

Paperless Application Program: Prerequisite 2

Students

Program Director

Step One

Students request an ID number and link themselves to their CAAHEP or CMA program by registering for a [MYARDMS](#) account. Students who have already received their ID number should provide it to their Program Director.

Step Two

The Program Director logs into their [MYARDMS/ MYAPCA](#) account and clicks on the “Educator Corner” tab. Beginning 90 days prior to graduation, the Program Director can submit a new Prerequisite 2 form with students' name and ID numbers. This form verifies the students' clinical experience and expected date of graduation.

Step Three

Students receive email from ARDMS notifying them that their Program Director has provided the required information for their Prerequisite 2 application. Students who receive this email can begin applying for their specialty examination up to 60 days prior to graduation through [MYARDMS](#). The application will automatically be approved.

Step Five

The Program Director will log into their [MYARDMS/ MYAPCA](#) account to verify graduation or program completion for students submitted on the form (in Step Two). Program Directors must update graduation or program completion for all students submitted on the form within 60 days after the graduation or program completion dates.

Step Four

Upon receiving their automatic approval, students may now schedule and take their ARDMS examination up to 60 days prior to graduation.

Congratulations!

For students who have passed the required ARDMS examinations, (SPI and corresponding specialty) and whose Program Directors have confirmed graduation or program completion, they will now receive their welcome packet with certificate from ARDMS within 4-6 weeks.

Students Who Fail Their Exam: The student will not be awarded their credential until all required ARDMS examinations are passed. The student may reapply through their [MYARDMS/ MYAPCA](#) account within 72 hours. There is then a 60-day waiting period before the student may retake the examination. The Program Director is not required to take any additional steps.

Students Who Do Not Graduate: If a student does not (and is not expected to) graduate or complete the program, the Program Director must indicate so and include a brief explanation as to why. Any passed examinations that were approved under the Paperless Prerequisite 2 process will be rescinded at that time. The student will need to apply, pay for, be re-approved to take and re-take the examination(s) that were rescinded.

Officially an active ARDMS Registrant.