 - 2. acute versus chronic effects
 - 3. carcinogenesis
 - 4. eye/thyroid
 - 5. reproductive (sterility)
- C. Systemic Responses
 - 1. CNS
 - 2. hemopoietic
 - 3. skin
 - 4. GI
- D. Embryonic and Fetal Risks
- E. Genetic Impact
 - 1. genetic significant dose
 - 2. goals of gonadal shielding

II. Minimizing Patient Exposure (12)

- A. Exposure Factors
 - 1. kVp
 - 2. mAs
- B. Shielding
 - 1. rationale for use
 - 2. types
 - 3. placement
- C. Beam Restriction
 - 1. purpose of primary beam restriction
 - 2. types (e.g. collimators)
- D. Filtration
 - 1. effect on skin and organ exposure
 - 2. effect on average beam energy
 - 3. NCRP recommendations (NCRP #102, minimum filtration in useful beam)
- E. Exposure Reduction
 - 1. patient positioning
 - 2. patient communication
- F. Image Receptors (e.g., types, relative speed, digital vs. film)

(Section A continues on the following page)

A. RADIATION PROTECTION (cont.)

III. Personnel Protection (8)

- A. Sources of Radiation Exposure
 - 1. primary x-ray beam
 - 2. secondary radiation
 - a. scatter
 - b. leakage
 - 3. patient as source
- B. Basic Methods of Protection
 - 1. time
 - 2. distance
 - 3. shielding
- C. Protective Devices
 - 1. types
 - 2. attenuation properties
 - 3. minimum lead equivalent (NCRP #102)

IV. Radiation Exposure and Monitoring (8)

- A. Units of Measurement*
 - 1. absorbed dose (rad)
 - 2. dose equivalent (rem)
 - 3. exposure (Roentgen)
- B. Dosimeters
 - 1. types
 - 2. proper use
- C. NCRP Recommendations for Personnel Monitoring (NCRP #116)
 - 1. occupational exposure
 - 2. public exposure
 - 3. embryo/fetus exposure
 - 4. ALARA and dose equivalent limits
 - 5. evaluation and maintenance of personnel dosimetry records

* Conventional units are generally used. However, questions referenced to specific reports (e.g., NCRP) will use SI units to be consistent with such reports.

B. EQUIPMENT OPERATION AND QUALITY CONTROL (12)

I. Principles of Radiation Physics (4)

- A. X-Ray Production
 - 1. source of free electrons (e.g., thermionic emission)
 - 2. acceleration of electrons
 - 3. focusing of electrons
 - 4. deceleration of electrons
- B. Target Interactions
 - 1. bremsstrahlung
 - 2. characteristic
- C. X-Ray Beam
 - 1. frequency and wavelength
 - 2. beam characteristics
 - a. quality
 - b. quantity
 - c. primary vs. remnant (exit)
 - 3. inverse square law
 - 4. fundamental properties (e.g., travel in straight lines, ionize matter)
- D. Photon Interactions with Matter
 - 1. Compton effect
 - 2. photoelectric absorption
 - 3. coherent (classical) scatter
 - 4. attenuation by various tissues
 - a. thickness of body part (density)
 - b. type of tissue (atomic number)

II. Radiographic Equipment (4)

- A. Components of Basic Radiographic Unit
 - 1. operating console
 - 2. x-ray tube construction
 - a. electron sources
 - b. target materials
 - c. induction motor
 - 3. manual exposure controls
 - 4. beam restriction devices
- B. X-Ray Generator, Transformers, and Rectification System
 - 1. basic principles
 - 2. phase, pulse, and frequency

C. Image Display

- 1. viewing conditions (i.e., luminance, ambient lighting)
- 2. spatial resolution
- 3. contrast resolution or dynamic range
- 4. DICOM gray scale function
- 5. window level and window width

D. Image Acquisition and Readout (e.g., PSP photo-stimulable phosphor)

III. Quality Control of Radiographic Equipment and Accessories (4)

- A. Beam Restriction
 - 1. light field to radiation field alignment
 - 2. central ray alignment
- B. Recognition of Malfunctions
- C. Digital and Film-screen Image Receptor Systems
 - 1. artifacts (e.g., non-uniformity, erasure)
 - 2. maintenance (e.g., detector fog)
- D. Shielding Accessories (e.g., lead apron testing)

C. IMAGE PRODUCTION AND EVALUATION (38)

I. Selection of Technical Factors (24)

- A. Factors Affecting Radiographic Quality. Refer to Attachment D to clarify terms that may occur on the exam. (X indicates topics covered on the examination)

	1. Density*	2. Contrast	3. Recorded Detail	4. Distortion
a. mAs	X			
b. kVp	X	X		
c. OID		X (air gap)	X	X
d. SID	X		X	X
e. focal spot size			X	
f. filtration	X	X		
g. film-screen combinations	X		X	
h. beam restriction	X	X		
i. motion			X	
j. anode heel effect	X			
k. patient factors (e.g., size, pathology)	X	X	X	X
l. angle (tube, part or receptor)			X	X

* 'Brightness' when referring to digital images

B. Technique Charts

1. caliper measurement
2. fixed versus variable kVp
3. special considerations
 - a. anatomic and pathologic factors
 - b. pediatrics

C. Image Receptors

1. system speed
 - a. film characteristics
 1. film contrast
 2. film latitude
 3. exposure latitude

- b. screen characteristics
 1. phosphor type
 2. single versus double film/screen system
2. digital image characteristics
 - a. spatial resolution
 1. sampling frequency
 2. pixel size (e.g., detector element size)
 3. receptor size and matrix size
 - b. image signal (exposure related)
 1. quantum mottle
 2. SNR (signal to noise ratio)
 3. CNR (contrast to noise ratio)

Section C continues on the following page.

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C. IMAGE PRODUCTION AND EVALUATION (cont.)

II. Image Processing and Quality Assurance (6)

- A. Film Storage
- B. Cassette Loading
- C. Image Identification
 - 1. methods (e.g., photographic, radiographic, electronic)
 - 2. legal considerations (e.g., patient data, examination data)
- D. Automatic Film Processor
 - 1. components*
 - a. developer
 - b. fixer
 - c. wash
 - d. dry
 - 2. systems
 - a. transport
 - b. replenishment
 - c. temperature regulation
 - d. recirculation
 - e. dryer
 - 3. maintenance
 - a. start up and shut down procedure
 - b. removal and cleaning of crossover assembly
 - c. sensitometric monitoring
 - 4. system malfunction
 - a. observable effects (e.g., artifacts, fluctuations in density, contrast)
 - b. possible causes (e.g., improper temperature, contamination, roller alignment, replenishment, water flow)
- E. Digital Systems
 - 1. grayscale rendition or look-up table (LUT)
 - 2. edge enhancement
 - 3. noise suppression
 - 4. contrast enhancement
 - 5. system malfunctions (e.g., ghost image, banding, erasure, dead pixels, readout problems, printer distortion)

F. PACS

- 1. DICOM
- 2. malfunction (e.g., inappropriate documentation, lost images, mismatched images, corrupt data)
- 3. window level and window width

III. Criteria for Image Evaluation (8)

- A. Density (mAs, distance, film-screen combination)
- B. Contrast (kVp, filtration, grids)
- C. Recorded Detail (motion, poor film-screen contact)
- D. Distortion (magnification, OID, SID)
- E. Demonstration of Anatomical Structures (positioning, tube-part-image receptor alignment)
- F. Identification Markers (anatomical, patient, date)
- G. Patient Considerations (pathologic conditions, motion)
- H. Digital and film artifacts (film handling artifacts, static, pressure artifacts, grid lines, Moiré effect or aliasing)
- I. Fog (age, chemical, radiation, temperature, safelight)
- J. Noise
- K. Acceptable Range of Exposure
- L. Exposure Indicator Determination
- M. Gross Exposure Error
- N. Image Degradation (mottle, light or dark, low contrast)

*Specific chemicals in the processing solutions will not be covered (e.g., glutaraldehyde).

D. PATIENT CARE AND EDUCATION (15)

I. Ethical and Legal Aspects (3)

A. Patient's Rights

1. informed consent (e.g., written, oral, implied)
2. confidentiality (HIPAA)
3. additional rights (e.g., Patient's Bill of Rights)
 - a. privacy
 - b. extent of care (e.g., DNR)
 - c. access to information
 - d. living will; health care proxy
 - e. research participation

B. Legal Issues

1. examination requisition
2. common terminology (e.g., battery, negligence, malpractice)
3. legal doctrines (e.g., *respondeat superior*, *res ipsa loquitur*)

C. Professional Ethics

II. Interpersonal Communication (2)

A. Modes of Communication

1. verbal/written
2. nonverbal (e.g., eye contact, touching)

B. Challenges in Communication

1. patient characteristics
2. explanation of medical terms
3. strategies to improve understanding

C. Patient Education (e.g., explanation of current procedure)

III. Infection Control (6)

A. Terminology and Basic Concepts

1. asepsis
 - a. medical
 - b. surgical
 - c. sterile technique
2. pathogens
 - a. fomites, vehicles, vectors
 - b. nosocomial infections

B. Cycle of Infection

1. pathogen
2. source or reservoir of infection
3. susceptible host
4. method of transmission
 - a. contact (direct, indirect)
 - b. droplet

- c. airborne/suspended
- d. common vehicle
- e. vector borne

C. Standard Precautions

1. handwashing
2. gloves, gowns
3. masks
4. medical asepsis (e.g., equipment disinfection)

D. Additional or Transmission-Based Precautions (e.g., hepatitis B, HIV, rubella, tuberculosis)

1. airborne (e.g., respiratory protection, negative ventilation)
2. droplet (e.g., particulate mask, restricted patient placement)
3. contact (e.g., gloves, gown, restricted patient placement)

E. Disposal of Contaminated Materials

1. linens
2. needles
3. patient supplies (e.g., tubes, emesis basin)

IV. Physical Assistance and Transfer (2)

A. Patient Transfer and Movement

1. body mechanics (balance, alignment, movement)
2. patient transfer

B. Assisting Patients with Medical Equipment (e.g., oxygen delivery systems)

C. Routine Monitoring

1. equipment (e.g., stethoscope, sphygmomanometer)
2. vital signs (e.g., blood pressure, pulse, respiration, temperature)
3. physical signs and symptoms (e.g., motor control, severity of injury)
4. documentation

V. Medical Emergencies (2)

A. Allergic Reactions (e.g., latex)

B. Cardiac or Respiratory Arrest (e.g., CPR)

C. Physical Injury or Trauma

D. Other Medical Disorders (e.g., seizures, diabetic reactions)

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E. SPECIFIC RADIOGRAPHIC PROCEDURES

The specific positions and projections within each anatomic region that may be covered on the examination are listed in Attachment A. A guide to positioning terminology appears in Attachment B and C.

<u>ANATOMIC MODULE</u> ¹	<u># QUESTIONS PER MODULE</u>	<u>FOCUS OF QUESTIONS</u> ²
I. Chest		
A. Routine	16	1. Positioning (topographic landmarks, body positions, path of central ray, etc.)
B. Other	<u>4</u>	
TOTAL	20	emphasis: high
II. Extremities		
A. Lower (toes, foot, calcaneus, ankle, tibia, fibula, knee, patella, and distal femur)	11	2. Anatomy (including physiology, basic pathology, and related medical terminology)
B. Upper (fingers, hand, wrist, forearm, elbow, and humerus)	11	
C. Pectoral Girdle (shoulder, scapula, clavicle, and acromioclavicular joints)	<u>3</u>	emphasis: medium
TOTAL	25	
III. Skull/Sinuses		
A. Skull	8	3. Technical Factors ² (including adjustments for circumstances such as body habitus, trauma, pathology, breathing techniques, casts, splints, etc.)
B. Paranasal Sinuses	8	
C. Facial Bones (nasal bones, orbits)	<u>4</u>	
TOTAL	20	emphasis: low
IV. Spine		
A. Cervical Spine	8	4. Equipment and Accessories (grids or Bucky, compensating filter, automatic exposure control (AEC))
B. Thoracic Spine	6	
C. Lumbosacral Spine	8	
D. Sacrum, Coccyx, and Sacroiliac Joints	2	
E. Scoliosis Series	<u>1</u>	
TOTAL	25	emphasis: low
V. Podiatric		
A. Foot	14	
B. Ankle	5	
C. Calcaneus (Os Calcis)	<u>1</u>	
TOTAL	20	

Notes:

- Examinees take one or more anatomic modules, depending on the type of license they have applied for. Each anatomic module has 20 or 25 scored test questions, depending on the module (see chart above). The number of questions within a module should be regarded as approximate values.
- The anatomic modules may include questions about the four areas listed under *FOCUS OF QUESTIONS* on the right side of the chart. The *PODIATRIC* module does not include questions on any of the *technical factors* or specialized equipment/accessories section.
- The *PODIATRIC* module section may include 1 or 2 additional unscored (pilot) questions.

Attachment A

Radiographic Positions and Projections

I. Chest

- A. Chest
 1. PA upright
 2. lateral upright
 3. AP Lordotic
 4. AP supine
 5. lateral decubitus
 6. posterior oblique
 7. anterior oblique

II. Extremities

- A. Toes
 1. AP
 2. oblique
 3. lateral
- B. Foot
 1. AP angle toward heel
 2. medial oblique
 3. lateral oblique
 4. mediolateral
 5. lateromedial
 6. sesamoids, tangential
 7. AP weight bearing
 8. lateral weight bearing
- C. Calcaneus (Os Calcis)
 1. lateral
 2. plantodorsal, axial
 3. dorsoplantar, axial
- D. Ankle
 1. AP
 2. AP mortise
 3. mediolateral
 4. oblique, 45° internal
 5. lateromedial
 6. AP stress views
- E. Tibia, Fibula
 1. AP
 2. lateral
 3. oblique
- F. Knee
 1. AP
 2. lateral
 3. AP weight bearing
 4. lateral oblique 45°
 5. medial oblique 45°
 6. PA
 7. PA axial – intercondylar fossa (tunnel)
- G. Patella
 1. lateral
 2. supine flexion 45° (Merchant)
 3. PA
 4. prone flexion 90° (Settegast)
 5. prone flexion 55° (Hughston)
- H. Femur (Distal)
 1. AP
 2. mediolateral
- I. Fingers
 1. PA finger
 2. lateral
 3. oblique
 4. AP thumb
 5. oblique thumb
 6. lateral thumb

J. Hand

- 1. PA
- 2. lateral
- 3. oblique

K. Wrist

- 1. PA
- 2. oblique 45°
- 3. lateral
- 4. PA for scaphoid
- 5. scaphoid (Stecher)
- 6. carpal canal

L. Forearm

- 1. AP
- 2. lateral

M. Elbow

- 1. AP
- 2. lateral
- 3. external oblique
- 4. internal oblique
- 5. AP partial flexion
- 6. axial trauma (Coyle)

N. Humerus

- 1. AP
- 2. lateral
- 3. AP neutral
- 4. scapular Y
- 5. transthoracic lateral

O. Shoulder

- 1. AP internal and external rotation
- 2. inferosuperior axial
- 3. posterior oblique (Grashey)
- 4. tangential
- 5. AP neutral
- 6. transthoracic lateral
- 7. scapular Y

P. Scapula

- 1. AP
- 2. lateral, anterior oblique
- 3. lateral, posterior oblique

Q. Clavicle

- 1. AP
- 2. AP angle 15-30° cephalad
- 3. PA angle 15-30° caudad

R. Acromioclavicular joints

- 1. AP bilateral with and without weights

III. Skull/Sinuses

A. Skull

- 1. AP axial (Towne)
- 2. lateral
- 3. PA (Caldwell)
- 4. PA
- 5. submentovertical (full basal)

B. Facial Bones

- 1. lateral
- 2. parietoacanthial (Waters)
- 3. PA (Caldwell)
- 4. PA (modified Waters)

C. Nasal Bones

- 1. parietoacanthial (Waters)
- 2. lateral
- 3. PA (Caldwell)

D. Orbits

- 1. parietoacanthial (Waters)
- 2. lateral
- 3. PA (Caldwell)

E. Paranasal Sinuses

- 1. lateral
- 2. PA (Caldwell)
- 3. parietoacanthial (Waters)
- 4. submentovertical (full basal)
- 5. open mouth parietoacanthial (Waters)

IV. Spine

A. Cervical spine

- 1. AP angle cephalad
- 2. AP open mouth
- 3. lateral
- 4. anterior oblique
- 5. posterior oblique
- 6. lateral swimmers
- 7. lateral flexion and extension

B. Thoracic Spine

- 1. AP
- 2. lateral, breathing
- 3. lateral, expiration

C. Lumbar Spine

- 1. AP
- 2. PA
- 3. lateral
- 4. L5-S1 lateral spot
- 5. posterior oblique 45°
- 6. anterior oblique 45°
- 7. AP L5-S1, 30-35° cephalad
- 8. AP right and left bending
- 9. lateral flexion and extension

C. Sacrum and Coccyx

- 1. AP sacrum, 15-25° cephalad
- 2. AP coccyx, 10-20° caudad
- 3. lateral sacrum and coccyx, combined
- 4. lateral sacrum or coccyx, separate

D. Sacroiliac Joints

- 1. AP
- 2. posterior oblique
- 3. anterior oblique

E. Scoliosis Series

- 1. AP/PA scoliosis series (Ferguson)

V. Podiatric

A. Foot

- 1. dorsal plantar (DP)
- 2. medial oblique
- 3. lateral oblique
- 4. lateral
- 5. sesamoidal axial

B. Ankle

- 1. AP
- 2. AP mortise
- 3. AP medial oblique
- 4. AP lateral oblique
- 5. lateral

C. Calcaneus (Os Calcis)

- 1. axial calcaneal
- 2. Harris and Beath (ski-jump)

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(continued on next page)

Attachment B
Standard Terminology
for Positioning and Projection

Radiographic View: Describes the body part as seen by the x-ray film or other recording medium, such as a fluoroscopic screen. Restricted to the discussion of a radiograph or image.

Radiographic Position: Refers to a specific body position, such as supine, prone, recumbent, erect, or Trendelenburg. Restricted to the discussion of the patient's physical position.

Radiographic Projection: Restricted to the discussion of the path of the central ray.

POSITIONING TERMINOLOGY

A. Lying Down

1. *supine* – lying on the back
2. *prone* – lying face downward
3. *decubitus* – lying down with a horizontal x-ray beam.
4. *recumbent* – lying down in any position

B. Erect or Upright

1. *anterior position* – facing the film
2. *posterior position* – facing the radiographic tube
3. *oblique position* – (erect or lying down)

a. anterior (facing the film)

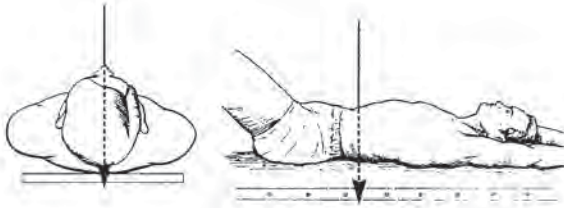
- i. *left anterior oblique* body rotated with the left anterior portion closest to the film.
- ii. *right anterior oblique* body rotated with the right anterior portion closest to the film

b. posterior (facing the radiographic tube)

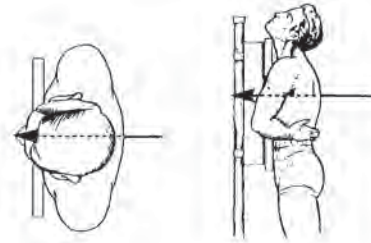
- i. *left posterior oblique* body rotated with the left posterior portion closest to the film.
- ii. *right posterior oblique* body rotated with the right posterior portion closest to the film

Attachment C

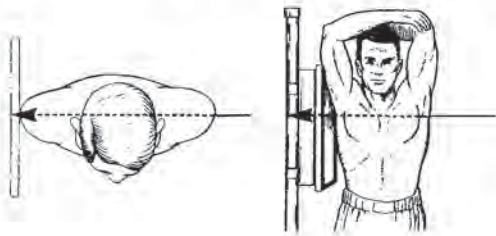
Anteroposterior Projection



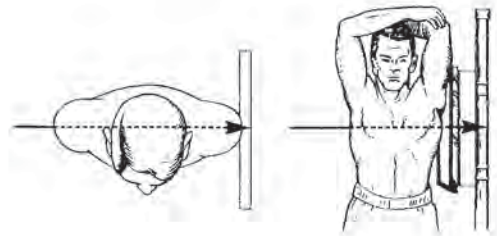
Posteroanterior Projection



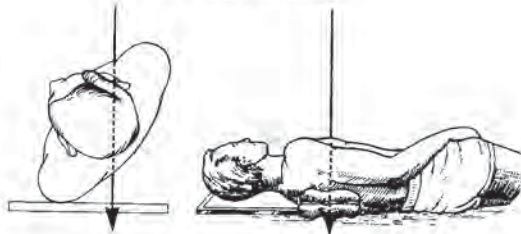
Right Lateral Position



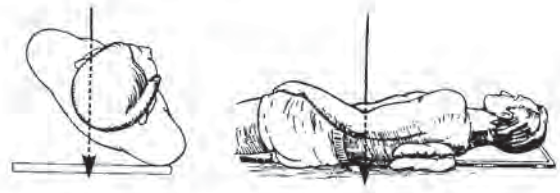
Left Lateral Position



Left Posterior Oblique Position



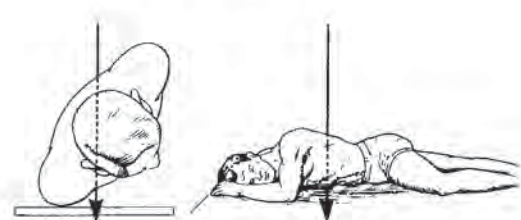
Right Posterior Oblique Position



Left Anterior Oblique Position



Right Anterior Oblique Position



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(continued on next page)

Attachment D
ARRT Standard Definitions

Term	Film-Screen Radiography	Term	Digital Radiography
Recorded Detail	The sharpness of the structural lines as recorded in the radiographic image.	Recorded Detail	The sharpness of the structural edges recorded in the image.
Density	Radiographic density is the degree of blackening or opacity of an area in a radiograph due to the accumulation of black metallic silver following exposure and processing of a film. Density = $\text{Log} \frac{\text{incident light intensity}}{\text{transmitted light intensity}}$	Brightness	Brightness is the measurement of the luminance of a monitor calibrated in units of candela (cd) per square meter on a monitor or soft copy. Density on a hard copy is the same as film.
Contrast	Radiographic contrast is defined as the visible differences between any two selected areas of density levels within the radiographic image. <u>Scale of Contrast</u> refers to the number of densities visible (or the number of shades of gray). <u>Long Scale</u> is the term used when slight differences between densities are present (low contrast) but the total number of densities is increased. <u>Short Scale</u> is the term used when considerable or major differences between densities are present (high contrast) but the total number of densities is reduced.	Contrast	Image contrast of display contrast is determined primarily by the processing algorithm (mathematical codes used by the software to provide the desired image appearance). The default algorithm determines the initial processing codes applied to the image data. <u>Scale of Contrast</u> is synonymous to "gray scale" and is linked to the bit depth of the system. "Gray scale" is used instead of 'scale of contrast' when referring to digital images.
Film Latitude	The inherent ability of the film to record a long range of density levels on the radiograph. Film latitude and film contrast depend upon the sensitometric properties of the film and the processing conditions, and are determined directly from the characteristic H and D curve.	Dynamic Range	The range of exposures that may be captured by a detector. The dynamic range for digital imaging is much larger than film.
Film Contrast	The inherent ability of the film emulsion to react to radiation and record a range of densities.	Receptor Contrast	The fixed characteristic of the receptor. Most digital receptors have an essentially linear response to exposure. This is impacted by contrast resolution (the smallest exposure change or signal difference that can be detected). Ultimately, contrast resolution is limited by the dynamic range and the quantization (number of bits per pixel) of the detector.
Exposure Latitude	The range of exposure factors which will produce a diagnostic radiograph.	Exposure Latitude	The range of exposures which produces quality images at appropriate patient dose.
Subject Contrast	The difference in the quantity of radiation transmitted by a particular part as a result of the different absorption characteristics of the tissues and structures making up that part.	Subject Contrast	The magnitude of the signal difference in the remnant beam.

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Sample Questions for the Examination for the Limited Scope of Practice in Radiography

The following questions are similar in format to those in the examinations, but they do not necessarily represent the full range of content or levels of difficulty. An answer key is provided at the bottom of the page.

DIRECTIONS: Each of the questions or incomplete statements below is followed by four suggested answers or completions. Select the one which is best in each case.

001. Infection control guidelines require:

- a. hand washing after contact with each patient
- b. destroying all contaminated linen
- c. sterilizing cassettes prior to use
- d. wearing gloves for all patient contact

002. Which of the following sets of technical factors will produce the radiograph with the greatest density?

	mA	msec	SID	kVp
a.	100	500	48"	80
b.	200	250	36"	76
c.	400	125	40"	76
d.	500	100	40"	76

003. Grid cut-off on a radiograph may be caused by all of the following EXCEPT:

- a. a tube that is off-center
- b. a tube that is angled perpendicular to the lead strips
- c. grid motion being started before the exposure is made
- d. improper distance being used with a focused grid

004. The purpose of the x-ray tube housing is to:

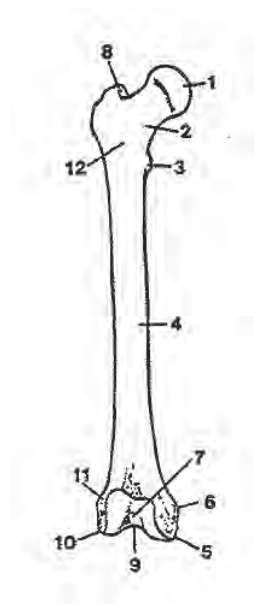
- 1. provide adequate filtration
- 2. provide electrical shielding
- 3. control leakage radiation

- a. 1 & 2 only
- b. 1 & 3 only
- c. 2 & 3 only
- d. 1, 2 & 3

Item 005 refers to the anatomical sketch on the right.

005. The medial condyle is the structure numbered:

- a. 1
- b. 3
- c. 5
- d. 8



KEY:	1. A	2. B	3. C	4. C	5. C
------	------	------	------	------	------



Computer-Based Testing Overview

After you have completed check-in procedures, test-center staff will show you to a work station and will make sure the computer is ready to deliver your exam. The testing session consists of four segments:

1. **Introduction, Nondisclosure Agreement, and Tutorial:** During this segment, the computer will verify your name and allow you to complete a tutorial if you choose. We strongly urge examinees to spend the few minutes to take the tutorial. You will also be asked to read and approve a nondisclosure clause – it requires that all candidates agree to *not* copy any test questions or otherwise disclose the content of the exam. You must agree to the terms of the nondisclosure statement; if you do not respond within 2 minutes your exam session will end. The entire introductory segment will take anywhere from a few minutes up to 20 minutes, depending on how much time you spend reviewing the tutorial.
2. **Examination Session:** You will be given the exam during this period. In addition to answering questions, you can mark questions for later review or even comment on questions. The clock will be running, so pace yourself. Most questions are in the standard multiple-choice format and require you to select one best answer. In addition, a small portion of the exam may consist of the question formats noted below:

- a. *Select Multiple:* This format consists of a question or statement followed by a list of 4 to 8 response options. You are required to select all options that are correct.
- b. *Sorted List:* This format presents a list of 4 to 8 options and requires you to place them in correct sequence. You accomplish this by using the mouse to “drag-and-drop” the options into a table so that they end up in proper order.
- c. *Exhibits with Hot Spots or Videos:* This format consists of a question accompanied by a medical image, drawing, graphic, or video.

For “hot spot” items, the question will ask you to identify a spot or region on the exhibit (e.g., identify the iliac crest). You do this by moving your mouse/cursor to the correct location on the image and then “left-clicking” the mouse. A red “X” will mark the location you choose; you will be able to move the “X” until you are satisfied with its location.

For video items, you will need to read the question, open the exhibit, press the play arrow on the video, watch the video in its entirety, and then answer the question. You will not be able to move forward on the exam until you have opened and watched the entire video. The video controls are shown and described below.



Sample questions illustrating these formats can be obtained from the ARRT website (Examinations>Exam Format and Length), or by contacting the ARRT. In addition, the tutorial at the test center presents an example of each format.

3. **Item Review and End Review:** After responding to all questions, you will have the opportunity to go back and review questions in the time remaining. You can change answers during the review. Once you select the “End Review” button you will no longer be able to go back to the exam. A sample review screen appears later in this Appendix.
4. **Survey:** After the exam a short survey consisting of 13 questions will appear. Most people complete it in just a few minutes. The survey is important because it gives you the opportunity to let ARRT know about the quality of your testing experience. If something went wrong – or exceptionally right – this is the place to tell us.

The following pages illustrate the approximate appearance of a few of the more important computer screens. Taking a few minutes now to review these pages will help prepare you for exam day.

(continued on next page)

Appearance of Test Questions

When the examination starts, the clock will be reset to the time allowed for the exam you are taking (see Exam Timing under the Exam Administration Day Section to find the time allotted for your exam). Test questions are presented in random order. The exam consists of a set number of scored questions plus several unscored pilot questions. The content specifications provide additional information about the number of questions and topics covered.

This button allows you to mark questions for later review. If uncertain of the best answer, then choose your best guess and flag the question for later review by clicking on the box.

The clock indicates the time left to complete the exam.

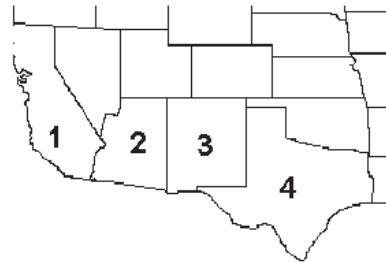
You can comment on specific test questions by clicking on the "Comment" button. The "Calculator" button gives access to an on-screen calculator (see next page).

The counter indicates which question you are on and the total number of questions on the exam.

Comment Calculator Time Remaining 03:29:20 3 of 180 Flag for Review

The Alamo is located in the state labeled as number.

- A 1
- B 2
- C 3
- D 4



← Previous Next →

Here is the test question. Choose one best answer by clicking the appropriate oval or letter (A, B, C, D). If the question requires a graphic, it will also appear on the screen.

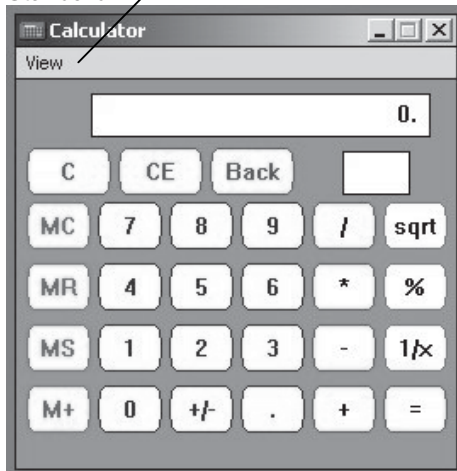
Click on these buttons to go back to the previous question or ahead to the next one.

Online Calculator

The computer based testing software includes calculators very similar to those installed on most Windows® operating systems. To use the calculator, click on the "Calculator" button. You can operate the calculator by using the mouse to click on numbers or arithmetic operations. Alternatively, the keyboard can be used.

The "View" button on the calculator allows you to toggle between the Standard and Scientific calculators. Note that most calculations on the exam can be done with the Standard calculator. However, some candidates may wish to use the Scientific calculator for certain calculations. Most keys are obvious, except for the e (exponent) function, as noted below.

Standard

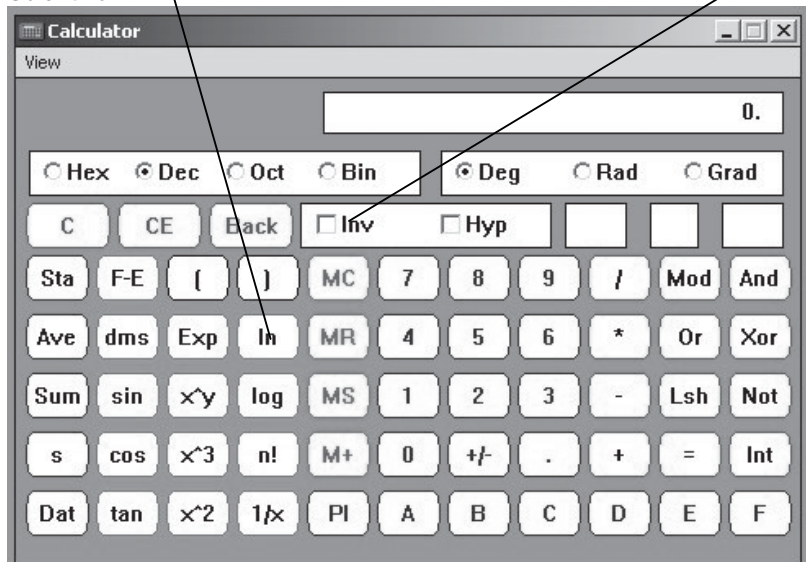


The e button is not immediately seen on the Scientific calculator. To raise e to some power use the inverse function in conjunction with the key for the natural logarithm:

1. Enter the value of the exponent of e .
2. Check the "Inv" box.
3. Press the "ln" button.

Example: To find e raised to the first power, first enter the value 1 by clicking on the "1" button or by typing 1 on the keyboard. Next check the "Inv" box, and then click the "ln" button. The result should be 2.7182. In other words, $e^1=2.7182$.

Scientific



(continued on next page)

Exam Review

After you have completed all questions on the exam, a screen appears that allows you to go back to review questions. A filled-in flag icon appears next to any questions that you selected for review.

Time Remaining 03:27:35

Exam Review

Instructions

You can review your questions in two (2) different ways

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers
2. Review questions that are flagged for review (Click the "flag" icon to change the flagged for review status.)

Main_VS1R Section (180 Questions, 180 Complete)

Question 1	Complete	Question 61	Complete	Question 121	Complete
Question 2	Complete	Question 62	Complete	Question 122	Complete
Question 3	Complete	Question 63	Complete	Question 123	Complete
Question 4	Complete	Question 64	Complete	Question 124	Complete
Question 5	Complete	Question 65	Complete	Question 125	Complete
Question 6	Complete	Question 66	Complete	Question 126	Complete
Question 7	Complete	Question 67	Complete	Question 127	Complete
Question 8	Complete	Question 68	Complete	Question 128	Complete
Question 9	Complete	Question 69	Complete	Question 129	Complete
Question 10	Complete	Question 70	Complete	Question 130	Complete
Question 11	Complete	Question 71	Complete	Question 131	Complete

End Review Review All Review Incomplete Review Flagged

This button ends the exam. When you are done with your review, click this button to exit.

Once you click "End Review" you will no longer be able to review questions or change answers, **so be sure you are really ready to stop!**

You can return and review all questions on the exam by clicking on the "Review All" button.

You can return to the questions you selected for review by clicking on the "Review Flagged" button. To review all items on the exam, just click on "Review All."

If you click this button you will see that you have no incomplete questions, because skipping of questions is not an option on ARRT exams.

After the Examination

After you click "End Review" and confirm that you will not be able to return to the exam, a screen will appear to remind you not to discuss questions and/or answers with anyone. Your preliminary scaled score will then be presented.

After you receive your preliminary score, a short survey appears on the screen. It asks a few important questions about the quality of the test administration and provides a place for you to type any general comments. We appreciate your feedback.

Appendix D

Pearson VUE Test Centers

This list may change after publication in this handbook. For an up-to-date list at any time, check the www.pearsonvue.com/arrt website.

Alabama Birmingham Decatur Dothan Mobile Montgomery	Florida Altamonte Springs Deerfield Beach Gainesville Jacksonville Miami Orlando Plantation Port Charlotte St. Petersburg Tallahassee Tampa	Maine Bangor Westbrook	New Jersey Atlantic City Lyndhurst Princeton Somerset	Pennsylvania Allentown Erie Harrisburg Horsham Lancaster Philadelphia Pittsburgh Scranton Wayne	Washington Renton Seattle Spokane Valley Yakima
Alaska Anchorage	Georgia Albany Atlanta Augusta Macon Savannah	Maryland Baltimore Bethesda Columbia Salisbury	New Mexico Albuquerque	Rhode Island Warwick	West Virginia Charleston Morgantown
Arizona Mesa Phoenix Tucson	Hawaii Honolulu	Massachusetts Boston Springfield Waltham Worcester	New York Albany Brooklyn East Syracuse Endicott Islandia New York Rego Park Rochester Staten Island Utica Watertown White Plains Williamsville	South Carolina Columbia Greenville North Charleston	Wisconsin Brookfield Eau Claire Kenosha Madison
Arkansas Fort Smith Little Rock Texarkana	Idaho Boise	Michigan Ann Arbor Grand Rapids Lansing Marquette Southfield Troy	North Carolina Asheville Charlotte Greenville Raleigh Wilmington Winston-Salem	South Dakota Sioux Falls	Wyoming Casper
California Anaheim Fresno Gardena Milpitas Oakland Ontario Pasadena Redding Roseville Sacramento San Diego San Dimas San Francisco Santa Maria Westlake Village	Illinois Chicago Marion Peoria Schaumburg Springfield	Minnesota Bloomington Brooklyn Park Eagan Hermantown Rochester	North Dakota Bismarck West Fargo	Tennessee Chattanooga Johnson City Knoxville Memphis Nashville	U.S. Territories Amer. Samoa/ Pago Pago Guam/Tamuning N. Mariana Islands/Saipan Puerto Rico/ San Juan Virgin Islands/ St. Thomas
Colorado Greenwood Village Pueblo Westminster	Indiana Evansville Fort Wayne Indianapolis Merrillville Terre Haute	Mississippi Jackson Tupelo	Ohio Akron Beachwood Cincinnati Columbus Dayton Gahanna Maumee Westlake	Texas Abilene Amarillo Austin Bellaire Corpus Christi Dallas El Paso Houston Hurst Lubbock Midland San Antonio Tyler Waco	Canada Toronto, ON Montreal, QU Winnipeg, MB Burnaby, BC
Connecticut Norwalk Wallingford Wethersfield	Iowa Coralville Davenport Sioux City W. Des Moines	Missouri Columbia Kansas City Springfield St. Louis	North Dakota Bismarck West Fargo	Utah Draper Ogden	International Asia/Pacific: Sydney, Australia Hong Kong, Hong Kong Mumbai, India Osaka, Japan Tokyo, Japan Seoul, Korea Manila, Philippines
Dist. of Columbia Washington	Kansas Hays Topeka Wichita	Montana Billings Helena	Oklahoma Oklahoma City Tulsa	Vermont South Burlington	Europe: London, England Paris, France Frankfurt, Germany Istanbul, Turkey
Delaware Dover Newark	Kentucky Lexington Louisville	Nebraska Lincoln North Platte Omaha	Oregon Beaverton Medford Salem	Virginia Lynchburg Newport News Richmond Roanoke Vienna	
	Louisiana Baton Rouge Metairie Shreveport	New Hampshire Concord			

Appendix E

EXAMINATIONS IN RADIOLOGIC TECHNOLOGY

LIMITED SCOPE CANDIDATE STATUS REPORT

Please review the following information very carefully and contact your state licensing agency with any corrections.
Please read your handbook for complete examination details.

ID#: 999999

DATE: 04/14/2011

**JOHN Q PUBLIC
APARTMENT 1
MAIN STREET
ANYTOWN, USA 00000**

SOCIAL SECURITY NUMBER: 123-45-6789

FOR THE STATE OF: YOUR STATE

BIRTHDATE: 05/17/1979

DIRECT QUESTIONS TO: (555) 999-9999

EXAMINATION CATEGORY: LIMITED SCOPE OF PRACTICE

WINDOW START DATE: 04/20/2011

WINDOW END DATE: 07/19/2011

You have been assigned to take the examination as indicated above based upon the information you supplied to your state licensing agency. Please review the above information carefully and contact your state licensing agency at the number listed above if there are any corrections or changes before scheduling your appointment.

At the test center, you will be required to show two forms of identification. One must be a government-issued ID which contains a permanently affixed photo along with a signature and must not be expired. The second ID must contain your signature and must not be expired. Please see the list of acceptable IDs in the *Examination Handbook*. Test center administrators have been instructed not to admit anyone to the test center who does not have the required suitable IDs. Fees will not be refunded for those who are denied admission to the test center for failure to provide suitable identification.

NOTE: Only the modules that appear gray in the box on this status report will appear on your exam. You will not be able to change or add modules once your appointment is scheduled. If you feel there is an error in the modules highlighted here, contact your state licensing agency at the number listed above and before scheduling your examination.

A - Core	.
B - Chest	.
C - Extremities	.
D - Skull/Sinuses	.
E - Spine	.
F - Podiatric Radiography	.

See Reverse Side for Instructions on Scheduling Your Appointment

Please direct all questions and personal information changes to your state licensing agency at the number listed above.

Your score for this exam is valid only for state licensing purposes.

The American Registry of Radiologic Technologists®
Telephone: (651) 687-0048

(09/10)

(continued on next page)

To schedule, confirm, change, or cancel your examination date, time, or location

Call Pearson VUE at 1-800-632-9055

Record Your Exam Scheduling Information Here

- Call Center Representative: Confirmation Number:
- Date: Time:
- Test Center Address and Directions:

Scheduling the Appointment

It is your responsibility to contact Pearson VUE to schedule the date, time, and location of your exam. The exam administration must be scheduled between the assigned window dates printed on this *Candidate Status Report*. If you fail to schedule an appointment during your assigned window, your file will be closed and you will need to contact your state licensing agency to reapply.

Please call the Pearson VUE Call Center at **1-800-632-9055** to schedule your appointment. You may also schedule your appointment via the Internet at www.pearsonvue.com/arrt, where you will have to provide a return e-mail address. (See the Examination Handbook for Internet scheduling details.) Shortly after scheduling your appointment, Pearson VUE will send a confirmation letter to you - listing your appointment time and date, testing center location and directions to the testing center - via e-mail or US Postal Service. See the *Examination Handbook* for appointment confirmation information.

Changing the Examination Appointment

If you find it necessary to change your examination appointment, you must first call Pearson VUE to cancel your existing appointment in accordance with the guidelines printed in the *Examination Handbook* before requesting a new exam date or making changes in the test center location. See the *Examination Handbook* for details.

Changing the 90-Day Examination Window Dates

If it is necessary to change your examination window, you must first call Pearson VUE to cancel your existing appointment BEFORE requesting an examination window change with your state licensing agency. Window dates cannot be changed if an appointment is scheduled. Requests for changes in the examination window dates must be submitted to your state licensing agency for approval on or before the last day of your current 90-day exam window.

Government-issued ID and Second ID with Signature Required

At the test center, you will be required to show two forms of identification. One must be a government-issued ID containing a permanently affixed photo, along with a signature, and must not be expired. The second ID must contain your signature and must not be expired. Please see the list of acceptable IDs in the *Examination Handbook*. The name on your IDs must match the name appearing on your *Candidate Status Report*. Test center supervisors have been instructed not to admit anyone to the test center who does not have suitable IDs. Fees will not be refunded for those denied admission to the test center for failure to provide suitable identification.

Calculators

You may use the basic 4-function calculator or scientific calculator provided on the computer or you may request a hand-held, basic 4-function calculator from the test center administrator. Personal calculators are prohibited for examinations in all disciplines.

Results

Examination results are not given at the test center or provided by the ARRT under any circumstances.

Examination results will be mailed to you by your state licensing agency.

Please allow four weeks for delivery of examination scores. If results are not received within four weeks, please contact your state licensing agency, not the ARRT.

Appeals

Candidates appealing test procedures must postmark appeals within two days of test administration. Candidates must notify ARRT in writing of any negative situations before exam results are processed. ARRT will not investigate complaints it receives after the candidate's results have been processed and sent to your state licensing agency. You should fax your appeal to (651) 681-3155. Please call (651) 687-0048, ext. 3155, to confirm.

**ALL CHANGES OR REQUESTS MUST BE MADE TO YOUR STATE LICENSING AGENCY
AT THE PHONE NUMBER LISTED ON THE FRONT OF THIS STATUS REPORT**

(09/10)

Appendix F

State Licensing Agencies

This list may change after publication in this handbook. For an up-to-date list at any time, check the www.arrt.org website.

Arizona	(602) 255-4845	Medical Radiologic Technology Board of Examiners 4814 South 40th St. Phoenix, AZ 85040
Arkansas	(501) 661-2166	Arkansas Department of Health Radiologic Technology Licensure Program Freeway Medical Building, Suite 100 5800 W 10th St. Little Rock, AR 72204
California	(916) 327-5106	CDPH, Radiological Health Branch – Certification PO Box 997414, MS #7610 Sacramento, CA 95899-7414
Colorado	(303) 692-3448	Colorado Department of Public Health and Environment Radiation Control Program HMWMD – X-Ray Certification Unit 4300 Cherry Creek Dr. S., #B2 Denver, CO 80246-1530
Connecticut	(860) 509-7603	Department of Public Health – Radiography Licensure 410 Capitol Ave, MS #12APP Hartford, CT 06134-0308
Delaware	(302) 744-4546	Division of Public Health – Office of Radiation Control 417 Federal St. Dover, DE 19901
Florida	(850) 245-4910	Florida Dept. of Health Certification Office for EMT/Paramedic/RAD Tech/RA/Med Phys 4052 Bald Cypress Way, Bin C85 Tallahassee, FL 32399-3285
Hawaii	(808) 586-4700	Hawaii Radiologic Technology Board 591 Ala Moana Blvd., Room #133 Honolulu, HI 96813-4921
Illinois	(217) 785-9913	IEEMA – Division of Nuclear Safety 1035 Outer Park Dr. Springfield, IL 62704
Indiana	(317) 233-7565	IDPH, Medical Radiology Services 2 North Meridian St., 5F Indianapolis, IN 46204-3003
Iowa	(515) 281-0415	Iowa Department of Public Health, Bureau of Radiological Health Lucas State Office Bldg., 5th floor 321 E 12th St Des Moines, IA 50319
Kansas	(888) 886-7205	Kansas State Board of Healing Arts 235 S. Topeka Blvd. Topeka, KS 66603

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State Licensing Agencies, continued

Kentucky	(502) 564-3700	Radiation Health Branch HS 1 C-A, 275 East Main St. Frankfort, KY 40621
Louisiana	(504) 838-5231	Louisiana State Radiologic Technology, Board of Examiners 3108 Cleary Ave., Suite 207 Metairie, LA 70002
Maine	(207) 624-8626	Radiologic Technology Board of Examiners State House Station #35 Augusta, ME 04333-0035
Maryland	(410) 764-4777	Maryland Board of Physicians 4201 Patterson Ave. / PO Box 2571 Baltimore, MD 21215-0002
Massachusetts	(617) 242-3035 ext. 2005	MA Dept. of Public Health – Radiation Control Program Schrafft Center, Suite 1M2A 529 Main St. Charlestown, MA 02129
Minnesota	(651) 201-4545	Department of Health Indoor Environments and Radiation Science Section, X-Ray Unit PO Box 64497 St. Paul, MN 55164
Mississippi	(601) 364-7360	State Department of Health, Professional Licensure PO Box 1700 Jackson, MS 39215-1700
Montana	(406) 841-2385	Montana Board of Radiologic Technologists PO Box 200513, 301 South Park, 4 th Floor Helena, MT 59620-0513
Nebraska	(402) 471-2118	DHHS Licensure Unit PO Box 94986 Lincoln, NE 68509
New Jersey	(609) 984-5890	New Jersey Dept. of Environmental Protection – Bureau of Radiological Health PO Box 415 Trenton, NJ 08625
New Mexico	(505) 476-3264	NM Radiologic Technology Program – Radiation Control Bureau PO Box 26110 Santa Fe, NM 87502-6110
New York	(518) 402-7580	Bureau of Environmental Radiation Protection – NY Dept. of Health 547 River St., Room 530 Troy, NY 12180-2216
Ohio	(614) 752-4319	Ohio Dept. of Health, Radiologic Technology Section 246 N. High St. Columbus, OH 43215
Oregon	(971) 673-0215	Oregon Board of Radiologic Technology 800 NE Oregon St., Suite 1160A Portland, OR 97232
Pennsylvania	(717) 783-1400 (Medicine) (717) 783-4888 (Osteopathic)	State Board of Medicine/ State Board of Osteopathic Medicine PO Box 2649 Harrisburg, PA 17105-2649

Rhode Island	(401) 222-2839	Radiologic Board – Rhode Island Dept. of Health 3 Capitol Hill Providence, RI 02908
South Carolina	(803) 771-6141	South Carolina Radiation Quality Standards Association PO Box 7515 Columbia, SC 29202
Tennessee	(615) 383-9499	Examination Processing Center PO Box 41776 Nashville, TN 37204
	(615) 532-4384	Tennessee Board of Medical Examiners Heritage Place Metro Center 227 French Landing #300 Nashville, TN 37243
Texas	(512) 834-6617	Medical Radiologist Technologist Program Dept. of State Health Services MS 1982, PO Box 149347 Austin, TX 78714
Utah	(800) 733-9267	Utah Exam Processing Center PSI Exams LLC 2950 North Hollywood Way, #200 Burbank, CA 91505
	(801) 530-6628	Division of Occupational and Professional Licensing 160 East 300 South / PO Box 146741 Salt Lake City, UT 84114-6741
Vermont	(802) 828-2373	Board of Radiology/Office of Professional Regulation National Life Building, North Floor 2 Montpelier, VT 05620
Virginia	(804) 367-4501	Commonwealth of Virginia Dept. of Health Professions Perimeter Center, Ste. 300 9960 Mayland Dr. Richmond, VA 23233
Washington	(360) 236-4700	Department of Health Naturopathy Program PO Box 47852 Olympia, WA 98504-7852
West Virginia	(304) 787-4398	WV MI & RTT Board of Examiners 1715 Flat Top Rd. / PO Box 638 Cool Ridge, WV 25825
Wyoming	(307) 777-3507	Wyoming Board of Radiologic Technologist Examiners 1800 Carey Ave., 4th Floor Cheyenne, WY 82002

Potential Exam Disclosure Scenarios

Scenario	When it's OK	When it's not OK	Bottom line
Educator asking candidates to “stop by” after the exam to “let me know how it went.”	If the invitation and the feedback to the educator relates to their general experience (“I thought the test was not as difficult as I expected...”)	This type of invitation from an educator may be misinterpreted by the candidate — and the student may think that the educator is asking the candidate to reveal copyrighted information.	If the candidate is asked to reveal ARRT's items or their answer options, then he or she will need to report the educator to the ARRT Ethics Committee. The educator should stop the candidate immediately from revealing any exam content, since doing so may subject the educator to ARRT's ethics process.
Candidate tells another candidate, “The test was very difficult — I felt like I didn't have enough time.”	The candidate is simply telling another candidate how they felt about the exam. This is all right because the candidate is not revealing any of ARRT's items or the answer options.	One candidate (or potential candidate) asks another candidate questions about the specific items.	If ARRT's items or answer options are shared, these individuals may find themselves part of an ARRT investigation and/or legal complaint as well as possible notification to their state licensing agency.
Candidate to educator: “You didn't teach me about this item that asked [specific item]. I felt unprepared.”	Never.	It is not all right and it will never be all right to reveal ARRT's copyrighted items (or answer options) to anyone.	Candidates agree to the Non-Disclosure Agreement at the beginning of their exam stating that they will not share exam items, and ARRT expects the examinees to abide by the agreement. Those who don't may find themselves part of an ARRT investigation and/or legal complaint as well as possible notification to their state licensing agency.
Candidate tells a potential candidate that there were multiple-choice and sorted-list items on the test.	This is public information, noted in the state candidate handbook.	It's not all right to reveal anything beyond what's in the handbook.	Keep the conversation limited to what's public information, such as the content specifications, and there's no problem.
Candidate asks another candidate, “I don't think that I understood this question...[relates question]... Do you know what they were asking?”	Never.	It is not all right and it will never be all right to reveal ARRT's copyrighted items (or answer options) to anyone.	As noted two boxes up, candidates agree to the Non-Disclosure Agreement stating that they will not share exam items, and ARRT expects the candidates to abide by the agreement. Those who don't may find themselves part of an ARRT investigation and/or legal complaint as well as possible notification to their state licensing agency.
Candidate says to a potential candidate, “If I were you, I would bring a sweater — it was cold at the test site.”	This candidate is simply telling another candidate about their surroundings at the test site. This is all right because the candidate is not revealing any of ARRT's items or the answer options.	If it leads a candidate (or potential candidate) to ask another candidate questions about the specific items.	If ARRT's items or answer options are shared, these individuals may find themselves part of an ARRT investigation and/or legal complaint as well as possible notification to their state licensing agency.
Potential candidate says to a candidate, “Were there a lot of questions on [specific topic]?”	Never.	This candidate should be aware of the topics that are contained in the exam from the content specifications published in the state candidate handbook and should not be asking for more specific information than is contained in that publication.	If the potential candidate is asking the candidate to reveal ARRT's items or the answer options, then this conversation violates the Non-Disclosure Agreement the candidate agreed to at the beginning of the exam. If asked this type of question, the potential candidate should be shown the content specifications and should be warned of the consequences of revealing ARRT's copyrighted items or their answer options.

FAQs: State Licensing and Exam Procedures

Question: How do I become licensed to work in my state?

Answer: ARRT contracts with over 20 states for administering ARRT exams to state license/permit candidates. Each state has rules and regulations which identify the qualifications required for a person to become licensed in that specific state. You must contact your state licensing agency to find out more information. The list of radiologic technologist state licensing agencies is provided at www.arrt.org/handbooklinks.

Question: I sent my state exam application to the state, how long does it take to process?

Answer: States vary on how long it takes to process an application. Please allow up to four weeks for processing. If you have not heard from your state agency after that time, you may want to give them a call.

Question: I received my Candidate Status Report (CSR) and some of the information is incorrect.

Answer: The information on your CSR was provided to the ARRT by your state licensing agency. You must contact your state licensing agency to make sure they have all of your correct information. After you contact your state, they will notify the ARRT of any corrections that should be made to your file. ARRT will make the correction and send a new CSR to you. ARRT cannot update your information (i.e., name, address, SS#, and date of birth) without notification from your state licensing agency.

Question: My Candidate Status Report (CSR) states I am to take the chest module. I have already taken the chest module and need to have it removed.

Answer: The modules highlighted on your CSR are provided to the ARRT by your state licensing agency. If you feel you have been assigned a module you should not have to complete, notify your state licensing agency, who will then notify the ARRT. Do not schedule an exam appointment. Once the ARRT receives the information and updates your file, we will send a new CSR to you. It is important that you do not schedule an examination appointment until you receive your new CSR and verify the information was changed correctly.

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Question: My Candidate Status Report (CSR) states I am scheduled to take the Core and Chest modules but I also need to take the Spine module.

Answer: The modules highlighted on your CSR are provided to the ARRT by your state licensing agency. If you feel you should be taking modules that are not highlighted, notify your state licensing agency, who will then notify the ARRT. Do not schedule an exam appointment. Once the ARRT receives the information and updates your file, we will send you a new CSR. It is important that you do not schedule an examination appointment until you receive your new CSR and verify the information was changed correctly.

Question: I have an ADA-qualifying disability and require testing accommodations. What do I need to do?

Answer: The ARRT provides reasonable testing accommodations in accordance with the Americans with Disabilities Act (ADA). Candidates needing testing accommodations are required to submit appropriate documentation demonstrating that they have an ADA-qualifying disability. Documentation must be submitted along with a *Request for Testing Accommodations* form and must also include a personal statement describing your disability and its impact on your daily life and educational functioning. It is important to note that you cannot schedule an examination appointment until your ADA documentation has been received and approved by the ARRT. We will notify you in writing if you have been approved for testing accommodations or if we require further documentation. Complete information regarding required ADA documentation can be found at www.rrt.org/examinations/ADA.

Question: English is my second language and I need more time for taking my exam. What do I need to do?

Answer: English as a second language is not covered by the Americans with Disabilities Act therefore testing accommodations cannot be provided.

Question: I called Pearson VUE to schedule my appointment but they said they don't have a record for me. What happened?

Answer: When calling VUE to schedule your appointment, you must have a current CSR indicating you have a current exam window. You must also provide VUE with the 6-digit ID number (starting with a 9) which is located above your name on your current CSR. If you do not provide this ID#, VUE will not be able to locate your test file.

Question: Where can I find study material?

Answer: ARRT does not provide specific lists of study materials or textbooks, nor does it recommend or endorse any review programs, mock registries, or study guides. ARRT exams are developed using many references. Please review the exam appropriate content specifications for an outline of the topics included on the exam. Content specifications can be found at www.arrt.org/handbooklinks.

Question: Due to unforeseen circumstances, I am unable to schedule my exam during my current 90-day exam window. How can I change my state examination window?

Answer: You must request a window extension from your state licensing agency. Not all state agencies will allow a candidate to extend the 90-day exam window due to temporary license expiration dates. If your state approves a window extension for you, the state will notify ARRT via email. It is important to note that you must cancel an existing exam appointment before requesting an extension. In addition, window extension requests must be made before your current exam window expires. ARRT cannot extend an exam window if there is an appointment appearing on your file or if your window has expired. ARRT will send a new CSR with a new exam window to you after we have processed your window extension request.

Question: My exam appointment is scheduled for tomorrow afternoon but I can't make it. What do I do?

Answer: Appointments must be cancelled at least 24 hours (one business day) prior to the scheduled appointment. If there is less than 24 hours remaining until your scheduled appointment, you will be required to keep the appointment. If you do not show up for the appointment, you will lose your exam fee, your file will be closed and your exam window will end. Please note that appointments for Monday must be cancelled no later than the appointment time on Friday.

Question: The weather was bad causing me to arrive 30 minutes late for my exam appointment and the test center administrator won't let me take my exam.

Answer: Candidates are responsible for showing up for their appointments on time, even if the weather is bad. If there is bad weather forecast for your area, plan extra time for your commute. It's better to arrive early and have time to sit and relax than to rush to get there on time and be stressed out. If bad weather is forecast, it might even be easier to cancel your appointment in advance and reschedule it for a later date when the bad weather has passed.

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Question: The name on my government-issued driver's license has an extra name which is not on my candidate status report so I was not able to take my exam. Why not? What now?

Answer: Security at the test centers is strictly enforced – which includes making sure the name on your government-issued photo ID matches the name you submitted on your application to the state. Play it safe, when you receive your CSR, verify that the name matches exactly the way it appears on the identification documents you will use at the test center. It's better to be prepared than be turned away at the test center causing your exam fee to be forfeited and your exam window to be closed. Candidates turned away due to a name discrepancy are required to contact their state licensing agency to find out the process to become eligible for the exam again.

Question: I presented a military card for my government-issued photo ID but it was not accepted and I was unable to test. Why was I turned away?

Answer: ARRT and Pearson VUE require candidates to present a government-issued photo ID that has not expired and that has a signature. Not all military IDs have signatures appearing on them. Some military IDs have a barcode instead of the signature. It's best to check ahead of time to make sure that the IDs you present meet all requirements. Things to keep in mind when determining which IDs to bring to the test center are: 1. Primary ID must be a government-issued ID containing a permanently affixed photo, along with a signature, and must not have expired; 2. The secondary ID must contain your pre-printed name and signature and must not be expired.

Question: The test center would not let me use my own calculator for my exam.

Answer: Scientific and basic 4-function calculators are embedded in the exam for your use. If you don't feel comfortable using one of the embedded calculators, test centers are equipped with basic 4-function, hand-held calculators. You may request a hand-held calculator when you check in. Personal calculators are not allowed under any circumstance.

Question: The VUE test center administrator told me I couldn't write on my note board until my exam started. I don't understand.

Answer: It is in your best interest to follow the instructions of the test center administrator. Candidates get in a hurry to start writing notes on their note boards and don't pay attention to the exam screen in front of them. A Non-Disclosure Agreement (NDA) appears after the tutorial and candidates have two minutes to respond to the NDA. Anxious candidates start writing on their note boards and don't pay attention to the computer screen prompts. If a candidate doesn't respond to the NDA within the allotted two minutes, the exam shuts down and the exam cannot be restarted. When this happens, the exam fee is forfeited, the candidate file is closed and the 90-day exam window ends. Play it safe and follow the screen prompts until the exam begins.

Question: I had to use the rest room and my exam time clock did not stop while I was gone. Was it supposed to?

Answer: Candidates are allowed to take breaks however the exam continues running. Exam appointments allow established times for the tutorial, the exam, and a satisfaction survey. Timed breaks are not built into the exam appointment. Limited Scope exam candidates are not provided scheduled breaks between each module – which means if you take a break after your Core module, the next module will start right away, even if you decide to take a break. It's best to take care of personal business before your exam and to keep comfort breaks to a minimum.

Question: The power went out briefly during my exam and I was able to complete my exam from where it stopped. I think I should be able to complete the exam over at no cost. Can I?

Answer: On rare occasions, a candidate may experience a technical difficulty while completing the exam. Test center personnel are trained to correct any difficulty encountered as quickly as possible. Test centers are equipped with backup systems so every reasonable effort will be made to retrieve testing data. In most cases, the test center personnel are able to restart the exam administration without loss of any responses already made. In instances where a restart is not successful, the test will be re-scheduled at no cost. If the test center is able to restart your exam and you are able to continue where you left off, your exam will be scored and count as an attempt.

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Question: The person next to me was typing loudly. I feel this affected the way I tested and do not feel my score is accurate. What are my options?

Answer: You should have alerted the test center supervisor immediately when you felt something or someone was affecting your test experience. Ask the test center administrator to file a report before leaving the test center. You must also notify ARRT in writing within two days of your exam date. ARRT will investigate each issue reported and respond to your appeal in writing. If ARRT finds any deviation unfairly interfered with your ability to complete your exam to the best of your ability, the original score will be canceled and you will be allowed to retake the exam at no cost. Under no circumstances will a candidate's score be adjusted.

Question: I was in the middle of the review portion of my exam and the exam ended. I don't feel all of my responses were counted. How do I have my exam reviewed and rescored?

Answer: A candidate may request a review of score accuracy if s/he feels an error has occurred. You must send a letter of request to the ARRT within 30 days of your exam date – detailing the specific reason a scoring error is suspected. Requests must be accompanied by a \$25 fee, payable to ARRT. ARRT will review your response to each question, compare those responses to the answer key, and recalculate raw scores. Passing scores are determined by your state.

Question: I took my exam 3 weeks ago but I haven't received my results. Did they get lost?

Answer: ARRT processes candidate results every week and provides your scores to your state licensing agency. Your state licensing agency will then review the scores and determine whether you passed or failed; the ARRT does not make that determination. Some states mail a notice to the candidate; other states require the candidate to check on line. Either way, please allow up to four weeks for your state to provide you with your score information. After four weeks you should contact your state licensing agency.

Limited Scope Examination Checklist

When you receive your Limited Scope Candidate Status Report from ARRT ...

- Check that your name on the form matches your name on your government-issued photo ID.
- Check closely to make sure you have been assigned the correct modules by your state licensing agency. See page 5 for what to do if they aren't correct.
- If your names do not match, notify your state licensing agency — *not* ARRT — immediately, and before scheduling an exam appointment. (Any candidate showing up at the test center with names that do not match will not be permitted to take the exam.)
- If your names on IDs and the CSR match, you may proceed to schedule your examination appointment by phoning the number indicated on the status report, or schedule on Pearson VUE's website at www.pearsonvue.com/arrt.
- Be sure to note the dates of your examination window, the 90-day period during which you must schedule and take the exam. If you are running out of time, request an extension as detailed on page 7.
- If you have to cancel or reschedule an appointment follow the procedures detailed on pages 8-9.

At the test center...

- You will be required to present two IDs, one of which must be a current government-issued photo ID and both of which must have your signature (review page 10 for details on ID requirements).
- After your identification is established, keep your IDs in your possession.

Following the exam...

- ARRT will provide candidate score information to your state licensing agency. Scores are not available from ARRT or Pearson VUE, or at the test center.
- If you don't receive your results within four weeks, phone your state licensing agency — *not* ARRT.

Important Notice: State Licensing is Not ARRT Credentialing

A passing score on a state licensing examination does not make a candidate eligible for ARRT certification. If the six-digit ID number on your Candidate Status Report begins with a "9," you are a state candidate only. Candidates seeking ARRT certification must have submitted an application directly to ARRT and must have met all other criteria for ARRT certification. Those seeking only state licensing must meet criteria established by the state. Test scores earned as a state candidate may not be used for ARRT certification.