

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®



1255 Northland Drive, St. Paul, MN 55120-1155
Telephone: (651) 687-0048
Website: www.arrt.org



PRE-APPLICATION REVIEW OF ELIGIBILITY FOR CERTIFICATION

An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for pre-application review with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication, or suspended or withheld sentence. Military court-martials must also be reported.

This procedure may enable the individual who has been involved in a criminal proceeding or has a criminal conviction to avoid any delays in processing an Application for Certification that is made at the time of graduation from an approved program. A formal Application for Certification must be made at the time of graduation. **Submission of the pre-application form does not waive the application for certification fee, the application deadline or any of the other application procedures.**

If you are within 6 months of your graduation, please do not use this form. Submit the information identified on this form with your Application for Certification found in the ARRT Certification Handbook (available from your program director) and an application for certification fee of \$150 (instead of the pre-application fee of \$75).

The pre-application review applies only to crimes specified on the pre-application form and does not apply to any crimes occurring after submission of the pre-application or otherwise not reported on the pre-application form.

Pre-application fee is \$75.00. The fee is not refundable. Payment of the fee is not deductible as a charitable contribution but may qualify as an employee business expense deduction on your personal tax return. For more information on the tax deduction requirements, contact the IRS Service Center (1-800-829-1040).

BEFORE MAILING BE SURE THAT YOU HAVE:

1. Attached your photograph
2. Signed your pre-application form and had it notarized
3. Enclosed the correct pre-application fee
4. Enclosed the required documentation
5. Included your social security number in the space provided

THE FOLLOWING INFORMATION MUST BE PROVIDED FOR REVIEW:

1. Personal explanation of the events that led to any charges being filed, any convictions, or any criminal proceedings. Also, you may provide any other explanatory information that you wish to have considered in this investigation. Applications are not considered complete until this explanation is provided.
2. Court documents to confirm the charges filed, the date and jurisdiction in which the situation occurred, the conviction or type of plea entered (including withheld adjudication or suspended sentence), the sentence or conditions imposed, and the status of the conditions of the court. Documents usually may be obtained by request at the courthouse in the jurisdiction in which the charge or conviction occurred. It is the individual applicant's responsibility to provide court documents. Applications are not considered complete until the court documents are received. At your option, you may contact a record verification bureau for assistance in obtaining the court documents. Please check your local phone directory yellow pages for verification bureaus in your area. Fees charged for this service are your responsibility.
3. If you are currently on probation or parole, an 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 officer. It may be mailed directly from the probation or parole office to the ARRT office.
4. Proof of completion of probation or parole is required if you have completed the requirements of the court. A copy of the official court release documents must be provided, or the release letter must be provided on official court stationery.
5. Documentation of completion of any court ordered remedial programs and community service (if applicable).
6. Updates on or documentation of completion of any counseling or treatment (if applicable).
7. Any documents submitted that do not match the name indicated on the pre-application form must be accompanied by documentary evidence of the change (e.g., copy of marriage certificate or court order showing name change).
8. Letters of recommendation may be provided from employers, instructors, court officials, etc. (optional).

NOTE: It is entirely the responsibility of the applicant to provide the required documentation of all criminal proceedings, charges and convictions.

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. (A full and complete copy of the STANDARDS OF ETHICS and RULES AND REGULATIONS of the ARRT will be provided to me upon my request and can also be found on the ARRT website at www.arrt.org.) By signing this document and filing it with the ARRT, I understand that ARRT may confirm the information contained in the pre-application and may also request information related to my education, training, employment and personal history. I further agree to be legally bound by and to abide by all the terms and conditions of this pre-application agreement and the RULES AND REGULATIONS and STANDARDS OF ETHICS of the ARRT. I hereby certify that the information given in this pre-application is true, correct and complete, that any photographs enclosed are recent photographs of me, and that I have read and accept the terms and conditions set forth in ARRT's RULES AND REGULATIONS and STANDARDS OF ETHICS. I understand and agree that (i) any misrepresentation in this pre-application or in any other document or other information I submit to ARRT (including the verification of my identity when I submit this pre-application), or (ii) any offer of financial benefit to a trustee, officer, 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 candidates 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, members, officers, committee members, employees, and agents from, against, and with respect to any and all claims, losses, costs, expenses, damages, and judgements (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 pre-application, or 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 provision of this pre-application agreement in any respect whatsoever, ARRT shall have the absolute right, in its absolute discretion, to deny my eligibility for certification and registration.

(Signature of Applicant)

(Date)

NOTARY SEAL

NOTARY, Please Note: Photograph of applicant must be attached when applicant's signature is witnessed.

Before me personally appeared _____
to me known to be the person described in the above pre-application, who signed the foregoing instrument in my presence, and made oath before me to the accuracy of the statements set forth therein on

the _____ day of _____, 20____.

(Notary Public Signature)

Staple a passport quality photograph of yourself that was taken within the last six months.