

ARDMS APPLICATION SUBMISSION CHECKLIST

This document is for first-time applicants only. Please make sure each document under the prerequisite or requirement selected is included with your application. Incomplete applications will be returned less the processing fee per examination.

SPI Examination Requirement

- transcript reflecting successful completion of a graded general, medical or sonographic college, post secondary or higher education physics class (with a grade of C or above) or
- CME certificate denoting successful completion of a general, medical or sonographic physics seminar, physics review course or physics correspondence course, signed by the program director, denoting a minimum award of 12 ARDMS-accepted CME credits and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 1

- official school transcript from two-year allied health education program and
- copy of education program certificate, credential or license and
- original letter from supervising physician and/or supervising sonographer/technologist or educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/successful completion of sonography program and
- original signed and completed clinical verification form for each appropriate specialty area(s) and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 2

- copy of diploma from ultrasound/vascular program or an official transcript and
- original letter signed by program director and/or medical director indicating date of graduation and successful completion of the program and
- The CV form is not required if the application is submitted and received in the ARDMS office within one year after successful completion of the program. Otherwise an original signed and completed clinical verification form for each appropriate specialty area(s) must be submitted and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 3A

- copy of Bachelor's degree or an official transcript and
- original letter from supervising sonographer/technologist or education program director indicating a minimum of 12 months of full-time clinical/vascular experience including dates of ultrasound or vascular experience/successful completion of sonography program and
- original signed and completed clinical verification form for each appropriate specialty area(s) and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 3B

- copy of Bachelor's degree or an official transcript and
- original letter from education program director verifying length of ultrasound or vascular experience. If program is not complete at the time of application, a letter signed by the program director stating graduation date and completion of appropriate clinical ultrasound experience is needed and
- The CV form is not required 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 within the program at the time that the application is submitted. Otherwise an original signed and completed clinical verification form for each appropriate specialty area(s) must be submitted and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 4A1

- Copy of medical school diploma, and
- Original letter from residency/fellowship program director verifying dates of attendance and completion of a minimum of 800 studies in the area in which you are applying, and
- Original signed and completed clinical verification (CV) form for each appropriate specialty area(s) and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 4A2

- copy of medical school diploma and
- original letter from supervising sonographer/technologist or education program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/successful completion of sonography program. If you are the supervising physician, you may write your own letter and
- Original signed and completed clinical verification form for each appropriate specialty area(s) and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 4B1

- Original credential report or official notarized copy of the evaluation converting the foreign medical degree must indicate that this medical degree is equivalent to a doctor of medicine degree in the U.S. or Canada. A listing of organizations that produce individualized, written reports describing each certificate, diploma or degree earned, and specifying its U.S. or Canadian equivalent can be found at ARDMS.org/ForeignTranscripts. If the applicant has taken and passed all three parts of and earned the Educational Commission for Foreign Medical Graduates (ECFMG®) certification, a copy of the ECFMG® certificate may be submitted with a copy of a current, valid MD or DO license from the U.S. or Canada in lieu of the evaluation, and
- Original letter from residency/fellowship program director verifying dates of attendance and completion of a minimum of 800 studies in the area in which you are applying, and
- Original signed and completed clinical verification (CV) form for each appropriate specialty area(s) and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 4B2

- original credential report or official notarized copy of the evaluation converting the foreign medical degree must indicate that this medical degree is equivalent to a doctor of medicine degree in the U.S. or Canada or a copy of the ECFMG certificate with a copy of an active MD or DO license from the U.S. or Canada and
- original letter from supervising sonographer/technologist or education program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/successful completion of sonography program. If you are the supervising physician, you may write your own letter and
- original signed and completed clinical verification form for each appropriate specialty area(s) and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 5

- copy of Active certification identification card or copy of license and
- original signed and completed clinical verification form for each appropriate specialty area(s) and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

Prerequisite 6

- copy of a current, valid medical license and
- original signed and completed clinical verification form for each appropriate specialty area(s) and
- Photocopy of a non-expired government issued photo identification with signature; the name on the identification must exactly match the name under which you are applying for ARDMS examination.

CV forms may be found at ARDMS.org/CV.