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Notes for Educators



Summer 2007

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Reminder: Prerequisite 2 and Prerequisite 3B Revisions

as of January 1, 2007

In preparation for the start of the new school year, ARDMS would like to remind educators and students of recent changes to Prerequisites 2 and 3B. The updated prerequisites took effect on January 1, 2007, allowing individuals applying under those prerequisites to submit an application without a clinical verification (CV) form as long as it is within the stated parameters. This recent change applies only to students who graduated after January 1, 2007.

Instead of submitting the CV form, applicants will need to submit an original letter from their individual program director along with the application. To make the process of submitting this mandatory letter easier for both program directors and applicants, ARDMS has developed a [letter template](#). This template allows Program directors to simply insert the information into the required fields.

It is mandatory that applications received from individuals applying under prerequisites 2 or 3B include a properly filled-out program director letter using the [template](#) that ARDMS provides. Applications received by ARDMS without the mandatory letter will be denied, the \$60 processing fee will be retained, and the applicant will have to reapply. Help us assure that doesn't happen to your students.

The New Prerequisite 2

Under prerequisite 2, graduates of a program accredited by an agency recognized by the following organizations can apply to ARDMS upon successful completion of the program (graduation):

Council for Higher Education Accreditation (CHEA) ([link to CHEA](#)) ;

United States Department of Education (USDOE) ([link to USDOE](#)) ;

Canadian Medical Association (CMA)([link to CMA](#)) that specifically conducts programmatic accreditation for diagnostic medical

sonography, diagnostic cardiac sonography and/or vascular technology .

Starting January 1, 2007, the CV form will not be required for applicants applying under prerequisite 2 if the application is submitted and received in the ARDMS office within one year after successful completion of the program.

The New Prerequisite 3B

Individuals with a bachelor's degree in sonography or vascular technology can apply under prerequisite 3B, provided that the applicant has completed 12 months of full-time clinical ultrasound or vascular experience. Starting January 1, 2007, the CV form will not be required by applicants applying under prerequisite 3B if the application is submitted and received in the ARDMS office within one year prior to successful completion of the program, provided that the applicant has completed 12 months of full-time clinical experience at the time that the application is submitted.

About the Decision

Based on current trends in ultrasound education, the ARDMS Certification Committee made the recommendation to make exceptions to both prerequisite 2 and prerequisite 3B thereby allowing those applicants to submit an application without the CV form. The ARDMS Board of Directors agreed with this recommendation and approved the changes.

About ARDMS Prerequisites

ARDMS currently offers four prerequisites with six total options under which to apply. An applicant for ARDMS examinations must select a prerequisite under which he or she wants to apply. Each prerequisite requires (1) the appropriate educational background, (2) necessary clinical ultrasound or vascular experience and (3) required documentation that must be submitted with the application. All three components of the applied-for prerequisite must be met before an application can be approved and an applicant can be allowed to examine.

About the Current Clinical Verification Process

Currently, applicants for all specialty examinations must submit an original CV form with their application materials. The CV form serves to substantiate the clinical experience required to apply for each specialty examination. An applicant for ARDMS examinations must meet all of the requirements listed on the clinical verification form, and the form must be completed, dated and signed by an ARDMS-registered sonographer or vascular technologist in the applied-for specialty area upon completion of the clinical experience. The changes to prerequisites 2 and 3B make exception (within the stated parameters) to the current requirement that all applicants submit a CV form.

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The Miss-Use of the Term "Registry-eligible"

ARDMS would like to remind educators of an important miss-use of a term that you or students may encounter. The term "Registry-eligible" has been used to describe someone who has applied and is currently awaiting examination. ARDMS does not recognize the term "Registry-eligible" and discourages the use of it.

ARDMS has three recognized levels within our examination process:

1. Applicant – An individual who has applied to sit for an ARDMS examination and whose eligibility awaits determination.
 - a. First-time Applicant – An individual applying to the ARDMS certification process for the first time and/or an individual previously determined ineligible.
 - b. Re-Applicant – A candidate or Registrant who has previously been approved to take or has taken an ARDMS examination and who is applying to take another exam.
2. Candidate – An individual who has met the prerequisites and has been approved to sit for an ARDMS examination.
3. Registrant – An individual who has successfully passed a physical principles and instrumentation examination and corresponding specialty examination, thereby earning a credential, and has been officially notified by ARDMS.

A person can be classified as an applicant, a candidate or a Registrant (Active or Retired); nothing else. "Registry eligible" is a term that is not recognized by ARDMS.

The ARDMS mission is to promote quality care and patient safety through the certification and continuing competency of ultrasound professionals. The use of the term "Registry eligible" connotes an inaccurate



affiliation with certification.

ARDMS credentials document personal achievement of recognized professional standards. Our patients deserve to be served by an ARDMS Registrant who has demonstrated their competency by passing rigorous ARDMS examinations and earning the recognized international standard in sonography credentialing – an ARDMS credential.



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ARDMS Certification Process

ARDMS credentials document personal achievement of recognized professional standards.

ARDMS has created a quick outline of the certification process for educators, as you prepare for another school year. Please share this with your students early in the school year, as this will ensure their success.

1.

Application Process:

- a. Obtain the ARDMS application book: by printing out the online version at www.ARDMS.org/appbook, from your program director, by submitting an online request at www.ARDMS.org, or by calling 1-800-541-9754.
- b. Choose the [prerequisite](#) under which you are applying.
- c. Obtain the original [Clinical Verification \(CV\) form](#) for each specialty examination. (Note: The form is not required for the physical principles and instrumentation examinations.)
- d. First-time applicants applying under prerequisites 1, 3A, 4A1, 4A2, 4B1 or 4B2 and reapplicants (any individual who has been previously approved to sit for any ARDMS examination) are required to submit an ARDMS Clinical Verification (CV) form for each specialty examination with their application materials.
- e. Applicants applying under prerequisite 2 and 3B must submit an original letter from their individual program director along with the application. To make the process of submitting this mandatory letter easier for both program directors and applicants, ARDMS has developed a [letter template](#). This template allows Program directors to simply insert the information into the required fields.

Note:

Starting January 1, 2007, the CV form will not be required for first-time applicants applying under prerequisite 2 if the application is submitted and received in the ARDMS office within one year after successful completion of the program, provided that the ARDMS mandatory [letter template](#) is used.

If the application and supporting documentation are not received within one year after successful completion of the program, the student will need a current, completed, original CV form for each applied-for specialty area.

Additionally, starting January 1, 2007, the CV form will not be required by first-time applicants applying under prerequisite 3B if the application is submitted and received in the ARDMS office within one year prior to successful completion of the program, provided that the applicant has completed 12 months of full-time clinical experience at the time that the application is submitted.

Also provided that the ARDMS mandatory [letter template](#) is used. If the student chooses to apply after graduation, then this mandatory letter is no longer valid and new documentation verifying successful program completion and a current, completed CV form for each applied-for specialty examination will be required.

Applications received by ARDMS without the mandatory letter will be denied, a \$60 processing fee (\$80 for Canadians) will be retained, and the applicant will have to reapply.

***Note: The letter is not required for the physical principles and instrumentation examinations.**

- f. Use the [Application Submission Checklist](#), located in the back of your application booklet or online (www.ARDMS.org/checklist), to ensure that you submitted all the necessary documentation with your application.
- g. Applicants must either complete the online application or must mail in the ARDMS scan form included with the print version of the [ARDMS Information and Examination Application Booklet](#). Applicants who are mailing in their application must submit the scan form with all fees and supporting documents to ARDMS using the envelope included with the print version of the application booklet.

***Online applicants can pay the application fees online, but must also mail all supporting documents to ARDMS.**

2.

ARDMS reviews the applicant's documentation and compares educational and/or clinical experience to one of the published examination prerequisites.

3.

Ineligible applicants are notified of their ineligibility and reasons for that decision in approximately four weeks from receipt of the application in the ARDMS office. ARDMS retains \$60 processing fee (\$80 for Canadians) for each examination.

4.

ARDMS sends eligible applicants an Examination-Confirmation Letter notifying them of their eligibility within approximately four weeks from receipt of the application in the ARDMS office.

5.

The Examination-Confirmation Letter notifies the candidate of the 90-day period in which he or she must both schedule an appointment and take at least one of the two necessary examinations (physical principles and instrumentation examination or corresponding specialty examination) at a testing center. The candidate then has up to five years to take the remaining examination.

A toll-free number and Web site address are provided so the candidate can schedule an appointment. Testing sites are located in the U.S. and Canada. Special accommodations can be made for candidates with a documented disability. Instructions on how to file a Request for Special Accommodations is found in the application booklet under the Policies section.

6.

Prepare for the exam.

a. Review the [Content Outlines](#) for each examination. www.ARDMS.org/outlines

b. Take an [online practice test](#), for a nominal fee. All practice examinations questions are representative of those found on real ARDMS examinations. www.ARDMS.org/practiceexam

7.

On examination day:

a. The examination must be taken at a testing center. All examinations are in English and are delivered on a computer.

b. The candidate is informed of his or her preliminary examination score immediately upon completion of the examination.

ARDMS is sent the scoring information electronically. The candidate is not required to notify ARDMS. The results are subject to final review and acceptance.

8.

After the examination:

a. After a credential is earned, a certification packet containing a temporary ARDMS Identification Card and an official certificate is sent to the Registrant within six weeks. The official ARDMS Identification Card is sent at a later date.

b. Subsequently, the Registrant is listed in the ARDMS online directory. ARDMS maintains a public directory of the names of active Registrants, with their two-letter state code, accessible through the [ARDMS Web site](#).

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ARDMS Signs a Five Year Contract with

Testing Vendor Pearson-Promissor, Inc.

ARDMS and Pearson-Promissor, Inc. have agreed to a five-year contract that will distribute ARDMS examinations worldwide until the year 2012. This agreement allows for the continuation of services and delivery of ARDMS examinations to potential international sites as well as access to the high-end Pearson Professional Test Centers (PPC) throughout North America. The signing of this contract represents the continuation of a long-standing and successful relationship between ARDMS and Promissor.

Promissor, a Pearson VUE business, is a leading worldwide provider of testing services. It was initially selected for its excellence in technology-based assessment services and meeting the needs of test takers. The latest acquisition of Promissor by Pearson VUE has allowed the business to focus on providing full-service testing solutions with unmatched service to enhance the performance, reliability and security of computer-based testing programs throughout the world. The enhanced conveniences to candidates include online exam registration, test center locator tools, and increased seat availability.

"The integration of Promissor with Pearson VUE has provided an even greater full-service testing solution with high quality client service that is further enhanced by a greater global outreach," commented Dale R. Cyr, ARDMS CEO and Executive Director. "I am fully confident in our partner's ability to assist in the long-term growth of ARDMS programs."

Currently, candidates are able to navigate through the Promissor web site by logging on to www.ARDMS.org/scheduleexam. Once

the candidate is ready to schedule an exam, the online site allows an applicant to register for exams, find test information, or download handbooks, application, or forms. This easy feature also lists test center locations available throughout the country.

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Ellen R. Julian, Ph.D. Joins ARDMS as the New Director of Testing & Research



In June, ARDMS welcomed Ellen Julian, Ph.D., as the new Director of Testing and Research. In this role, Ellen will be responsible for helping to meet the organization's long-term strategic plans and to continue to increase the rigor, quality, methodology, validity, and delivery of ARDMS' examinations.

Before joining the ARDMS staff, Ellen served as an Associate Vice President and Director of the Medical College Admission Test (MCAT) for the Association of American Medical Colleges. Ellen also served as a psychometrician for the National Counsel of State Boards of Nursing and the National Board of Medical Examiners.

Ellen comes to ARDMS with extensive knowledge and experience in leading computer-based examinations and improving the quality of innovative, high-profile testing and research programs. "ARDMS is poised to become a global leader in high-tech examinations and I am excited to have the opportunity to be a part of it," said Ellen.

The future promises to bring many advances and enhancements to ARDMS's testing program. One major initiative underway is the delivery of ARDMS examinations to international audiences in places such as China, India, and South Korea.

"Ellen brings a unique wealth of testing knowledge and strategy experience to this position," ARDMS CEO and Executive Director, Dale R. Cyr, said. "Her depth of knowledge in testing coupled with her program management experience will have a positive impact on the sonography community, and ultimately their patients, over the next several years."

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