



ARDMS®

The globally recognized
standard of excellence
in sonography



PHYSICIANS' VASCULAR
INTERPRETATION

Information &
Examination

Application Booklet

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Introduction

The information necessary to apply for and take the American Registry for Diagnostic Medical Sonography® (ARDMS®) Physicians' Vascular Interpretation (PVI®) credentialing examination is contained in this booklet. You will also find important information regarding the maintenance of your Registered Physician in Vascular Interpretation (RPVI®) credential. After you have completed your application, please retain this booklet for future reference, along with a copy of the application summary and all submitted documentation. It is very important that you read all the information contained in this booklet, fill out the online application form carefully (at ARDMS.org), pay all fees and send in complete documentation.

Mission Statement

ARDMS promotes quality care and patient safety through the certification and continuing competency of sonography professionals.

ARDMS at a Glance

The American Registry for Diagnostic Medical Sonography® (ARDMS®), established in June 1975, is an independent, nonprofit organization that administers examinations and awards credentials, such as the Registered Physician in Vascular Interpretation (RPVI) credential.

ARDMS is governed by a Board of Directors composed of sonographers, vascular technologists, physicians, research scientists, and a public member.

The examinations are developed by subject-matter experts who are members of Examination Development Task Forces (EDTFs). The EDTFs survey job functions and practices in various sonography specialties and develop test questions based upon a blueprint of job tasks in ultrasound. EDTFs are comprised of sonographers, vascular technologists, physicians and scientists. The members of each EDTF are knowledgeable in the subject area of the particular examination. The only means of obtaining an ARDMS credential is by examination. Required prerequisites (outlined on pages 4-5) must be met before an applicant can earn an ARDMS credential.

An applicant may not use a credential offered by ARDMS until the credential has been earned and the applicant has received official written notification from ARDMS.

Overview of the Application Process

Please read this booklet thoroughly and carefully.

- 1 Eligibility will not be determined by telephone, fax or e-mail.
- 2 Visit ARDMS.org/apply. Fill out, pay for* and submit your application online. Print out your online application summary which will include a list of the "Required Documents and Payment Information" and the submission date.
- 3 ARDMS sends eligible applicants an Examination-Confirmation Letter notifying them of their eligibility within approximately two to four weeks from receipt of the application and all supporting documentation in the ARDMS office. Eligible applicants may also login to the ARDMS website and print a personalized copy of the letter. The letter lists the approved examination(s) and the 90-day eligibility period in which to schedule and take your examination(s). A website address and toll free number are provided so the candidate can schedule an appointment. Testing sites are located in the U.S., Canada and select international locations.

Ineligible applicants are notified of their ineligibility and reasons for that decision. ARDMS retains a \$100 USD processing fee for each examination.

- 4 Prepare for the examination:
Review the PVI content outline and take the practice examination by logging on to ARDMS.org.
- 5 On examination day:
All examinations are in English and administered on a computer in a testing center. You must bring two current valid signature IDs with the same legal name that appears on your Examination-Confirmation Letter; one must be a non-expired government issued ID that includes a photo. All ID's must be issued in the English language. The name indicated on the ID document must exactly match the name on the ARDMS Examination Confirmation Letter. Your examination score will appear immediately upon completion of the examination and is automatically sent to ARDMS for final review and acceptance.
- 6 After the examination:
After the RPVI credential is earned, the Registrant will receive a credentialing packet containing a temporary ARDMS Identification (ID) card and a certificate** within six weeks. Registrants are listed in the ARDMS online directory at ARDMS.org.

* You may also mail in your payment, however, it will result in excessive delays of the application process.

** Certificates can only be displayed by Registrants who hold active status.

Completing and Submitting the Application

Applicants must apply online, pay all fees and submit all of the required supporting documentation in order for ARDMS to determine if they are eligible to sit for ARDMS examinations. Fees are processed before documentation review takes place.

By submitting a completed and signed application to ARDMS for review, you agree that:

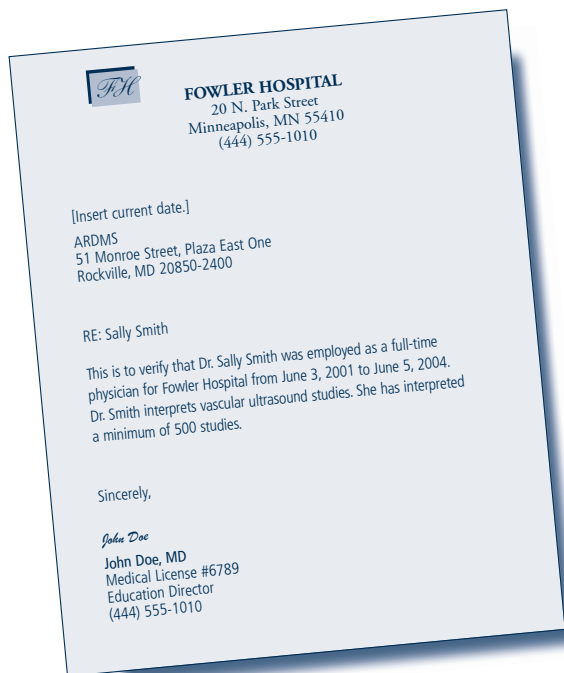
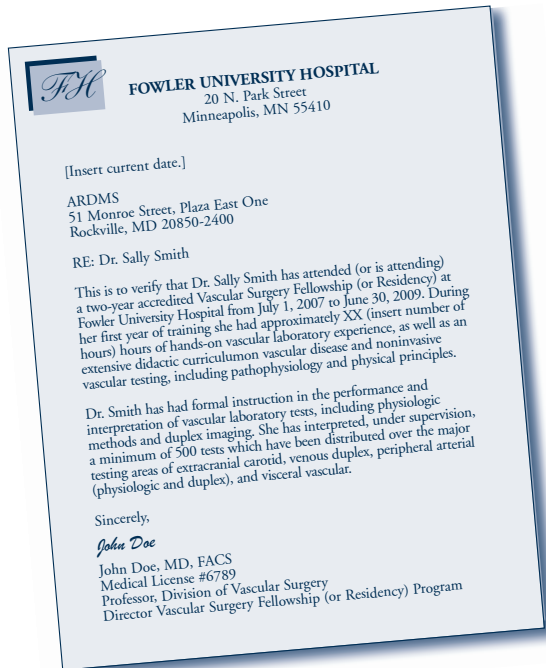
- 1 You will be bound by and comply with all ARDMS rules and policies as from time may be established or amended, including but not limited to, the timely payment of all applicable fees, satisfaction of all annual maintenance, certification and renewal requirements, and compliance with the ARDMS discipline rules;
- 2 The information provided in your application and in support of your application and any other information that you may provide to ARDMS in the future is truthful and accurate. In the event that information you provide to ARDMS changes or you learn that it is untrue or inaccurate, you will provide corrected information to ARDMS in a timely manner;
- 3 All documents, communications, and other information received by ARDMS become the property of ARDMS and will not be returned;
- 4 ARDMS, in its discretion, may request from you or others information concerning matters that may be relevant to your eligibility for certification and certification status;
- 5 ARDMS may communicate to state or Federal authorities, employers, and others information concerning your eligibility for certification or certification status;
- 6 Without limitation, ARDMS may deny, revoke, suspend, or otherwise take action with regard to your eligibility for certification or certification in the case of:
 - a Ineligibility for ARDMS certification;
 - b Irregularity in connection with any ARDMS examination;
 - c Unauthorized possession of, use, or access to ARDMS examinations, documents, or materials;
 - d Material misrepresentation or fraud: (i) regarding ARDMS certification, or (ii) in any statement to ARDMS including, but not limited to, statements made to assist the applicant, registrant, or prospective candidate to apply for, obtain, or retain certification;
 - e Revocation, suspension, or other disciplinary action by a state licensing board, Federal agency, or national professional association;
 - f The conviction of, plea of guilty, or plea of nolo contendere to any crime (felony and/or misdemeanor) other than a speeding or parking violation; or
 - g Failure to cooperate with ARDMS concerning investigations of alleged grounds for discipline, including the collection of relevant information.
- 7 The decision as to whether your examination results and other eligibility requirements qualify you for certification rests solely and exclusively with ARDMS and that its decision is final;
- 8 Sanctions may be imposed for any violation of the ARDMS discipline rules, and ARDMS may make information publicly available concerning your sanction status; and
- 9 You hereby agree to release and exonerate, and shall indemnify and hold harmless, ARDMS and its officers, directors, committee members, employees, agents and representatives (“Indemnified Parties”) from any and all liability of every nature and kind growing out of any action or inaction by any Indemnified Party pertaining to your ARDMS application, eligibility, examination, certification, or status.

Note: ARDMS will not receive visitors at the headquarters office.

New Musculoskeletal (MSK) Sonography Credentialing Examination Coming in 2012!

ARDMS is developing a new musculoskeletal (MSK) sonography credentialing examination for release in 2012. For the updates about the new MSK credentialing examination, please visit ARDMS.org/MSK.

Sample Letters Documenting Clinical Experience



Letter(s) documenting clinical experience must:

- Be an official letter with address and telephone number indicated
- Include the current date
- Indicate full-time or part-time training/experience (if part-time, state the total number of hours worked)
- State actual dates of training/experience
- Contain original signatures; letters cannot be signed by a relative of the applicant
- Provide a physician's medical license number
- Include number of cases scanned/studies interpreted (minimum of 500)

Note: All foreign diplomas and documents must include a notarized translation in English and a course by course evaluation done by a Foreign Education Transcript Evaluation Organization (see page 17). ARDMS requires applicants to submit either the original or an official, notarized copy of the evaluation report to support the application. 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.

Examination Prerequisites

Prerequisite requirements are subject to change at any time and from time to time. Applicants must meet current prerequisite requirements in effect at the time of application.

Eligibility will not be determined by telephone, fax, or electronic transmission (e-mail). Applicants must apply online, pay all fees and submit all of the required supporting documentation in order for ARDMS to determine if they are eligible to sit for ARDMS examinations.

First-Time Applicants: Please read these prerequisite requirements carefully. Please select one of the following prerequisites and be sure that all requirements under that prerequisite are met before submitting your application.

Please note that if you currently hold the RDMS, RDCS or RVT credential(s), you are considered a first-time applicant for the PVI examination and must meet all the requirements of one of the following prerequisites in order to apply.

Re-applicants: If you were previously approved to sit for the PVI examination and did not pass and are applying to re-take the examination, you are considered a re-applicant for that examination and do not need to choose a prerequisite. You will just need to submit your online application and pay the fees.

Prerequisite A1 MD or DO with RVT (Active Status)

Physicians who currently hold the RVT credential with active status may apply directly for the PVI credential examination.

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Documentation

1. Copy of a current, valid medical license is the only documentation required.
2. 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 A2 MD or DO, Current ICAVL or ACR Lab Accreditation

MD or DO degree with current, valid license to practice in the U.S. or Canada, and current Intersocietal Commission for the Accreditation of Vascular Laboratories (ICAVL) or American College of Radiology (ACR) vascular ultrasound accreditation.

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Documentation

1. Copy of MD or DO current, valid license to practice in the U.S. or Canada.
2. Letter from ICAVL or ACR identifying applicant as a current member of the medical staff of an accredited vascular ultrasound laboratory unit. The letter must be received directly from the accrediting organization and can be requested by contacting them.
3. 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 B1 Formal Training (U.S. and Canada)

Education

MD or DO degree earned in the U.S. or Canada.

+

Training

Attendance of an Accreditation Council for Graduate Medical Education (ACGME) or Royal College of Physicians and Surgeons of Canada (RCPS) accredited residency or fellowship that includes didactic and clinical vascular laboratory/ultrasound interpretation experience as an integral part of the program.

+

Interpretation Experience

The applicant must be able to document interpretation experience with a minimum of 500 vascular laboratory studies as shown on page 3. These studies should be distributed over the following testing areas:

- Carotid duplex ultrasound
- Transcranial Doppler
- Peripheral arterial physiologic testing
- Peripheral arterial duplex ultrasound
- Venous duplex ultrasound
- Visceral vascular duplex ultrasound

+

Continuing Medical Education (CME) (continued on top of next column)

Continuing Medical Education (CME) (continued from prerequisite B1)

If the period of formal training ended more than three (3) years prior to the candidate's application date, then the candidate must be able to document a minimum of 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound earned within three years prior to the date of application for examination.

+

Documentation

1. Copy of medical school diploma.
2. Original letter from residency/fellowship program director verifying dates of attendance and completion of a minimum of 500 vascular laboratory interpretation studies as shown on page 3.
3. If applicable: Certificates or other original documentation for a minimum of 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound.
4. Applicants should maintain a patient log or other record of interpretation experience with a minimum of 500 vascular laboratory studies. This log does not need to be submitted with the application but may be requested as part of a random audit. This documentation should be maintained by the applicant for at least three years following the date of application for examination.
5. 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 B2 Informal Training (U.S. and Canada)

Education

MD or DO degree earned in the U.S. or Canada.

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Interpretation Experience

The applicant must be able to document interpretation experience with a minimum of 500 vascular laboratory studies. These studies should be distributed over the following testing areas:

- Carotid duplex ultrasound
- Transcranial Doppler
- Peripheral arterial physiologic testing
- Peripheral arterial duplex ultrasound
- Venous duplex ultrasound
- Visceral vascular duplex ultrasound

+

Continuing Medical Education (CME)

The applicant must document 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound earned within three years prior to the date of application for examination.

+

Documentation

1. Copy of medical school diploma.
2. Original letter from medical director of vascular laboratory or other physician describing the applicant's experience with vascular laboratory interpretation as shown on page 3. The applicant may write this letter if no other physician is available.
3. Certificates or other original documentation for 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound.
4. Applicants should maintain a patient log or other record of interpretation experience with a minimum of 500 vascular laboratory studies. This log does not need to be submitted with the application but may be requested as part of a random audit. This documentation should be maintained by the applicant for at least three years following the date of application for examination.
5. 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 C1

Formal Training (Outside U.S. and Canada)

Education

MD or DO degrees equivalent to those of the U.S. or Canada.

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Training

Formal Training—Completion of a residency or fellowship that includes appropriate didactic and clinical ultrasound/vascular experience as an integral part of the program.

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Interpretation Experience

The applicant must be able to document interpretation experience with a minimum of 500 vascular laboratory studies. These studies should be distributed over the following testing areas:

Carotid duplex ultrasound
Transcranial Doppler
Peripheral arterial physiologic testing
Peripheral arterial duplex ultrasound
Venous duplex ultrasound
Visceral vascular duplex ultrasound

+

Continuing Medical Education (CME)

If the period of formal training ended more than three years prior to the candidate's application date, then the candidate must be able to document a minimum of 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound earned within three years prior to the date of application for examination.

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Documentation

1. Original credential report or official notarized copy of the evaluation converting the foreign medical 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 on page 17. 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 current, valid MD or DO license from the U.S. or Canada in lieu of the evaluation.
2. Original letter from residency/fellowship program director verifying successful completion of the program and describing the applicant's experience with vascular laboratory interpretation during the training period as shown on page 3.
3. Certificates or other documentation for a minimum of 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound.
4. Applicants should maintain a patient log or other record of interpretation experience with a minimum of 500 vascular laboratory studies. This log does not need to be submitted with the application but may be requested as part of a random audit. This documentation should be maintained by the applicant for at least three years following the date of application for examination.
5. 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 C2

Informal Training (Outside U.S. and Canada)

Education

MD or DO degrees equivalent to those of the U.S. or Canada.

+

Interpretation Experience

The applicant must be able to document interpretation experience with a minimum of 500 vascular laboratory studies. These studies should be distributed over the following testing areas:

Carotid duplex ultrasound
Transcranial Doppler
Peripheral arterial physiologic testing
Peripheral arterial duplex ultrasound
Venous duplex ultrasound
Visceral vascular duplex ultrasound

+

Continuing Medical Education (CME)

The applicant must document 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound earned within three years prior to the date of application for examination.

+

Documentation

1. Original credential report or official notarized copy of the evaluation converting the foreign medical 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 on page 17. 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.
2. Original letter from medical director of vascular laboratory or other physician describing the applicant's experience with vascular laboratory interpretation as shown on page 3.
3. Certificates or other original documentation for 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound.
4. Applicants should maintain a patient log or other record of interpretation experience with a minimum of 500 vascular laboratory studies. This log does not need to be submitted with the application but may be requested as part of a random audit. This documentation should be maintained by the applicant for at least three years following the date of application for examination.
5. 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.

Note: Prerequisite requirements are subject to change from time to time and at any time. Applicants must meet current prerequisite requirements in effect at the time of application.

The examination required for the RPVI credential costs \$500 USD and includes a \$100 USD non-refundable processing fee.

A \$50 USD fee will be assessed to individuals taking ARDMS examinations at international testing centers (outside the US and Canada). The fee will be charged at the time the examination is scheduled and is subject to change without notice. Veterans of the US Armed Forces, please visit the ARDMS website (ARDMS.org) for information about GI Bill Reimbursement Program.

Address on Record

The address you supply on your application or the current supplied address will be your address on record. **It is your responsibility to directly notify ARDMS in writing of any address change. ARDMS Registrants can update address information online by logging on to the secure MY ARDMS section of ARDMS.org.**

Mailing Address for Online Applications with Documentation Only

Please mail your online application summary and the “Documents Required” to:

ARDMS
Attn: Application Online Processing
51 Monroe Street
Plaza East One
Rockville, MD 20850-2400

Mailing Address for Online Applications with Payment and Documentation

The ARDMS online application gives applicants the option to pay the examination fee(s) via mail using Visa, MasterCard, check or money order. The address below should be used exclusively by applicants sending payments via mail. Please mail your online application summary, your “Documents Required” and required mailed payment form (available online at: ARDMS.org/PVImailedpayment) to:

ARDMS
Attn: Accounting – Application Payments/Documents
51 Monroe Street
Plaza East One
Rockville, MD 20850-2400

Admission to Test Centers

To be admitted to the testing center, candidates must present two current, valid signature IDs – of which one must be your non-expired government issued photo identification with signature. The name on the ID must exactly match the name on the ARDMS Examination-Confirmation Letter. All ID's must be issued in the English language. Failure to present acceptable identification will prevent you from being allowed entry into the test center

to examine. If this occurs, you will be marked “Absent” and will forfeit the entire examination fee and seat.

Candidates will also need the ID and password provided to them in the ARDMS Examination-Confirmation Letter to (1) schedule an appointment online, and (2) log in to the computer at the testing site. Please note that you will NOT be able to successfully schedule your examination appointment unless you use the specific User ID and password.

Candidates should bring the Examination-Confirmation Letter to the test center.

Test center personnel will supply an erasable white board if needed. Candidates are not permitted to bring books, paper, calculators, mobile phones, any electronic devices, or other materials into the testing room. Candidates are required to check all personal possessions at the admission desk.

Rescheduling Examinations

Candidates may reschedule the date and time of their examination any time during the 90-day eligibility period subject to the following policy: Reschedule an appointment by notifying the testing vendor at least 96 hours prior to the scheduled examination date.

Examination Extensions

Candidates who are unable to schedule an appointment with the testing vendor within the 90-day eligibility period may request a ONE-TIME 60-day extension for each examination. To request an extension, follow the steps below: (please fill out a form for EACH examination you are requesting an extension for).

- 1 Request must be made in writing to ARDMS (include your name, ARDMS Number, phone number and the name of the specific exam). Please email (examextensions@ardms.org), fax (301-738-0312) or mail the request to the ARDMS office.
Mail to: ARDMS
Attn: Examination Extension
51 Monroe Street, PE 1
Rockville, MD 20850-2400
- 2 must be received at least 96 hours prior to the end of the current eligibility period
- 3 are granted only one time

If you already have a scheduled appointment, you must call the testing vendor at least 96 hours prior to the scheduled examination and notify them that you are cancelling your scheduled appointment.

The entire examination fee is forfeited if the request is received too late, an appointment is never made, or the applicant does not keep a scheduled appointment.

Examination Cancellations

To cancel an examination and receive a partial refund, your request must be in writing and received in the ARDMS office no later than 96 hours prior to either the last date of the eligibility period or the scheduled examination appointment time. ARDMS will refund your examination fee, less the \$100 USD processing fee, per examination.

If an examination appointment has been made, the candidate must also contact the testing vendor to cancel the scheduled appointment no later than 96 hours prior to the scheduled examination appointment time. The candidate will receive a cancellation number from the testing vendor. The appointment cancellation number must be included in your request for cancellation and partial refund to ARDMS.

Requests must be made in writing to ARDMS (include your name, ARDMS Number, phone number and the name of the specific exam). Please email (examcancellations@ardms.org), fax (301-738-0312) or mail the request to the ARDMS office.

Mail to:
ARDMS
Attn: Examination Cancellation
51 Monroe Street, PE 1
Rockville, MD 20850-2400

Candidates who do not cancel their examination within the specified time frame and/or do not appear for an examination are considered “Absent” and forfeit all fees and their seat. Failure to present acceptable identification will prevent you from being allowed entry into the test center to examine. If this occurs, you will be marked “Absent” and will forfeit the entire examination fee and seat.

Special Accommodations/Arrangements

In compliance with the Americans with Disabilities Act (ADA), ARDMS will provide reasonable testing accommodations for candidates with professionally diagnosed disabilities as defined by the ADA. Under the ADA, a “disability” encompasses a physical or mental impairment that substantially limits one or more major life activities (e.g., walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks). Having a diagnosed impairment does not necessarily mean that an individual is disabled within the meaning of the ADA, and not all disabilities require test accommodations.

Test accommodations are adjustments or modifications of standard testing conditions. They are designed to allow candidates with disabilities to participate in the

examination without compromising the validity of the examination, providing an unfair advantage to the disabled candidate or imposing undue burdens on ARDMS. Applicants seeking special accommodations must submit, along with their completed application:

- 1 an original and current letter (dated within the last five years) typed on official letterhead from a qualified physician who specializes in the disability; such professional must document the disability, its severity, describe the applicant’s limitation due to the disability and state exactly what accommodations are recommended. The letter submitted to ARDMS must contain the original signature and the credentials of such professional;
- 2 a current (dated within the last five years) detailed, comprehensive medical evaluation/report of the diagnosed disability from the physician or health professional; and
- 3 a completed ADA Special Accommodations Questionnaire found on page 20, must be completed in its entirety each time you apply for examination.

Note: Submission of incomplete or illegible questionnaires and/or insufficient supporting documentation delays the processing of your request. Your application cannot be fully processed until all supporting documentation is received by the ARDMS. The examination application will be considered incomplete without the required supporting documentation and examination fees may be refunded, minus the non-refundable examination processing fee per examination.

The purpose for supplying the above required documentation is to validate that the applicant is covered under the ADA meaning of “disabled.” ARDMS may request additional documentation to support an applicant’s request. All information presented to ARDMS in seeking special accommodations will be kept confidential and will be used by ARDMS only to determine what special accommodations, if any, will be made.

If the accommodation request is approved, ARDMS will mail a Special Accommodation Notice, which will include the approved accommodation. The notice will denote a phone number for the candidate to call the test vendor in order to make the appropriate accommodations.

All special accommodation forms and related documents will be kept confidential and will only be released with written consent of the applicant.

Non-Discrimination Policy

ARDMS complies with all applicable non-discrimination laws.

ARDMS Discipline Policies

Current ARDMS Discipline Policies are available to the public on our website. Please visit ARDMS.org/disciplinepolicies to view and print a copy of the ARDMS Discipline Policies. It is recommended that ARDMS Applicants, Candidates and Registrants review these policies to ensure compliance.

Examination Security

Examination security is vital to the ARDMS mission. Accurate measurement of the critical knowledge and entry-level competence for the practice of ultrasound is what validates the ARDMS credential and the certified sonography professional. “Earning” certification by cheating, or even the perception that such a thing is possible, weakens the value of the credential for everyone.

For more information regarding ARDMS examination security, including examples of potential breaches of examination security and associated disciplinary actions, please visit the ‘Examination Security’ section of the ARDMS website at ARDMS.org/examsecurity.

Compliance with ARDMS Discipline Policies

Disclosure of Violations

ARDMS Applicants, Candidates and Registrants are required to report their involvement in any incident that constitutes violation of ARDMS Discipline Policies within fourteen (14) business days of the violation incident.

ARDMS rules indicate that ARDMS may take action against an Applicant, Candidate, or Registrant found to have violated ARDMS Discipline Policies. Sanctions may include (but are not limited to) reprimand, censure, suspension of eligibility/certification, revocation of eligibility/certification, and certification probation.

First-Time Applicants must disclose information regarding all previous violations of ARDMS Discipline Policies to the ARDMS with their initial application for examination. All future violations must then be reported to the ARDMS within fourteen (14) business days of the violation incident.

Criminal Case/Discipline Sanction Completion Status

First Time Applicants - In order to move forward with the application process all violation matters disclosed by First-Time Applicants must be closed. This means that all conditions of sentencing/sanction must be completed (including all probation and fines) and that the case has been completely closed or the disciplinary

sanction has been lifted in order for the Applicant to proceed with the certification process. **Applicants disclosing legal/disciplinary matters deemed to be open will not be able to proceed with the application process. Accordingly the ineligible application will be withdrawn and a refund will be processed, minus the \$100 USD mandatory application processing fee and \$150 USD non-refundable Initial Legal Review Fee.**

Candidates/Registrants – ARDMS Candidates/Registrants will be unable to proceed with the ARDMS examination and certification process until such time as the violation matter is closed. This means that all conditions of sentencing/sanction have been completed (including all probation and fines) and that the case has been completely closed or the disciplinary sanction has been lifted, documentation reflecting successful completion of all sentencing/sanction requirements have been received by the ARDMS and all violation matters have been reviewed in their entirety by the appropriate ARDMS Discipline Committee. **All Candidates/Registrants disclosing a violation of, or found to have violated, ARDMS Discipline Policies are required to submit the \$150 USD non-refundable Initial Legal Review Fee (see ‘Discipline Fees’ section).**

Re-applicants

Re-applicants who have previously disclosed a violation of ARDMS Discipline Policies, been deemed eligible to test/retain certification and have not engaged in any additional conduct constituting a violation are not required to resubmit documentation regarding the previously disclosed violations or the \$150 USD non-refundable Initial Legal Review Fee.

Re-applicants must still provide an answer of ‘Yes’ to the appropriate violation question noted in the online application at which time a background check will be conducted. Upon confirming that there have not been any additional violations of ARDMS Discipline Policies, ARDMS will release the application for standard processing.

Documentation Requirements

Upon disclosing a violation of ARDMS Discipline Policies all ARDMS Applicants, Candidates, and Registrants are required to submit official documentation from the presiding court system or disciplinary body. The official documentation must verify the following and be accompanied by a personally written detailed description of the circumstances leading to the violation:

Legal/Criminal Matter

- Documentation from the presiding court system reflecting the following information:
 - What the initial charges were; and
 - What the final judgment was (guilty, no contest, etc); and
 - What the sentencing requirements were and for how long (example: probation for 24 months, fine, etc); and
 - Verification that the case is closed, meaning that all requirements of sentencing have been completed.

Disciplinary Action

- Documentation from the issuing disciplinary body reflecting the following information:
 - The circumstances or conduct identified by the disciplinary body as grounds for sanction; and
 - The conditions and length of sanction (example: suspension of license for 24 months, fine, etc); and
 - Verification that all terms of sanction have been completed and that the sanction has been lifted.

You must provide documentation that either verifies that all sentencing requirements were completed in full or a letter from the presiding court system/disciplinary body verifying that this case is closed and all of the requirements have been satisfied. If this documentation outlined above is not available as the documentation has been archived by the presiding court system/disciplinary body, you must provide an official letter on letterhead from the presiding court system/disciplinary body verifying this information.

Discipline Fees

Applicants, Candidates and Registrants disclosing an initial or subsequent violation of ARDMS Discipline Policies will be assessed a \$150 USD non-refundable Initial Legal Review Fee.

Additional fees may be assessed, depending on the level of review required to issue a final determination:

Telephonic Hearing - \$100 USD*

In-Person Hearing - \$500 USD*

Appeal Hearing - \$500 USD*

Reinstatement Hearing - \$300-\$600 USD*.

* Note: All fees are non-refundable without exception.

Processing Time

Review of applications disclosing a new violation may take up to thirty (30) days to be completed. In the event that the violation matter is referred for a discipline hearing, the application will be held further pending the outcome of the hearing. Hearings are scheduled quarterly.

Please note that ARDMS staff cannot comment on or make predictions regarding possible discipline review/hearing outcomes without exception.

Discipline Pre-application Review

ARDMS conducts a “pre-application review,” for a \$125 USD non-refundable fee, for individuals who wish to determine the impact of a previous violation of ARDMS Discipline Policies on their eligibility to apply for ARDMS certification. You may obtain additional information regarding the pre-application process along with the appropriate forms by visiting ARDMS.org/preapplication.

Violators of ARDMS Discipline Policies

ARDMS posts the names, date of birth, and imposed sanction of all Applicants, Candidates and Registrants who have been found in violation of ARDMS Discipline Policies.

This information is available in the ARDMS Sanction List available through the ARDMS website (ARDMS.org/violation).

The online posting will list sanctioned individuals permanently. After an individual’s sanction has expired, the sanction will remain listed permanently but will note the specific sanction expiration date.

Examination Information

The Physicians’ Vascular Interpretation (PVI) examination is four-hours long and consists of approximately 200 multiple-choice questions.

Examination Administration

ARDMS and its test vendor reserve the right to refuse admission to a candidate if the proper identification and verification forms are not presented or if the examination has begun. If a candidate is refused admission for either of these reasons or fails to appear at a test site for a scheduled appointment, the candidate will not receive a refund of the examination fee or processing fee, or any credit for future examinations. Please see the Admission to Test Centers section on page 6.

ARDMS examinations are limited to candidates who are seeking an ARDMS credential in good faith, have met eligibility requirements, and not to any other individual for any other purpose. The proctor at any ARDMS assigned test site works to maintain a secure

and proper examination administration. In this capacity, a proctor may seat and/or relocate a candidate before or during an examination.

All examination materials are the sole property of ARDMS. The materials are not available for review by candidates before or after the examination administration. Candidates are not permitted to bring in or remove from the examination room any examination related materials. Candidates are not permitted to reproduce any examination materials in whole or in part. The sharing or reporting of the terms or substance of any examination content, orally or in writing, with anyone, including other examination candidates, program directors, and course instructors, is prohibited. The reproduction of any ARDMS copyrighted material, in whole or in part, is a Federal offense and may also subject any individual to the sanctions set by ARDMS. The decision to release a candidate's score(s) on an ARDMS examination qualifying the candidate for certification rests solely and exclusively with ARDMS and its decision is final.

ARDMS does not condone any form of deceptive or unauthorized examination behavior, activity, or misconduct at any time during the administration of any ARDMS examination. Deceptive or unauthorized behavior, activity, or misconduct during an ARDMS examination administration includes, but is not limited to: copying or recording examination questions or answers, sharing examination content information, disrupting the examination, using notes, or otherwise giving or receiving any unauthorized information or assistance.

If any form of deceptive or unauthorized behavior, activity, or misconduct is observed and subsequently documented by an authorized examination administrator (examination proctor, written test center organizer and/or computer-based test center administrator), or evidenced by statistical analysis of answer sheets and review of examination materials, ARDMS may invalidate, withhold, and/or revoke the examination scores or bar the candidate from all future ARDMS examinations, either permanently or for a specific time period. The ARDMS decision on any such matter is final.

Examination Scores and Scoring Method

ARDMS uses a criterion-referenced methodology for scoring all examinations. With this type of scoring methodology, there is no curve and candidates do not compete against each other. In constructing criterion-referenced examinations for ARDMS, the test score is based on the number of items answered correctly or the point that represents basic skills and knowledge. A great deal of time is spent ensuring that the cut-off scores are derived fairly.

A portion of the test questions may be unscored items. These items are not scored and are used for future examination development. Candidates will not know whether an item is scored or not.

ARDMS test results are reported as a scaled score, ranging from 300 to 700. A scaled score of 555 or higher is required to pass all ARDMS examinations. The scaled score is not a percentage point of correct answers nor is it built on a "curve" where a certain percentage would pass and a certain percentage would fail.

Examination Security

Examination security is vital to the ARDMS mission. Accurate measurement of the critical knowledge and entry-level competence for the practice of ultrasound is what validates the ARDMS credential and the certified sonography professional. "Earning" certification by cheating, or even the perception that such a thing is possible, weakens the value of the credential for everyone. For more information regarding ARDMS examination security, including examples of potential breaches of examination security and associated disciplinary actions, please visit the 'Examination Security' section of the ARDMS website: ARDMS.org/examsecurity.

Applicant/Candidate Appeals

An appeal must be made in writing and submitted by:

- e-mail, sent to appeals@ARDMS.org with the subject line of "Appeal"; or
- letter, addressed to ARDMS, Attn: Appeal, 51 Monroe Street, Plaza East One, Rockville, Maryland 20850-2400; or
- fax, sent to (301) 738-0312, marked Attn: Appeal.

Decisions by ARDMS regarding determination of eligibility to take an examination, or continued certification, disruptive examination conditions, verification of an examination score, or absence from an examination appointment due to a medical situation may be appealed to the ARDMS Review Panel. The grounds for appeal to the review panel are only those stated in the previous sentence. Actions regarding ARDMS disciplinary policy may not be appealed to the ARDMS Review Panel.

Determination of Eligibility

An appeal regarding determination of eligibility to take an examination, or continued certification must be made in writing by letter or by e-mail, addressed to appeals@ardms.org. All such appeals must be received by ARDMS within 30 days of the date that ARDMS mailed the notice denying eligibility to take the examination. The written appeal must identify the precise factual basis, applicable rules or examination conditions that are the basis for the appeal.

Disruptive Test Center Conditions

An appeal regarding disruptive examination conditions submitted to the ARDMS Review Panel must be made in writing by letter or by e-mail, addressed to appeals@ardms.org. All such appeals must be received by ARDMS within 30 days of the date on which a disruptive examination condition or examination occurred. The written appeal must identify the precise factual basis, applicable rules or examination conditions that are the basis for the appeal.

Verification of Examination Score

ARDMS does NOT hand score examinations. We can process a score verification at a fee of \$35 USD. Score verification ensures that the computer counted the correct and incorrect answers appropriately but, does not review the questions and answers. You must complete the Exam Score Verification Form within 30 days of having taken the examination in question. This form must be completed in its entirety. Please print or type all information and include a check, money order or credit card processing fee in the amount of: \$35 USD. The Exam Score Verification Form will be returned for incomplete information, failure to sign the form, or failure to pay the fee. In deciding whether to have your score verified, please consider that ARDMS examinations are scored electronically with a high degree of accuracy. It is therefore unlikely that verification will alter your original score.

Medical Situations

Appeals regarding absence from an examination appointment due to a medical situation must be submitted no later than 30 days following the date of the missed examination. The appeal must be faxed or mailed to the ARDMS office to the attention of the Program Support Analyst. The written request must include:

- 1 The candidate's name, registry number, name of the missed examination and examination date.
- 2 Be in writing on the letterhead of the facility at which the candidate received treatment, and signed by the physician or other healthcare professional who provided such treatment. Treating physician/facility providing letter may not be the same physician/facility with whom the candidate is employed.
- 3 For previously scheduled or "elective" treatment, explain the circumstances that prevented the candidate from scheduling the treatment for a time other than the date of the examination; and
- 4 Specify the dates on which the candidate was incapacitated such that he or she could not be present for the examination, including the date on which the candidate received treatment for the medical condition that resulted in his or her absence from the examination.

All documentation will be reviewed and if required, additional documentation may be requested by the Program Support Analyst.

If a candidate fails to provide medical documentation that satisfies the requirements above, the candidate shall forfeit the examination fees for the missed examination and will be required to re-apply for the examination.

Retaking Examinations

Candidates who are unsuccessful in passing an examination and wish to reexamine must reapply. They need to complete a new application form and submit with it all appropriate documentation and the examination fee(s). No additional supporting documentation is required. Unsuccessful candidates may reapply at any time. However, there is a mandatory 60-day waiting period before a new examination eligibility period can begin.

Notification of Examination Results/Release of Scores

Preliminary examination results are available to the candidate immediately upon conclusion of the test at the testing center. However, the results are provisional and are subject to final review and acceptance by ARDMS.

Results are not released over the telephone, by fax, or any other electronic transmission such as e-mail. No other individual or party is entitled to receive the examination results of a candidate.

Violators of ARDMS Discipline Policies

ARDMS posts the names, date of birth and imposed sanction issued to all Applicants, Candidates and Registrants who have been found in violation of ARDMS Discipline Policies.

This information is available in the ARDMS Sanction List available through the ARDMS website (ARDMS.org/violation).

The online posting will list sanctioned individuals permanently. After an individual's sanction has expired, the sanction will remain listed permanently but will note the specific sanction expiration date.

After Becoming Registered

In recognition of becoming registered, Registrants will receive a certification packet containing a temporary ARDMS Identification (ID) Card and an official certificate within six weeks. The name of the Registrant is printed on the certificate exactly as written on the application form. The official ARDMS ID Card is sent at a later date.

Note: Degrees and additional certifications are not printed on ARDMS certificates or ID cards.

Active and Retired Registrants receive *Registry Reports*, the ARDMS quarterly newsletter. Active Registrants are listed online in the ARDMS Directory of Registrants (ARDMS.org/statusverification/index). ARDMS RPVI Registrants are entitled to use the initials of the credential earned (Registered Physician in Vascular Interpretation, RPVI) subject to continued compliance with all current and future rules and standards. Certificates, cards, logos, patches, and emblems of ARDMS; the name American Registry of Diagnostic Medical Sonographers; American Registry for Diagnostic Medical Sonography; ARDMS; Registered Diagnostic Medical Sonographer, RDMS; Registered Diagnostic Cardiac Sonographer, RDCS; Registered Vascular Technologist, RVT; Registered Physician in Vascular Interpretation, RPVI; and abbreviations relating thereto are all the exclusive property of ARDMS and may not be used in any way other than as specified by ARDMS without the express written consent of ARDMS.

Certification is a privilege, not a right. The ARDMS Board of Directors maintains legal authority to award ARDMS certification designations. ARDMS may also withhold, suspend, or revoke any certification designation in accordance with the policies, rules, and regulations it establishes.

Annual Renewal Fee

To maintain Active registration status for the RPVI, RDMS, RDCS and RVT credentials, there is an annual renewal fee for each calendar year. Registrants who pay their annual renewal fee receive an updated ID card and their names will appear online in the ARDMS Directory of Registrants.

By paying your annual renewal fee, you will be attesting that: (1) you are in compliance with all ARDMS' rules and policies (available online at ARDMS.org/policies), including ARDMS CME requirements; and (2) you shall continue to comply with all ARDMS rules and policies on an ongoing basis, as may be amended from time-to-time, without prior notice.

Requirements for Continuing Education

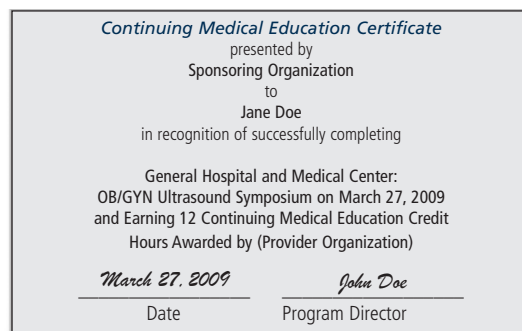
To meet the continuing education requirement established by ARDMS, Registrants must accrue continuing medical education (CME) credits on an ongoing basis. ARDMS will credit you with 15 CME points upon passing the PVI examination. **To maintain Active status, individuals registered as RPVI must accrue a minimum of 30 ARDMS-accepted CME credits in vascular ultrasound per three-year period, irrespective of the number of earned credentials.**

ARDMS uses a CME audit system to verify compliance with continuing medical education requirements. ARDMS will conduct an annual audit of a percentage of randomly selected Registrants whose three-year CME period ended in the previous year. It is the Registrant's responsibility to keep and maintain documentation of their ARDMS-accepted CME credits in vascular ultrasound for a minimum of four (4) years. In the event that you are selected for audit, you must provide CME documentation of the minimum 30 ARDMS-accepted CME credits per three-year period.

If randomly selected for the CME audit, it is the responsibility of the Registrant to provide ARDMS with appropriate CME documentation as proof of attendance at a course or activity. The name on all supporting documentation must be consistent and must match the name ARDMS has on file for you. If it does not, you will need to submit legal documentation of the name change (e.g. a copy of marriage license or driver's license) with your CME documentation.

CME documentation (certificates, etc.) must also include the following information:

- Name of participant
- Date of course or activity
- ARDMS Number (if applicable)
- ARDMS approved sponsoring organization (e.g. General Hospital and Medical Center)
- ARDMS approved provider organization (e.g. AMA, ASRT, ASUM, CMECmte - CMA, CSDMS, CSVS, JCAHPO, SDMS, SVU. This list is subject to change. Please visit ARDMS.org for a complete list.)
- Title of course or activity
- Number of credit hours awarded



Your three-year CME period begins the day you receive your initial credential and become an ARDMS Registrant. Since the three-year CME period is based on the calendar year (January 1st through December 31st), your CME period may include any time that remains in the year

you become credentialed plus the next three years. For example, if you became credentialed on August 15, 2006, your three-year CME period would be from August 15, 2006 through December 31, 2009. Your next three-year period from then on, would start with the regular calendar year and will run from January 1, 2010 through December 31, 2012. And so on...

For more information about CME credits and where they can be earned, please visit the ARDMS website at ARDMS.org.

Recertification Assessment Program

To maintain the RPVI credential, Registrants will be required to complete future periodic recertification assessments. The recertification assessment program, along with the annual renewal fee and CME requirements, will constitute the three obligations ARDMS Registrants must meet to maintain active status.

Reinstatement Fee for Failure to Meet Renewal Requirements

By paying the annual renewal fee, a Registrant is attesting to completion of the continuing competency requirement. Registrants who fail to pay the annual renewal fee by December 31st of each year will have their credential(s) revoked. In order to have their credential(s) reinstated, the Registrant must pay the annual renewal fee as well as a \$150 USD reinstatement fee by February 28th. Appeals with additional fees and/or CMEs are accepted each year through August 1st.

Failure to meet the requirement by August 1st will result in a Registrant's credential(s) remaining revoked and the Registrant will be required to retake all necessary ARDMS examinations and pay all applicable fees to regain active status.

Registry Status

- 1 Active Registry Status – Registrants who are current in payment of their annual renewal fee and in the continuing competency requirement.
- 2 Retired Status Registrant Definition:
 - A voluntary ARDMS Status for Registrants who are no longer actively working, practicing, teaching or supervising in the field, but wish to maintain their association with ARDMS.

- Retired Status does NOT allow individuals to use any ARDMS credential designations. Use of any ARDMS credential, trademark or copyright materials associated with their name is strictly prohibited
- Retired Status explicitly states that an individual does not hold Active Registry Status. Retired Status is permanent. If Retired Status individuals wish to regain their credential(s), they must apply, pay for and pass all applicable ARDMS examinations.

Instructions for Requesting Status Change to Retired

- 1 ARDMS Active Status Registrants must complete the ARDMS Attestation form (available at ARDMS.org) to request that their status be changed to retired.
- 2 Registrant must (1) hold an Active Status registration, and (2) have no unresolved adverse disciplinary actions imposed at the time of the request for retired status and 3) be in full compliance with ARDMS CME requirements including successfully completing of the CME Audit, if selected.
- 3 Once ARDMS Registrants return the ARDMS Attestation form (available at ARDMS.org) and all the credential certificate(s) issued to them, their designation will be changed to "Retired" in the Registrants record and reflected in the ARDMS on-line directory of Retired Status Registrants.

Benefits of Retired Status:

- Continued association with ARDMS and listing as retired in the ARDMS Directory of Retired Registrants.
- Receipt of a Certificate of Recognition.
- No annual renewal fee.

In addition, please note that ARDMS ID Cards are not issued to Retired Registrants.

Name/Address Changes

Registrants, Applicants, or Candidates who change their name and/or address must notify ARDMS immediately.

Address changes can be made:

- 1 online, at ARDMS.org by logging in to MYARDMS
- 2 by phone, (800) 541-9754 or
- 3 by fax, (301) 738-0312

Name change requests must include a completed Name Change Request Form (found at ARDMS.org/noticeofnamechange) and legal documentation verifying the change of name. The completed Name Change Request Form and legal documentation may be faxed to (301) 576-8578, scanned and emailed to namechanges@ardms.org or mailed to 51 Monroe Street, Plaza East 1, Rockville, MD 20850 Attn: Name Change. All documentation submitted must be legible.

Supporting legal documentation required must include:

- Photocopy of a non-expired government issued photo identification with signature

AND

- Photocopy of marriage certificate, or
- Photocopy of divorce decree, or
- Photocopy of name change decree

Updates to a middle name only require a photocopy of a non-expired government issued photo identification with signature. You can verify that the contact information has been updated by logging in to MYARDMS 48 business hours after the request is received in the ARDMS office.

Country/Area Chart

Country/Area	Code	Country/Area	Code	Country/Area	Code
Afghanistan	093	Czech Rep.	42	Japan	081
Albania	355	Dem. Rep. of the Congo	761	Jordan	962
Algeria	213	Denmark	45	Kazakhstan	8
American Samoa	684	Diego Garcia	246	Kenya	254
Andorra	376	Djibouti	253	Kiribati	686
Angola	244	Dominica	808	Korea (North)	850
Anguilla	259	Dominican Republic	812	Korea (South)	82
Antigua (Barbuda)	271	East Timor	811	Kuwait	965
Argentina	054	Ecuador	593	Kyrgyzstan	9
Armenia	374	Egypt	20	Laos	856
Aruba	297	El Salvador	503	Latvia	371
Ascension Island	247	Equatorial Guinea	240	Lebanon	961
Australia	061	Eritrea	291	Lesotho	266
Austria	043	Estonia	372	Liberia	231
Azerbaijan	994	Ethiopia	251	Libya	218
Bahamas	603	Faeroe Islands	298	Liechtenstein	423
Bahrain	973	Falkland Islands	500	Lithuania	370
Bangladesh	880	Fiji Islands	679	Luxembourg	352
Barbados	604	Finland	358	Macao	853
Belarus	375	France	033	Macedonia	389
Belgium	032	French Antilles	596	Madagascar	261
Belize	501	French Guiana	594	Malawi	265
Benin	229	French Polynesia	689	Malaysia	060
Bermuda	441	Gabon Republic	241	Maldives	960
Bhutan	975	Gambia	220	Mali Republic	223
Bolivia	591	Georgia	995	Malta	356
Bosnia	387	Germany	049	Maritime Atlantic East	871
Botswana	267	Ghana	233	Maritime Atlantic West	874
Brazil	055	Gibraltar	350	Maritime Indian	873
British Virgin Islands	85	Greece	30	Maritime Pacific	872
Brunei	673	Greenland	299	Marshall Islands	692
Bulgaria	359	Grenada	472	Martinique	693
Burkina Faso	226	Guadeloupe	590	Mauritania	222
Burundi	257	Guam	671	Mauritius	230
Cambodia	855	Guatemala	502	Mayotte Island	270
Cameroon	237	Guinea	224	Mexico	52
Canada	1	Guinea-Bissau	245	Micronesia	691
Cape Verde Island	238	Guyana	592	Moldova	373
Cayman Islands	345	Haiti	509	Monaco	35
Central African Rep.	236	Holy See (Vatican City)	511	Mongolia	976
Chad Republic	235	Honduras	504	Montserrat	473
Chile	56	Hong Kong	852	Morocco	212
China	87	Hungary	36	Mozambique	258
Christmas Island	668	Iceland	354	Myanmar	095
Cocos (Keeling) Island	59	India	091	Namibia	264
Colombia	57	Indonesia	062	Nauru	674
Comoros	269	Iran	098	Nepal	977
Congo Republic	242	Iraq	964	Netherlands	031
Cook Islands	682	Ireland	353	Netherlands Antilles	599
Costa Rica	506	Israel	972	New Caledonia	687
Croatia	385	Italy	039	New Zealand	064
Cuba	053	Ivory Coast	225	Nicaragua	505
Cyprus	357	Jamaica	876	Niger Republic	227

Country/Area Chart (continued)

Country/Area	Code	Country/Area	Code
Nigeria	234	Tonga Islands	676
Niue	683	Trinidad & Tobago	868
Norfolk Island	672	Tunisia	216
Norway	047	Turkey	090
Oman	968	Turkmenistan	993
Pakistan	92	Turks & Caicos	649
Palau	680	Tuvalu	688
Panama	507	Uganda	256
Papua New Guinea	675	Ukraine	380
Paraguay	595	United Arab Emirates	971
Peru	051	United Kingdom	44
Philippines	063	United States of America	0
Pitcairn	67	Uruguay	598
Poland	048	Uzbekistan	998
Portugal	351	Vanuatu	678
Qatar	974	Venezuela	058
Reunion Island	262	Vietnam	084
Romania	040	Wallis & Futuna Isls.	681
Russia	10	Western Sahara	37
Rwanda	250	Western Samoa	685
Saipan	670	Yemen	967
San Marino	378	Yugoslavia	381
Sao Tome	239	Zambia	260
Saudi Arabia	966	Zimbabwe	263
Senegal	221		
Seychelles Islands	248		
Sierra Leone	232		
Singapore	065		
Slovakia	421		
Slovenia	386		
Solomon Islands	677		
Somalia Republic	252		
South Africa	027		
Spain	34		
Sri Lanka	094		
St. Helena	290		
St. Kitts & Nevis	869		
St. Lucia	758		
St. Pierre & Miquelon	508		
St. Vincent	810		
Sudan	249		
Suriname	597		
Svalbard & San Mayen Island	600		
Swaziland	268		
Sweden	046		
Switzerland	041		
Syria	963		
Taiwan	886		
Tajikistan	11		
Tanzania	255		
Thailand	066		
Togo	228		
Tokelau	605		

Foreign Education Transcript Evaluation Organizations

If you were educated outside of the United States, your transcripts must be evaluated by a Foreign Transcript Evaluation Agency. The evaluation must be done course by course. This process may take up to eight weeks. Below is a list of agencies that perform these evaluations:

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

www.aacrao.org/international/foreignEdCred.cfm
(202) 296-3359
1 Dupont Circle NW, Suite 520
Washington, DC 20036

International Credential Assessment Service of Canada (ICAS)

www.icascanada.ca
(519) 763-7282
147 Wyndham Street North, Suite 409
Guelph, Ontario, Canada N1H 4E9

International Education Research Foundation, Inc. (IERF)

www.ierf.org
(310) 258-9451
P.O. Box 3665
Culver City, CA 90231

World Education Services, Inc.

www.wes.org
(212) 966-6311
P.O. Box 5087
New York, NY 10274-5087

World Education Services, Inc (Canada)

www.wes.org/ca
(866) 343-0070
45 Charles Street, Suite 700
Toronto, Ontario, Canada M5Y 1S2

Educational Credential Evaluators, Inc.

www.ece.org
(414) 289-3400
P.O. Box 514070
Milwaukee, WI 53203-3470

Educational Perspectives

www.educational-perspectives.org
(312) 421-9300
P.O. Box 618056
Chicago, IL 60661-8056

Foundation for International Services, Inc. (FIS)

www.fis-web.com
(425) 248-2255
14926 35th Ave West, Suite 210
Lynnwood, WA 98087

International Consultants of Delaware, Inc.

www.icdel.com
(215) 222-8454
3600 Market Street, Suite 450
Philadelphia, Pennsylvania 19104

Globe Language Services, Inc.

www.globelanguage.com
(212) 227-1994
319 Broadway, 2nd Floor
New York, New York 10007

ARDMS Terms: Definitions

Applicant – An individual who has applied to sit for an ARDMS examination and whose eligibility awaits determination.

ARDMS – The American Registry for Diagnostic Medical Sonography tests the basic competency of sonography professionals.

Candidate – An individual who has met a prerequisite, submitted an application, and has been officially approved by ARDMS to sit for an examination.

Certification Examination – Examination used as a statistically validated method for testing the basic competency of sonography professionals.

Continuing Medical Education (CME) Credits – The term CME stands for Continuing Medical Education. CME programs are intended, literally, to continue the medical education of health care professionals. They may learn about new developments by taking courses, attending medical conferences or in some cases, by reading and taking a test. CME credit points are assigned after completion of such educational activities. See section Requirements for Continuing Education on page 12.

Credential – The Registered Physician in Vascular Interpretation (RPVI) credential is earned by passing the ARDMS PVI certification examination.

First-time Applicant – An individual who meets one or more of the following conditions:

- Applying under a prerequisite for the first time;
- Applicants previously approved by ARDMS to sit for the Sonography Principles and Instrumentation (SPI) examination under the SPI Examination Requirement;
- An RPVI Registrant applying for the RDMS, RDCS or RVT credential for the first time; and/or
- An individual previously determined ineligible.

Foreign Transcript Evaluation Organizations – Organizations that evaluate international educational documents. See page 17.

Full-Time – Defined as 35 hours per week, at least 48 weeks per year.

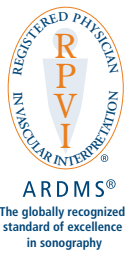
Part-Time – Requirements are prorated over a period of time equivalent to full time. Twenty hours per week would take approximately two years to be considered equivalent to one year of full-time.

Prerequisite – In order to earn an ARDMS credential, an individual must apply under one of the published standards. See pages 4-5.

Re-Applicant – A re-applicant is a candidate or Registrant who has previously applied and been approved by ARDMS to take an ARDMS examination, and who is applying to take another examination. (The re-applicant may or may not have actually taken the first examination for which he or she was approved.) This does not include an individual who has been approved to sit only for the Sonography Principles and Instrumentation (SPI) examination under the SPI Examination Requirement, or a Registrant who has earned only the RPVI credential and is applying for the RDMS, RDCS and/or RVT credentials. If your credentials were revoked for renewal non-compliance (renewal fee and/or CMEs) and you are attempting to regain active status, you are considered a re-applicant.

Registrant – An individual who has successfully passed the examination(s) necessary to earn an ARDMS credential, and has been officially notified by ARDMS.

Special Accommodations/Arrangements – (through the Americans with Disabilities Act) – Candidates seeking special arrangements for taking ARDMS examinations must submit with their application a Request for Special Accommodations. See section Special Accommodations/Arrangements on page 7.



RPVI APPLICATION SUBMISSION CHECKLIST

Please make sure each document under the prerequisite selected is included with your application. Incomplete applications will be returned less the processing fee per examination.

- Prerequisite A1**
- copy of current, valid medical license, 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.

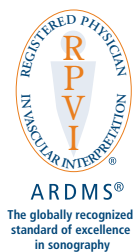
- Prerequisite A2**
- copy of MD or DO current, valid license to practice in the U.S. or Canada, and
 - letter from ICAVL or ACR identifying applicant as a member of the medical staff of an accredited vascular ultrasound laboratory unit.

- Prerequisite B1**
- copy of medical school diploma, and
 - original letter from residency/fellowship program director verifying successful completion of a minimum of 500 vascular laboratory studies and describing the applicant's experience with vascular laboratory interpretation during the training period, and
 - if formal training ended more than three years prior to application: certificates or other original documentation for a minimum of 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound, 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 B2**
- copy of medical school diploma, and
 - original letter from Medical Director of vascular laboratory or other physician describing the applicant's experience with vascular laboratory interpretation. The applicant may write this letter if no physician is available, and
 - certificates or other original documentation for 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound, 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 C1**
- original or notarized official Foreign Transcript Evaluation or a copy of the ECFMG® certificate *with* a copy of a current, valid MD or DO license from the U.S. or Canada, and
 - original letter from residency/fellowship program director verifying successful completion of a minimum of 500 vascular laboratory studies and describing the applicant's experience with vascular laboratory interpretation during the training period, and
 - certificates or other original documentation for 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound, 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 C2**
- original or notarized official Foreign Transcript Evaluation* or a copy of the ECFMG® certificate *with* a copy of a current, valid MD or DO license from the U.S. or Canada, and
 - original letter from Medical Director of vascular laboratory or other physician describing the applicant's experience with vascular laboratory interpretation, and
 - certificates or other original documentation for 12 credit-hours of ARDMS-accepted CME specifically related to vascular ultrasound, 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.



ADA Special Accommodations Questionnaire

In compliance with the Americans with Disabilities Act (ADA), ARDMS will provide reasonable testing accommodations for candidates with professionally diagnosed disabilities as defined by the ADA. Under the ADA, a “disability” encompasses a physical or mental impairment that substantially limits one or more major life activities (e.g., walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks). Having a diagnosed impairment does not necessarily mean that an individual is disabled within the meaning of the ADA, and not all disabilities require test accommodations.

Test accommodations are adjustments or modifications of standard testing conditions designed to allow candidates with disabilities to participate in the examination without compromising the validity of the examination, providing an unfair advantage to the disabled candidate or imposing undue burdens on ARDMS.

Applicants seeking special accommodations must complete this questionnaire in its entirety. Along with this questionnaire, applicants must submit, with their completed examination application:

(1) an original and current letter (dated within the last five (5) years) typed on official letterhead from a qualified physician or other health professional who specializes in the disability; such professional must document the disability, its severity, describe the individual’s limitations due to the disability, and state exactly what accommodations are recommended. The letter must contain the original signature and the credentials of such professional; and

(2) a current (dated within the last five (5) years) copy of a detailed, comprehensive medical evaluation/report of the diagnosed disability from the physician or health professional.

Please type or print.

Date _____ ARDMS Number _____

Name _____

Address _____

City _____ State _____ ZIP/Postal Code _____

Phone No. _____ E-mail address _____

1. Which specific examination are you seeking accommodations for? _____

2. Have you taken this examination before? _____ Yes _____ No

a) If yes, did you receive special accommodations for this examination? _____ Yes _____ No

3. What is the nature of your disability? (circle one):

Learning disability Physical disability Psychiatric disability

Visual disability Hearing disability Other: _____

4. When was your disability first professionally diagnosed? (circle one):

Less than 1 year ago 1-2 years ago 3-5 years ago More than 5 years ago

5. Accommodations must be appropriate to the disability and must be validated on the supporting documentation provided by the physician or health professional. What accommodations are you requesting? (circle one)

Isolated testing room Additional testing time Both

a) If requesting additional time, please indicate the amount of time as supported by your documentation. (circle one)

Time and one half Double time

6. Did you receive accommodations during prior classroom or testing experiences?

a) Standardized Examinations _____ Yes _____ No

If yes, accommodations received: _____

b) College _____ Yes _____ No

If yes, accommodations received: _____

c) Secondary or elementary school _____ Yes _____ No

If yes, accommodations received: _____

Please Note: Submission of incomplete or illegible questionnaires and/or insufficient supporting documentation slows the processing of your request. Your application cannot be processed until all supporting documentation is received by the ARDMS. The examination application will be considered incomplete without the required supporting documentation and the examination fee may be refunded, minus the non-refundable examination processing fee.

By signing, I attest that all information provided on this questionnaire is true and accurate to the best of my knowledge.

Signature _____ Date _____

(Your request will not be processed without a signature)

AMERICAN REGISTRY FOR DIAGNOSTIC MEDICAL SONOGRAPHY

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