

Ethics Review Pre-Application Packet

About the Ethics Review Pre-Application

The Ethics Review Pre-Application provides an early ethics review of violation(s) that would otherwise need to be reported on your Application for Certification and Registration when you have completed an ARRT-recognized educational program.

This form is reserved for those who are:

- not yet enrolled in an ARRT-recognized educational program, or
- enrolled in an ARRT-recognized educational program and are at least six months away from graduation.

Note that the review applies only to violations specified in the Ethics Review Pre-Application packet; it does not apply to any violations not reported or occurring after submission of the Ethics Review Pre-Application.

Submission of the Ethics Review Pre-Application does not waive any other ARRT eligibility and application requirements. An Application for Certification and Registration must still be submitted at the time of graduation.

If you are within six months of your graduation, do not use this form. Instead, submit the information identified in this packet with your Application for Certification and Registration, available from your program director, along with the required Application for Certification and Registration fee.

What to report

The Ethics Review Pre-Application may be used to report the following:

- Criminal proceedings including:
 - misdemeanor charges and convictions,
 - felony charges and convictions,
 - military court-martials; and/or
- Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or
- Honor code violations.

Information on the types of documentation that need to be included with the form can be found on the next page.

Cost

The Ethics Review Pre-Application fee is \$100 and is non-refundable and non-transferable.

Checklist

Before submitting, be sure to complete these four steps:

1. Complete the Ethics Review Pre-Application form.
2. Sign the Agreement in the presence of a notary.
3. Enclose all required documentation (see next page). Forms submitted without documentation will not be processed and will be returned.
4. Enclose the \$100 Ethics Review Pre-Application fee via a personal check or money order payable to ARRT.

The following information must be provided with the Ethics Review Pre-Application.

Incomplete Ethics Review Pre-Applications will not be reviewed and will be returned.

For criminal violations

Charges or convictions that were: plea of guilty, plea of no contest (nolo contendere), withheld/deferred adjudication, stayed, set aside, suspended, or pre-trial diversion.

- Personal explanation of the events that led to each charge or conviction. Applications are not complete until this explanation is provided.
- Copies of official court documents* to confirm:
 - The charges filed (misdemeanor, felony, or military court-martial),
 - The date and jurisdiction in which the charges are pending,
 - The final judgment (guilty, nolo contendere [no contest], withheld or deferred adjudication, suspended or stay of sentence, set aside, or pre-trial diversion),
 - The sentencing requirements (parole, probation, fines), and
 - The status of the conditions of the court (e.g., completed, case closed, dismissed).
- If you are currently on probation or parole, a current update from your probation or parole officer is required, including the estimated probation or parole completion date. This must be printed or typed on official stationery and must include the telephone number of the office. It may be mailed directly from the probation or parole office to the ARRT office at 1255 Northland Drive, St. Paul, MN 55120-1155.
- If you have completed the requirements of the court, proof of completion of probation or parole is required. A copy of the official court release documents or the release letter on official court stationery must be provided.
- Documentation of completion of any court ordered remedial programs and community service (if applicable).
- Status of any counseling or treatment (if applicable), and/or documentation of completion.
- Any documents submitted that do not match the name indicated on the Ethics Review Pre-Application must be accompanied by documentary evidence of the change (e.g., copy of marriage certificate or court order showing name change).
- Letters of recommendation may be provided (e.g., from employers, instructors, court officials).

Exceptions that do not need to be reported are:

- Offenses committed while a juvenile and processed in the juvenile court system,
- Traffic violations that did not involve drugs or alcohol (e.g., speeding or parking ticket),
- Charges that were dismissed if there were no court conditions required, and
- Sealed or expunged cases (must have specific court documents attesting to the sealing or expungement).

* Documents may usually be obtained by request at the courthouse in the jurisdiction in which the charge or conviction occurred. Send copies, not originals. The application is not complete until the court documents are received and reviewed.

For regulatory authority or certification board violations

An action by a state or federal regulatory authority or certification board resulting in the individual's professional license, permit, registration, or certification being denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered, or subjected to any conditions or disciplinary actions.

- Personal explanation of the events that led to the violation.
- Official documentation of any agreement or disciplinary action taken by a state or federal regulatory authority or certification board.
- Copy of your state license (if applicable).
- Letters of recommendation may be provided (e.g., from employers, instructors, court officials).

For honor code violations

A suspension, dismissal, or expulsion from an educational program attended in order to meet ARRT certification requirements.

- Personal explanation of the events that led to the suspension, dismissal, or expulsion.
- Copy of all correspondence between you and your educational program regarding the incident and/or disciplinary action taken.
- Letters of recommendation may be provided (e.g., from employers, instructors, court officials).



The American Registry of Radiologic Technologists®

1255 Northland Dr., St. Paul, MN 55120-1155 • Phone (651) 687-0048

ETHICS REVIEW PRE-APPLICATION

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

Do not write in space below

For ARRT use only

Complete Front and Back of Application. Failure to provide complete and accurate information in each of the boxes or to include the correct fee will result in an incomplete application, which will be returned. **Print Legibly.** Forms with smudged print will be returned as incomplete. **Include Payment.** Fee is \$100 in US funds. Make check payable to ARRT. Fee is not refundable or transferable. Payment of fee is not deductible as charitable contribution, but may qualify as an employee business expense deduction on your personal tax return. For more information, call the IRS Service Center at (800) 829-1040. Mail to ARRT. The completed pre-application form and payment should be mailed to 1255 Northland Dr., St. Paul, MN 55120. **For More Information.** Consult www.arrt.org or call ARRT at (651) 687-0048, ext. 8580.

Last Name

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

First Name

Middle Initial/Name

Mailing Address

City

State/Prov Zip/PC

Birth Date Gender Male Female

Social Security Number - - No Social Security Number (Not a US citizen)

Have you applied for or are you currently enrolled in a radiologic technology program? If you are within six months of your graduation, do not use this form.

No Yes: If "Yes," what is the projected date for completion of your educational program?

Month Day Year

Have you previously submitted to ARRT an Application for Certification and Registration in radiography, nuclear medicine technology, radiation therapy, sonography, or magnetic resonance imaging, or an Ethics Review Pre-Application?

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

ARRT ID Number
Previous Name(s)

Sign the Ethics Review Pre-Application Agreement on the next page

Ethics Review Pre-Application Agreement

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

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

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

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

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

Signature of Applicant

Date

Before me personally appeared _____

to me known to be the person described in this Ethics Review Pre-Application, who signed the foregoing instrument in my presence, and made oath before me to the accuracy of the standards set forth therein on,

the _____ day of _____, 20 ____ .

Notary to check
if no seal
 is required

Notary Public Signature (NO SIGNATURE STAMPS)

My commission expires _____