



**ARDMS®**

The globally recognized  
standard of excellence  
in sonography

ARDMS  
INFORMATION & EXAMINATION



GENERAL APPLICATION BOOKLET

ARDMS  
THE GLOBALLY RECOGNIZED STANDARD  
OF EXCELLENCE IN SONOGRAPHY

# Table of Contents

Introduction	
Mission Statement	3
ARDMS at a Glance	3
Required Examinations for Sonography and Vascular Technology Credentials	4
Overview of the Sonography Principles and Instrumentation (SPI) Examination	
About the Sonography Principles and Instrumentation (SPI) Examination	5
Preparing for the Sonography Principles and Instrumentation (SPI) Examination	5
Overview of the Application Process	
Application Process	6
Completing and Submitting the Application	6
Clinical Verification	7
Clinical Verification Exception Policy	8
Re-applicants: Required Supporting Documentation	8
Education and Experience Requirements	9
Steps for Choosing Your Prerequisite	10
Examination Prerequisite Chart	11
Sonography Principles and Instrumentation (SPI) Examination Requirement	14
Sample Letters Documenting Clinical Experience	15
Eligibility	17
Compliance with ARDMS Discipline Policies	17
Discipline Pre-application Review	18
Address on Record	18
Mailing Address for Online Application with Documentation Only	18
Mailing Address for Online Application with Payment and Documentation	18
Fee Schedule	18
Policies	
ARDMS Discipline Policies	19
Examination Security	19
Violators of ARDMS Discipline Policies	19
Prerequisites and Eligibility	19
Admission to Test Centers	19
Special Accommodations/Arrangements	19
Switching Examinations	20
Rescheduling Examinations	20
Examination Extensions	20
Examination Cancellations	20
Non-Discrimination Policy	20
Examination Information	
Examination Duration	21
Examination Administration	21
ARDMS Five Year Rule	21
Examination Scores and Scoring Method	21
Applicant/Candidate Appeals	22
Determination of Eligibility	22
Disruptive Test Center Conditions	22
Verification of Examination Score	22
Medical Situations	22
Retaking Examinations	23

(continued on next page)



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## Table of Contents (continued)

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Notification of Examination Results/Release of Scores .....	23
Policy Concerning Score Reports to Program Directors .....	23
Practice Examinations .....	23
Content Outlines .....	23
After Becoming Registered	
ARDMS Certification .....	24
Annual Renewal Fee .....	24
Reinstatement Fee for Failure to Meet Renewal Requirements .....	24
Requirements for Continuing Competency .....	24
Recertification Assessment Program .....	25
Registry Status .....	25
Name/Address Changes .....	26
Country/Area Chart .....	27
Information Resources	
Related Professional Organizations .....	29
Educational Program Accreditation Organizations .....	29
Facility Accreditation Organizations .....	29
Foreign Education Transcript Evaluation Organizations .....	30
ARDMS Terms: Definitions .....	31
Application Submission Checklist .....	32
ADA Special Accommodations Questionnaire .....	33

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Information in this Application Booklet supersedes the information in any prior edition.  
Earlier versions of this publication may contain outdated information.



## Introduction

The information necessary to apply for and take the American Registry for Diagnostic Medical Sonography® (ARDMS®) credentialing examination(s) is contained in this booklet. After you have completed your application, please retain this booklet for future reference, along with copies of your application and all submitted documentation. It is important that you read all the information contained in this booklet, fill out the online application form carefully (at [ARDMS.org](http://ARDMS.org)), pay all fees, and send in complete documentation.

Applicants must complete the easy, quick and secure online application using their full legal name. ARDMS' online application is available at [ARDMS.org/apply](http://ARDMS.org/apply). Users will register for a password-protected account where they can then create, store, update, and submit their application. Online applicants can pay the application fees online, but must mail all required supporting documents to ARDMS. Applicants will also have the option of mailing the payment however, it will result in excessive delays of the application process.

ARDMS periodically updates its application booklet to reflect the latest amendments and follows the latest version of the application. The information is subject to change at any time.

### Mission Statement

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

### ARDMS...at a Glance

The American Registry for Diagnostic Medical Sonography® (ARDMS®), established in June 1975, is an independent, non-profit organization that administers examinations and awards credentials in the areas of diagnostic medical sonography, diagnostic cardiac sonography, vascular technology and vascular interpretation.

ARDMS offers these credentials:

- RDMS® Registered Diagnostic Medical Sonographer®
- RDCS® Registered Diagnostic Cardiac Sonographer®
- RVT® Registered Vascular Technologist®
- RPVI® Registered Physician in Vascular Interpretation®

Specialty areas within the RDMS credential include abdomen, breast, neurosonology, obstetrics and gynecology, and fetal echocardiography. Specialty areas in the RDCS credential include adult echocardiography, pediatric echocardiography and fetal echocardiography. The RVT credential includes noninvasive vascular technology.

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](http://ARDMS.org/MSK).

Note: This application booklet does not apply to the Physicians' Vascular Interpretation (PVI) examination. To obtain a PVI application booklet, please visit [ARDMS.org/pviappbook](http://ARDMS.org/pviappbook).

ARDMS has earned the prestigious ANSI-ISO 17024 accreditation for certifying bodies from the International Organization for Standardization (ISO). Accreditation is granted through the American National Standards Institute (ANSI). ARDMS is the recognized international standard in sonography credentialing.

Recognition of ARDMS programs in providing credentials has also earned accreditation with the National Commission for Certifying Agencies (NCCA). The NCCA is the accrediting arm of the National Organization for Competency Assurance (NOCA). Established in 1977 as a nonprofit organization, NOCA is a leader in setting quality standards for certifying organizations.

ARDMS credentials document personal achievement of recognized professional standards. However, ARDMS does not warrant the day-to-day job performance of individuals. Credentials awarded by ARDMS are widely accepted in the medical community by Sonography and vascular professional organizations.

ARDMS is governed by a board of directors comprised of sonographers, vascular technologists, physicians, research scientists and a public member. The board creates the policies and defines the direction.

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 in this application book) must be met before an applicant can earn an ARDMS credential.

Candidates are required to pass and complete two comprehensive examinations within a five-year time frame to earn a credential (the examinations may be taken in any sequence): (1) a Principles and Instrumentation examination and (2) at least one corresponding specialty examination.

Candidates who do not complete their credential within the five-year time frame must retake the examinations they previously passed. This policy does not apply to Registrants seeking additional specialties within the same previously earned credential area.

## ARDMS...at a Glance (continued)

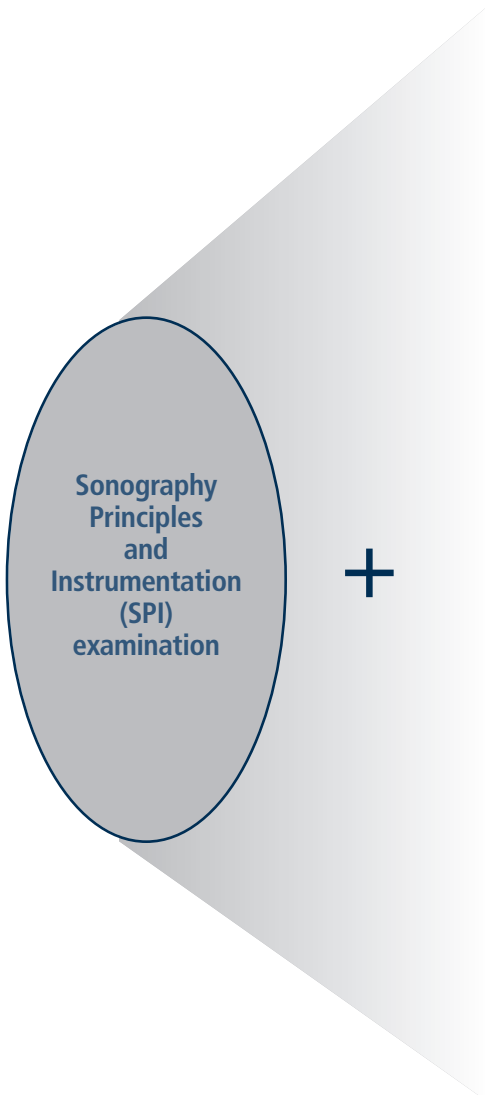
A candidate cannot use a credential offered by ARDMS until the credential has been earned and its acknowledgement of the earned credential appears on the ARDMS website (ARDMS.org). Additional credentials can be earned by successfully completing the appropriate Principles and Instrumentation examination and corresponding specialty examination(s). Eligible candidates can earn all ARDMS credentials and specialties.

Examinations can be taken in any order. It is not necessary to take both the required specialty and the Principles and Instrumentation examinations on the same day. However, a credential will not be awarded until both examinations are taken and passed. If only one is passed, the candidate would need to take and pass the other corresponding examination within the designated five-year time frame.

### 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](http://ARDMS.org/MSK).

## Required Examinations for Sonography and Vascular Technology Credentials

 <p style="text-align: center;"><b>Sonography Principles and Instrumentation (SPI) examination</b></p> <p style="text-align: center;"><b>+</b></p>	<b>Corresponding Specialty Examination(s)</b>	<b>=</b>	<b>Credential Earned</b>	
	Abdomen (AB) or Breast (BR) or Neurosonology (NE) or Obstetrics/Gynecology (OB/GYN) or Fetal Echocardiography (FE)			Registered Diagnostic Medical Sonographer (RDMS)
	<b>Corresponding Specialty Examination(s)</b>	<b>=</b>	<b>Credential Earned</b>	
	Adult Echocardiography (AE) or Pediatric Echocardiography (PE) or Fetal Echocardiography (FE)			Registered Diagnostic Cardiac Sonographer (RDCS)
	<b>Corresponding Specialty Examination(s)</b>	<b>=</b>	<b>Credential Earned</b>	
	Vascular Technology (VT)			Registered Vascular Technologist (RVT)

Notes: Applicants may pursue the Fetal Echocardiography (FE) specialty under either the RDMS or RDCS credential. Once the designated credential is earned, it cannot be switched. The Sonography Principles and Instrumentation (SPI) examination meets the Principles and Instrumentation requirement for the RDMS, RDCS and RVT credentials.



# Overview of the Sonography Principles and Instrumentation (SPI) Examination

The Sonography Principles and Instrumentation (SPI) examination meets the Principles and Instrumentation requirement needed to earn the Registered Diagnostic Medical Sonographer (RDMS), Registered Diagnostic Cardiac Sonographer (RDCS) and Registered Vascular Technologist (RVT) credentials.

Those seeking to earn an ARDMS credential are required to apply for and pass both the SPI examination and a corresponding specialty examination(s). Once the SPI examination has been passed, applicants may earn additional credentials without having to retake the SPI examination. If you do not take and pass the corresponding specialty within five years and earn the credential, you will be required to retake and pass the SPI examination.

## About the Sonography Principles and Instrumentation (SPI) examination:

- The SPI examination is two (2) hours long and contains approximately 120 multiple-choice questions.
- The SPI examination features Advanced Item Type (AIT) questions that assess practical, hands-on Sonography skills. For additional information about the AIT questions found on the SPI examination, visit [www.ARDMS.org/practiceexams](http://www.ARDMS.org/practiceexams).
- Active Registrants: Active ARDMS Registrants, who hold the RDMS, RDCS and/or RVT credentials, do not need to take the SPI examination in order to maintain current credentials. Active Registrants only need to take the SPI examination if earning a new credential.
- If you took and passed the Ultrasound Physics and Instrumentation (UPI), Cardiovascular Principles and Instrumentation Physics (CPI) and/or the Vascular Physical

Principles and Instrumentation (VPI) examination(s), it is valid for five years from the passing date. If you do not take and pass the corresponding specialty within five years and earn the credential, you will be required to take and pass the Sonography Principles and Instrumentation (SPI) examination.

- ARDMS policy does not permit a “grandfather clause” for active ARDMS Registrants or for those who have only passed one or more of the previously offered Principles and Instrumentation examinations – Ultrasound (UPI), Cardiovascular (CPI), or Vascular (VPI) but have not earned a credential.
- Applicants who can document 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 a physics review course, may apply for and take the SPI examination under the SPI Examination Requirement.
- If submitting a foreign transcript or degree, an original course by course foreign transcript evaluation must accompany the application summary and indicate the aforementioned requirements.

## Preparing for the Sonography Principles and Instrumentation (SPI) examination:

The SPI Examination Content outline is available at: [www.ARDMS.org/outlines](http://www.ARDMS.org/outlines)

ARDMS offers two versions of the SPI Practice Examination, SPIa and SPIb, available for a fee online at [www.ARDMS.org/practiceexams](http://www.ARDMS.org/practiceexams). The two distinct versions provide examinees with exposure to as many questions as possible and are equivalent in difficulty and content coverage.



## Overview of the Application Process

- 1 Please read this booklet thoroughly and carefully. Eligibility will not be determined by telephone, fax or e-mail.
- 2 Applicants must complete the easy, quick and secure online application using their full legal name. ARDMS' online application is available at [ARDMS.org/apply](http://ARDMS.org/apply). Users will register for a password-protected account where they can then create, store, update, and submit their application. Online applicants can pay the application fees online, but must mail all supporting documents to ARDMS. Applicants will also have the option of mailing the payment however, it will result in excessive delays of the application process.
- 3 ARDMS reviews the applicant's documentation and compares educational and/or clinical experience to one of the published examination prerequisites and/or requirement outlined within this application book.
- 4 Ineligible applicants are informed of their ineligibility and reasons for that decision in approximately four weeks from receipt of the application and all supporting documentation in the ARDMS office.
- 5 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.
- 6 The Examination-Confirmation Letter lists the approved examination(s) and notifies the candidate of the 90-day period in which he or she must both schedule and take the approved 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 internationally.
- 7 Special accommodations will be made for candidates with a documented disability. See the Americans With Disabilities (ADA) section of this application book. The candidate must complete a Request for Special Accommodations with his or her application. The form is found at the back of this application book and can also be found at [ARDMS.org/ADA](http://ARDMS.org/ADA).
- 8 All examinations are in English, must be taken at an approved testing center and are administered on a computer.
- 9 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 contact ARDMS. The results are subject to final review and acceptance by ARDMS.
- 10 After a credential is earned, the Registrant 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.
 

The Registrant is also 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 website, [ARDMS.org](http://ARDMS.org).

### 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;

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

5. ARDMS may communicate to state or Federal authorities, employers, and others information concerning your eligibility for certification or certification status;
6. Information regarding your examination results, as described in the "Notification of Examination Results/Release of Scores" and "Policy Concerning Score Reports to Program Directors" sections of this application packet may be conveyed to your program director as requested by your school or program;
7. 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.
8. 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;
9. Sanctions may be imposed for any violation of the ARDMS discipline rules, and ARDMS may make information publicly available concerning your sanction status; and

10. 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.

## Clinical Verification

**First-time applicants** applying under prerequisites 1, 3A, 4A1, 4A2, 4B1, 4B2 or 5, and **re-applicants** (any individual who has previously been approved to sit for **any** ARDMS examination, not including an individual who has only been approved to sit for the Sonography Principles and Instrumentation (SPI) examination under the SPI Examination Requirement or an individual who has only been approved to sit for the Physicians' Vascular Interpretation (PVI) examination) are required to submit an original signed and completed ARDMS Clinical Verification (CV) form, along with any other required supporting documents, for each specialty examination with their application materials. Forms are valid for one year from date of signature. Altered forms will not be accepted. The form is not required for the SPI examination.

For first-time applicants applying under prerequisite 2 the CV form will not be required if the application is submitted and received in the ARDMS office within one year after successful completion of the program, provided that the ARDMS Prerequisite 2 Application letter is used. First-time applicants applying under Prerequisite 2 must apply for either the Sonography Principles & Instrumentation examination or a specialty area that is included within the programmatically accredited curriculum. 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 signed CV form for each applied-for specialty area.

Additionally, for prerequisite 3B first-time applicants, the CV form will not be required 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 within the program at the time that the application is submitted. This is also provided that the Student Prerequisite 3B Application letter is used. If the student chooses to apply after graduation, then the Graduate Prerequisite 3B Application letter and a current, completed, original signed CV form for each applied-for specialty area will be required. An original letter per student is required.

There are domestic and international CV forms for each speciality available at [ARDMS.org/CV](http://ARDMS.org/CV).

The International CV forms should only be used by individuals residing outside of the United States or Canada.

Please refer to each CV form for specific details.

All CV forms are valid for one year following the date of signature. The sponsoring sonographer who signs the CV form must be an Active ARDMS Registrant certified in the applied-for speciality. The only exceptions are the CV form for Breast Specialty, the CV form for Fetal Echocardiography Specialty and the International CV form. These forms may be signed by a supervising physician or an Active ARDMS Registrant certified in the applied-for speciality area.

**CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).**

Note: Please submit the original CV form with the completed application form. Do not submit the CV form prior to submitting the application for that speciality.

## Clinical Verification Exception Policy

In the rare instance when an applicant may be unable to obtain the required signature from an ARDMS-registered sonographer or vascular technologist certified in the applied-for speciality area for the Standard CV form, the applicant may send a written appeal to ARDMS providing full detail as to why he or she has been unable to obtain the signature of a qualified sonographer or vascular technologist. The appeal should consist of a self-generated letter indicating that the applicant is requesting an Exception CV form, which speciality that form is for and the reason(s) for that appeal.

ARDMS will consider the following reasons as appropriate arguments for appeals:

- Local facilities do not have appropriate ARDMS-registered sonographers/vascular technologists and other institutions may be too far away from the applicant for a reasonable commute.
- The number of qualified sponsoring sonographers/vascular technologists in the applicant's region is relatively low.

All written CV signature appeals will be reviewed on a case-by-case basis. Appeals will be considered based on full documentation of the reason for the appeal, and the undue hardship resulting from the inability to obtain an ARDMS-registered sonographer/vascular technologist sponsoring signature on the Standard CV form in the applied-for speciality area.

If the appeal is approved, the applicant is granted an "exception signature appeal." A unique Exception CV Form will be sent to the applicant so that an interpreting physician, who has directly observed the applicant perform the applied-for studies and has interpreted the applicant's scans, may provide the required signature on the Exception CV form.

An applicant interested in requesting an appeal should send his or her letter to: ARDMS, ATTN: CV Form Exceptions, 51 Monroe Street, Plaza East One, Rockville, MD 20850-2400.

## Re-applicants: Required Supporting Documentation

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.

If you are applying for certification in a new speciality area, you must have a valid CV form on file. If you do not, you must submit an original completed ARDMS CV form in the appropriate speciality area. All CV forms are valid for one year following the date of signature. Please include your ARDMS number on all supporting documentation. Prerequisites do not apply to re-applicants.

It is strongly recommended that Registrants applying to take an additional examination in a new speciality area have a minimum of six months full-time clinical experience in the new speciality (equivalent to approximately 400 cases).

If you are reapplying to take an examination that you previously failed, you do not need to resubmit the CV form unless it has exceeded one year following the date of signature. Please apply as a re-applicant, and include the ARDMS Number assigned to you on your previous application.

Individuals who previously applied and were determined to be ineligible are considered first-time applicants.

## Education and Experience Requirements

First-time applicants applying for a specialty examination must ensure they can meet one of the published examination prerequisites (outlined within this application book) prior to submitting an application. First-time applicants applying for the Sonography Principles and Instrumentation (SPI) examination must ensure they can meet one of the published examination prerequisites or the SPI Examination Requirement (outlined within this application book) prior to submitting an application. The documentation must follow these guidelines:

- The name on all supporting documentation must be consistent and must match the name under which you apply. 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 application and all other supporting documentation.
- The appropriate specialty CV form must be fully completed. The CV form is not required for the Sonography Principles and Instrumentation (SPI) examination. The CV forms received must be the original signed and completed CV form. Copies will not be accepted.
- A copy of the applicant's current, valid practice license must be included, if applicable.
- 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 29). ARDMS requires applicants to submit the original

evaluation or a notarized copy of the original evaluation to support their application. Under prerequisites 4B1 and 4B2, a copy of the ECFMG certificate may be submitted with a copy of an active MD or DO license from the U.S. or Canada instead of the evaluation.

- Letter(s) documenting clinical experience must include the following: Note the numbers below correspond to the appropriate items within the sample letters located on page 15.
  - 1 Be an official letter with the address and telephone number indicated
  - 2 Include the current date
  - 3 Employment letters must indicate full-time or part-time training/experience AND must include total number of paid clinical experience hours
  - 4 State actual dates of employment or program
  - 5 Program completion letters must include the total number of hours in the program and state individually, the number of didactic and clinical hours in the program
  - 6 Contain original signatures
  - 7 Provide a physician's medical license number or chief sonographer's/technologist's ARDMS Number

Note: Letters cannot be signed by a relative of the applicant.

## Steps for Choosing Your Prerequisite

For First-time applicants only. Re-applicants please reference page 8 for requirements. Applicants who previously applied for the Sonography Principles and Instrumentation (SPI) examination under the SPI Examination Requirement, must choose a prerequisite in order to apply for a specialty examination.

If you are applying for the Sonography Principles and Instrumentation (SPI) examination and are unable to meet the requirements of a prerequisite, please review the SPI Examination Requirement on page 14.

- Visit the ARDMS website (ARDMS.org) to access the ARDMS Prerequisite and Requirement Eligibility Program (PREP) at ARDMS.org/PREP which will present you with a series of questions to guide you in choosing a prerequisite or requirement.  
If you choose not to use the online ARDMS Prerequisite Selection program, please follow the steps below.
- Find your education level in the section labeled "Education."
- Ensure you have met the clinical experience requirement within that prerequisite.
- Assemble the required documentation under "Documentation Required with Application" and submit with an online application form and appropriate fees.
- When you see a numbered term, please refer to "Notes About the Prerequisites" on this page.

Please note that if you currently have only been approved to sit for the Physicians' Vascular Interpretation (PVI) examination and wish to attain the RDMS, RDCS or RVT credential(s), you are considered a first-time applicant and must meet all the requirements of one of the following prerequisites in order to apply.

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.

### Notes About the Prerequisites

<sup>1</sup> A two-year allied health education program that is patient-care related is defined as (1) 24 full-time consecutive calendar months or (2) 60 semester credits or (3) 84 quarter credits (4) and requiring a clinical internship/externship to complete the program. Credit hours are based on U.S. equivalency in a post secondary institution. The program or school must be authorized by an accrediting agency to award semester or quarter credits and the type of credits granted must be reflected on the transcript. Transcripts reflecting clock hours must be converted to credit hours. If submitting a foreign degree, an original course by course foreign transcript evaluation must accompany the application summary and indicate the aforementioned requirements.

<sup>2</sup> Full-time is defined as 35 hours per week, at least 48 weeks per year. If working part time, the requirements are prorated. Twenty hours per week would take approximately two years.

<sup>3</sup> Clinical ultrasound/vascular experience may be obtained one of two ways: (1) being employed as an ultrasound/vascular sonographer in a clinical setting for a minimum of 12 months, or (2) successfully completing a formal, full-time ultrasound program that is a minimum of 12 months in length and includes appropriate clinical and didactic hours. If the total length of the program exceeds 12 months, the applicant must successfully complete the program in its entirety prior to using the program as documentation of the required clinical ultrasound/vascular experience. It is recommended that an applicant be directly involved in a minimum of 800 diagnostic cases during his/her clinical experience in each specialty area for which he/she is applying. Clinical diagnostic settings include hospitals, clinics and private practices. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. The time frames in which the education and clinical requirements are met cannot overlap. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement.

<sup>4</sup> The mandatory Prerequisite 2 Application letter, found on page 16, is valid for one year from the date of graduation. If the application and appropriate supporting documentation are not received after one year of successful completion of the program, the applicant will need new documentation verifying successful program completion, and a current, completed, original signed CV form for each applied-for specialty area will be required. An original letter per student is required. First-time applicants applying under Prerequisite 2 must apply for either the Sonography Principles & Instrumentation (SPI) examination or a specialty area that is included within the programmatically accredited curriculum.

<sup>5</sup> The mandatory Student Prerequisite 3B Application letter, found on page 16, is valid through the expected graduation date. If the student chooses to apply after graduation, then the Graduate Prerequisite 3B Application letter, found on page 16, and a current, completed, original signed CV form for each applied-for specialty area will be required. An original letter per student is required.

Note: If the Bachelor's Degree sonography/vascular technology program is also programmatically accredited through one of the following: Council for Higher Education Accreditation (CHEA), United States Department of Education (USDOE), or Canadian Medical Association (CMA), and the students have graduated, then the Prerequisite 3B students should apply under Prerequisite 2.

## Examination Prerequisite Chart

The Sonography Principles and Instrumentation (SPI) Examination Requirement may be found on page 14.

*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.*

**Prerequisite 1** (Note: All items listed must be met and completed prior to submission.)

**Education**  
A single two-year allied health education program that is patient-care related<sup>1</sup>. Allied health occupations include, but are not limited to, diagnostic medical sonographer, radiologic technologist, respiratory therapist, occupational therapist, physical therapist and registered nurse.

+

**Required Clinical Ultrasound/Vascular Experience**  
12 months of full-time<sup>2</sup> clinical ultrasound/vascular experience<sup>3</sup>

Note: If you are using your DMS program for the educational requirement, you still have to document an **additional** 12 months of clinical ultrasound/vascular experience earned outside the two-year program.

+

**Documentation Required with Application**

- 1) Official transcript from two-year allied health education program is noted under the above "Education" requirement. Must state specific number of credits and indicate quarter or semester based system
- and
- 2) Copy of education program certificate, credential or license
- and
- 3) Original letter from supervising physician, 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 as shown on page 15
- and
- 4) Original signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).
- and
- 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 2** (Note: All items listed must be met and completed prior to submission.)

**Education**  
Graduate of a program accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA), United States Department of Education (USDOE) or Canadian Medical Association (CMA), that specifically conducts programmatic accreditation for diagnostic medical sonography/ diagnostic cardiac sonography/vascular technology.

+

**Required Clinical Ultrasound/Vascular Experience**  
No additional experience is required.

+

**Documentation Required with Application**

- 1) Copy of diploma from ultrasound/vascular program or an official transcript indicating the date the degree was conferred
- and
- 2) Original letter signed by program director and/or medical director indicating date of graduation or successful completion of the program<sup>4</sup>. Program directors must use the mandatory formatted sample letter, available at [ARDMS.org/PDletter.pdf](http://ARDMS.org/PDletter.pdf), as shown on page 16
- and
- 3) 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 CV form for each appropriate specialty area(s) must be submitted. CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).
- and
- 4) 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** (Note: All items listed must be met and completed prior to submission.)

**Education**  
Bachelor's degree (any major) or foreign degree equivalent to a Bachelor's degree in the U.S. or Canada

+

**Required Clinical Ultrasound/Vascular Experience**  
12 months of full-time<sup>2</sup> clinical ultrasound/vascular experience<sup>3</sup>

+

**Documentation Required with Application**

- 1) Copy of Bachelor's degree or an official transcript earned in the U.S. or Canada or an original foreign transcript evaluation indicating that the degree is equivalent to a Bachelor's degree in the U.S. or Canada
- and
- 2) Original letter from supervising physician, 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 shown on page 15
- and
- 3) Original signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).
- and
- 4) 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** (Note: All items listed must be met and completed prior to submission.)

**Education**  
Bachelor's degree in sonography or vascular technology or foreign degree equivalent to a Bachelor's degree in sonography or vascular technology in the U.S. or Canada.

+

**Required Clinical Ultrasound/Vascular Experience**  
No additional experience is required.

Note: Sonography or vascular technology Bachelor's degree applicants may take the examination one year prior to the completion of degree, provided they have completed 12 months of full-time clinical experience within the program.

+

**Documentation Required with Application**

- 1) Copy of Bachelor's degree or an official transcript earned in the U.S. or Canada or an original foreign transcript evaluation indicating that the degree is equivalent to a Bachelor's degree in the U.S. or Canada
- and
- 2) Original letter signed by education program director verifying length of ultrasound or vascular experience. If program is not completed at the time of application a letter signed by the program director stating graduation date and completion of appropriate clinical ultrasound experience<sup>3</sup> is needed<sup>5</sup>. Program directors must use the mandatory formatted sample letters, available at [ARDMS.org/PDletter.pdf](http://ARDMS.org/PDletter.pdf), as shown on page 16
- and
- 3) 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 (CV) form for each appropriate specialty area(s) must be submitted. CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).
- and
- 4) 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**

(Note: All items listed must be met and completed prior to submission.)

**Education**

General, U.S., and Canada — MD or DO degree earned in the U.S. or Canada  
and

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

+

**Required Clinical Ultrasound/Vascular Experience**

The applicant must be able to document clinical experience with a minimum of 800 studies in the area in which he/she is applying for.

+

**Documentation Required with Application**

- 1) Copy of medical school diploma  
and
- 2) 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
- 3) Original signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).  
and
- 4) Applicants should maintain a patient log or other record of the 800 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 application for at least three (3) years following the date of application for examination.  
and
- 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  
4A2**

(Note: All items listed must be met and completed prior to submission.)

**Education**

General, U.S., and Canada — MD or DO degree earned in the U.S. or Canada

+

**Required Clinical Ultrasound/Vascular Experience**

12 months of full-time clinical ultrasound/vascular experience.

+

**Documentation Required with Application**

- 1) Copy of medical school diploma  
and
- 2) Original letter from supervising physician, 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 (visit [ARDMS.org/sampleletters](http://ARDMS.org/sampleletters) for examples). If you are the supervising physician, you may write your own letter.  
and
- 3) Original signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).  
and
- 4) 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**

(Note: All items listed must be met and completed prior to submission.)

**Education**

General — Outside U.S. — MD or DO degrees equivalent to those of the U.S. or Canada  
and

**Formal Training** — Attendance of an accredited residency or fellowship that includes didactic and clinical ultrasound/vascular experience as an integral part of the program.

+

**Required Clinical Ultrasound/Vascular Experience**

The applicant must be able to document clinical experience with a minimum of 800 studies in the area in which he/she is applying for.

+

**Documentation Required with Application**

- 1) 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](http://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
- 2) 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
- 3) Original signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).  
and
- 4) Applicants should maintain a patient log or other record of the 800 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 application for at least three (3) years following the date of application for examination.  
and
- 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  
4B2**

(Note: All items listed must be met and completed prior to submission.)

**Education**

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

+

**Required Clinical Ultrasound/Vascular Experience**

12 months of full-time clinical ultrasound/vascular experience.

+

**Documentation Required with Application**

1) 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](http://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

2) Original letter from supervising physician, 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 (visit [ARDMS.org/sampleletters](http://ARDMS.org/sampleletters) for examples). If you are the supervising physician, you may write your own letter.

and

3) Original signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).

and

4) 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**

(Note: All items listed must be met and completed prior to submission.)

**Education**

General — Must hold an Active certification with Cardiovascular Credentialing International (CCI)-RCS or RVS, American Registry of Radiologic Technologist (ARRT)-Vascular Sonography, Sonography or Breast, or Australian Society of Ultrasound in Medicine (ASUM)-DMU.

+

**Required Clinical Ultrasound/Vascular Experience**

Previously met by achievement of other organization's credential.

+

**Documentation Required with Application**

- 1) Copy of Active certification identification card or copy of license  
and
- 2) Original signed and completed CV form for each appropriate specialty area(s). CV forms may be found at [ARDMS.org/CV](http://ARDMS.org/CV).  
and
- 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  
6**

(Note: All items listed must be met and completed prior to submission.)

**MD or DO with RPVI (Active Status)**

Physician who currently holds the RPVI credential with active status may apply directly for the RDMS, RDCS and RVT credential examinations.

+

**Documentation Required with Application**

- 1) Copy of a current, valid medical license.  
and
- 2) Original signed and completed Clinical Verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](http://ARDMS.org/CV).  
and
- 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.

ARDMS offers an Application Submission Checklist towards the end of this application. Please remove this checklist and use it to ensure you submit all the necessary documentation with your application. You can also obtain additional copies of the ARDMS Application Submission Checklist by visiting [ARDMS.org/checklist](http://ARDMS.org/checklist).

## Sonography Principles and Instrumentation (SPI) Examination Requirement

For the most current SPI examination information, please visit [ARDMS.org](http://ARDMS.org).

The Sonography Principles & Instrumentation (SPI) Examination Requirement, featured on this page, was developed as a pathway for those who cannot meet the stipulations of the ARDMS clinical examination prerequisites. Specifically, the SPI Examination Requirement allows students to apply for the SPI examination prior to graduation. The SPI Examination Requirement cannot be used when applying for a specialty examination (eg. AB, BR, OB/GYN, NE, FE, AE, PE, VT). Please read the information listed below for additional information.

### Notes About the SPI Examination Requirement

- The SPI Examination Requirement applies to the SPI examination only.
- When applying for the SPI examination under the SPI Examination Requirement, a clinical verification (CV) form is not required.
- SPI applicants who can fully meet an existing ARDMS prerequisite (1 through 5) are strongly encouraged to apply under that prerequisite as future application processing will be easier. See pages 10-13 for details.
- To apply for an ARDMS specialty examination (eg. AB, BR, OB/GYN, NE, FE, AE, PE, VT), an existing ARDMS prerequisite (1 through 5) must be met. See pages 10-13 for details.
- Applicants who have applied for and been approved to take a former Principles and Instrumentation examination (Ultrasound-UPI, Cardiovascular-CPI or Vascular-VPI) or any specialty examinations (eg. AB, BR, OB/GYN, NE, FE, AE, PE, VT) should not apply for the SPI examination under the SPI Examination Requirement but rather as a re-applicant (visit [ARDMS.org/reapplicant](http://ARDMS.org/reapplicant) for details).

### SPI Examination Requirement

**Education:** Successful completion of a general, medical or sonographic physics class/seminar/course.

+

### Documentation Required with Application

1) A transcript (see transcript requirements below) 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

A CME certificate denoting successful completion of a general, medical or sonographic physics seminar, physics review course, or physics correspondence course, denoting a minimum award of 12 ARDMS-accepted CME credits. The certificate must meet ARDMS CME documentation requirements (visit [ARDMS.org/CME](http://ARDMS.org/CME) to view ARDMS-accepted CMEs). The CME credits must be earned within two (2) years prior to application submission.

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.

### Transcript Requirements:

- Name of school and applicant must be printed on the transcript; handwritten information will not be accepted.
- The class or course name must specifically indicate "Physics," "Physical Principles" and/or "Instrumentation" in the title and be printed on the transcript. Supplementary information will not be accepted.
- Transcript can be unofficial or official.
- If submitting a foreign transcript or degree, an original course by course foreign transcript evaluation must accompany the application summary and indicate the aforementioned requirements.
- Transcripts only indicating a number grade must include a "grade key" printed on the transcript showing what letter grade the number grade is equivalent to. Supplementary information will not be accepted.
- A grade report will not be accepted in lieu of the transcript (unofficial or official).

## Sample Letters Documenting Clinical Experience: Program Completion Letter

<p>Southern University 2313 Elm Road Oklahoma City, OK 73102 (1) (123) 555-4321</p>	 <b>SU</b> <small>Southern University</small>
---	--

[Insert current date.] (2)

ARDMS  
51 Monroe Street, Plaza East One  
Rockville, MD 20850-2400

[student's full name] began the full-time, one-year program at [university or hospital name] on [date] and successfully completed the program on [date] (4). This program consisted of [# of hours] didactic hours and [# of hours] clinical hours; total program hours is [total # of hours] (5).


The student has completed clinical/didactic training in: Sonography Principles and Instrumentation, Abdominal Sonography, and Obstetrics and Gynecology

If you have any questions regarding this candidate, please let me know.  
Thank you.

Sincerely,

*Jane Doe* (6)  
Jane Doe, BS, RDMS  
Program Director  
ARDMS #12345 (7)  
Phone: (321) 555-1234  
E-mail: jdoe@xyz.com

## Employment Letter

	<p><b>FOWLER HOSPITAL</b> 20 N. Park Street Minneapolis, MN 55410 (1) (444) 555-1010</p>
--	--

[Insert current date.] (2)

ARDMS  
51 Monroe Street, Plaza East One  
Rockville, MD 20850-2400

RE: Sally Smith

This is to verify that Ms. Sally Smith was employed as a [full-time or part-time] (3) sonographer for Fowler Hospital from June 3, 2001 to June 5, 2004 (4). Ms. Smith has accumulated a total of [# of hours] hours of paid clinical experience (3). Ms. Smith performs abdominal scanning under our supervision.

Sincerely,

*John Doe* (6)  
John Doe, MD  
Medical License #6789 (7)  
Education Director  
(444) 555-1010

Letter(s) documenting clinical experience must include the following: Note the numbers below correspond to the appropriate items within the sample letters located on this page .

- 1 Be an official letter with the address and telephone number indicated
- 2 Include the current date
- 3 Employment letters must indicate full-time or part-time training/experience AND must include the total number of paid clinical hours
- 4 State actual dates of employment or program
- 5 Program completion letters must include the total number of hours in the program and state individually, the number of didactic and clinical hours in the program
- 6 Contain original signatures
- 7 Provide a physician's medical license number or chief sonographer's/technologist's ARDMS Number

Note: Letters cannot be signed by a relative of the applicant.

## Residency/Fellowship Completion Letter

**FOWLER UNIVERSITY HOSPITAL**  
20 N. Park Street  
Minneapolis, MN 55410

[Insert current date.]

ARDMS  
51 Monroe Street, Plaza East One  
Rockville, MD 20850-2400


RE: Dr. Sally Smith

This is to verify that Dr. Sally Smith successfully completed a two-year accredited Vascular Surgery Fellowship at Fowler University Hospital from July 1, 2007 to June 30, 2008. During her first year of training she has been involved in approximately XX (insert number of hours) hours of hands-on vascular laboratory experience, as well as an extensive didactic curriculum on vascular disease and noninvasive vascular testing, including pathophysiology and physical principles.

Dr. Smith has had formal instruction in the performance and interpretation of vascular laboratory tests, including physiologic methods and duplex imaging. She has interpreted, under supervision, approximately XX (insert number of studies interpreted) tests which have been distributed over the major testing areas of extracranial carotid, venous duplex, peripheral arterial (physiologic and duplex), and visceral vascular.

Sincerely,  
*John Doe*  
John Doe, MD, FACS  
Medical License #6789  
Professor, Division of Vascular Surgery  
Director Vascular Surgery Fellowship Program

## Prerequisite 2 Application Letter

  
**MADE-UP UNIVERSITY**  
School of diagnostic medical sonography  
20 N. Park Street  
Minneapolis, MN 55410  
888/555-1212

Letter must be on school letterhead

[insert current date]

American Registry for Diagnostic Medical Sonography  
51 Monroe Street, Plaza East One  
Rockville, MD 20850-2400

**Prerequisite 2 Application Letter**

This is to verify that [insert full name of student] has completed the didactic and clinical requirements in the [insert – full time or part time] [insert length of program – example 18 months] diagnostic medical sonography/ diagnostic cardiac sonography/vascular technology program at [insert name of school] between [insert dates student attended – example April 1, 2007 through May 1, 2009].

The program this student successfully completed is accredited through [insert name of organization through which program is accredited]. The initial accreditation was awarded on [insert date]. I verify our program is currently accredited as of the date of this letter.

In the event of an ARDMS audit, each student's file verifying these requirements will be maintained by a program official for a minimum of three years.

My signature verifies this applicant has successfully demonstrated entry-level clinical skills in the following programmatic accredited areas: [insert the appropriate accredited specialty areas below]. ONLY list specialty areas for which your program is accredited.

Abdomen (AB)  
Obstetrics/Gynecology (OB/GYN)  
Adult Echocardiography (AE)  
Pediatric Echocardiography (PE)  
Fetal Echocardiography (FE)  
Vascular Technology (VT)


This letter is valid for one year from [insert date of graduation]. If the application and appropriate supporting documentation are not received within one year after successful completion of the program, the student will need new documentation verifying successful program completion and a current, completed clinical verification form for each applied-for specialty area.

The student will also submit with this original letter and their application the following required documentation: either an official school transcript or copy of their program diploma or degree. If you have any questions regarding this applicant, please contact me at [insert phone number and extension, if applicable]. Thank you.

Sincerely,  
[insert original signature]  
[insert program director contact information – example below]

First and last name with any credentials  
Registry number, if applicable, or medical license number  
Title – example Program Director  
Full address of institute

## Student Prerequisite 3B Application Letter

  
**MADE-UP UNIVERSITY**  
School of diagnostic medical sonography  
20 N. Park Street  
Minneapolis, MN 55410  
888/555-1212

[Insert current date.]

ARDMS  
51 Monroe Street Plaza East One  
Rockville, MD 20850-2400

**Student Prerequisite 3B Application Letter**

\_\_\_\_\_ enter student's name \_\_\_\_\_ entered the Bachelor's degree in select one; (sonography/vascular technology) program at \_\_\_\_\_ enter school name \_\_\_\_\_ and should successfully completed the bachelor's degree program on \_\_\_\_\_. This is to verify that \_\_\_\_\_ enter student's name \_\_\_\_\_ has completed 12 months of full-time clinical experience between \_\_\_\_\_ through \_\_\_\_\_.

In the event of an ARDMS audit, each student's file verifying these requirements will be maintained by program official for a minimum of three years.

My signature verifies this applicant has successfully demonstrated entry-level clinical skills in the following areas:

- Sonography Principles and Instrumentation (SPI)
- Abdomen (AB)
- Breast (BR)
- Neurosonology (NE)
- Obstetrics/Gynecology (OB/GYN)
- Adult Echocardiography (AE)
- Pediatric Echocardiography (PE)
- Fetal Echocardiography (FE)
- Vascular Technology (VT)


If the student applies within one year prior to successful completion of the sonography/vascular technology Bachelor's degree program, the this letter is valid through the expected graduation date of \_\_\_\_\_. Successful completion of 12 months full-time clinical experience is noted above. If the student chooses to apply after graduation, then this letter is no longer valid and new documentation verifying successful program completion and a current, completed clinical verification form for each applied-for specialty area will be required.

The student will also submit with this original letter and their application the following required documentation: either an official school transcript or copy of their bachelor's degree. If you have any questions regarding this applicant, please contact me at \_\_\_\_\_ enter daytime phone number \_\_\_\_\_.

Thank you.

Sincerely,  
Your Original Signature Here  
Enter your address here

## Graduate Prerequisite 3B Application Letter

  
**MADE-UP UNIVERSITY**  
School of diagnostic medical sonography  
20 N. Park Street  
Minneapolis, MN 55410  
888/555-1212

Letter must be on school letterhead

[Insert Current Date]

American Registry for Diagnostic Medical Sonography  
51 Monroe Street, Plaza East One  
Rockville, MD 20850-2400

**Graduate Prerequisite 3B Application Letter**

This is to verify that [insert full name of student] has completed the didactic and clinical requirements in the [insert – full time or part time] [insert length of program – example 18 months] diagnostic medical sonography/diagnostic cardiac sonography/vascular technology Bachelor's degree program at [insert name of school] between [insert dates student attended – example April 1, 2007 through May 1, 2009].

In the event of an ARDMS audit, each student's file verifying these requirements will be maintained by program official for a minimum of three years.

The student will also submit with this letter and their application the following required documentation: 1. either an official school transcript or copy of their program diploma or degree and 2. a current, completed clinical verification form for each applied-for specialty area. If you have any questions regarding this applicant, please contact me at [insert phone number and extension, if applicable]. Thank you.

Sincerely,  
" [your original signature] "  
" [first and last name with any credentials] "  
" [ARDMS number, if applicable] "  
" [Title - i.e. Program Director] "  
" [Full address, unless noted in letterhead] "

## Eligibility

### Eligible Candidates

All eligible candidates receive an Examination-Confirmation Letter notifying them of their 90-day period for taking the approved examination(s). Eligible applicants may also login to the ARDMS website and print a personalized copy of the letter.

- 1 A website address and a toll-free telephone number are provided to schedule an examination appointment. Testing sites are located in the U.S., Canada and internationally.
- 2 Once the confirmation is received, it is the candidate's responsibility to contact the testing vendor to schedule and take the examination(s). To avoid complications in scheduling exams, ARDMS recommends scheduling the examination(s) **immediately** upon receipt of the Examination-Confirmation Letter.
- 3 ARDMS does not assist in securing visas for travel.
- 4 In order to log on to the testing vendor's website, candidates for testing must use the ARDMS ID and password provided in the Examination-Confirmation Letter.
- 5 When calling the testing vendor, candidates must provide their ARDMS ID, password and their name as it appears on the Examination-Confirmation Letter.

### Ineligible Applicants

If the review of an application results in a determination of non-compliance with a prerequisite and/or the Sonography Principles and Instrumentation (SPI) Examination Requirement, and the applicant is **therefore determined to be ineligible, the applicant will forfeit the \$100 USD processing fee per examination.**

## 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](http://ARDMS.org/preapplication).

## 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 within 30 days of any address change.** Those who have an ARDMS Number can change their address: (1) online by logging into Registrant Resources at [ARDMS.org/login](http://ARDMS.org/login), (2) by sending an e-mail to [AddressChanges@ardms.org](mailto:AddressChanges@ardms.org), (3) by phone, (800) 541-9754, or (4) by fax, (301) 738-0312. Always include your name, address, daytime telephone number and ARDMS Number (if available) when submitting materials to ARDMS.

## 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 payment (including the required mailed payment form available online at: [ARDMS.org/mailedpayment](http://ARDMS.org/mailedpayment)) and "Documents Required" to:

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

## Fee Schedule

The appropriate fee(s) must accompany each application. All payments are processed in U.S. dollars, only.

Applicants may pay the examination fee online or via mail. The option of mailing the payment will result in excessive delays of the application process. Please see this page for more information about mailing the payment.

The examinations required for the RDMS, RDCS and RVT credentials cost \$200 USD each 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.

The examination required for the RPVI credential costs \$500 USD and includes a \$100 USD non-refundable processing fee. Please note, this brochure does not apply to the Physicians' Vascular Interpretation (PVI) examination. To view the PVI application booklet, please visit [ARDMS.org/pviappbook](http://ARDMS.org/pviappbook).

Veterans of the US Armed Forces, please visit the ARDMS website ([ARDMS.org](http://ARDMS.org)) for information about GI Bill Reimbursement Program.



# Policies

## ARDMS Discipline Policies

Current ARDMS Discipline Policies are available to the public on our website. Please visit [ARDMS.org/disciplinepolicies](http://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: [ARDMS.org/examsecurity](http://ARDMS.org/examsecurity).

## 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](http://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.

## Prerequisites & Eligibility

To earn an ARDMS credential, individuals must select and meet all the requirements of one of the published prerequisites (see pages 10-13). To assist in prerequisite selection, ARDMS offers a Prerequisite and Requirement Eligibility Program (PREP) online at [ARDMS.org/PREP](http://ARDMS.org/PREP). 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 before eligibility will be determined.

## 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 Apply Online at [ARDMS.org](http://ARDMS.org)

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.

## 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 34, 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.

## Switching Examinations

Applicants who submit an application with the incorrect examination selected can submit the ARDMS Examination Switch Form and pay the \$100 USD processing fee to have the examination switched. Once payment has been received, ARDMS staff will reprocess the application and switch the examination for the applicant. When switching to a specialty examination, the appropriate clinical verification (CV) form must also be submitted. The Examination Switch Form **cannot** be used after an examination has already been taken. Using the switch form will not reset the 90-day eligibility period. The original eligibility dates remain the same. If an extension has already been granted, the candidate will not have the option of another extension. The ARDMS Examination Switch Form can be obtained by visiting [ARDMS.org/switch](http://ARDMS.org/switch).

## 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 within the 90-day eligibility period can request a one-time 60-day extension for each examination. Requests for an extension must be made at least 96 hours prior to the end of the eligibility period. To request an extension, follow the steps below:

- 1 To request an examination extension, please log in to your MY ARDMS account. Once in your account, select "Exam Extension" from the "Exam Requests" menu option
- 2 must be received no later than 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.

The 5-year credential achievement is not affected or altered by a granted extension; the credential must still be earned before December 31st of the 5th year.

## Examination Cancellations

To cancel an examination and receive a partial refund, please log in to your MY ARDMS account. Once in your account, select "Exam Cancellation" from the "Exam Requests" menu option.

Your request must be 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 the cancellation request is received after the 96 hour window, the entire examination and processing fees are forfeited.

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.

Candidates who arrive late for a scheduled appointment or do not show up for a scheduled appointment will forfeit all examination fees (including the processing fee). Candidates who do not cancel their examination within the specified time frame and/or do not appear for an examination are considered no-show candidates and forfeit all fees.

## Non-Discrimination Policy

ARDMS complies with all applicable non-discrimination laws.



# Examination Information

## Examination Duration

Below is a brief description of the examinations offered by ARDMS. Content outlines and practice exams are available on the ARDMS website (ARDMS.org).

The **Sonography Principles and Instrumentation (SPI) examination** is two hours long and contains approximately 120 multiple-choice questions.

The **abdomen, breast, neurosonology, obstetrics and gynecology, and vascular technology specialty examinations** are three hours long and contain approximately 170 multiple-choice questions.

The **adult echocardiography, fetal echocardiography and pediatric echocardiography specialty examinations** are three hours long, contain approximately 150 multiple-choice questions each and include video cases.

## Examination Administration

ARDMS and its test vendor reserve the right to refuse admission to a candidate if the proper identification is not presented or if the examination has already 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 of this application book.

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, disrupting the examination, sharing examination content information, 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 and/or computer-based test center administrator), or evidenced by statistical analysis of examinee responses to items and review of examination materials, ARDMS may invalidate, withhold and/or revoke the examination scores or bar the candidate for a specific time period or permanently from all future ARDMS examinations. The ARDMS decision on any such matter is final.

## ARDMS Five Year Rule

Candidates must pass a principles and instrumentation examination and the corresponding specialty examination within five years, regardless of sequence. Candidates who do not complete both exams within five years must retake the examination previously passed. Candidates who passed the now-unavailable UPI, CPI or VPI examination(s) are required to pass the SPI examination if the five-year period lapses. The five-year rule does not apply to Registrants seeking additional specialties under a credential already earned. The five-year rule is based on the calendar year (January 1 through December 31). The five-year period begins the day the first examination is passed, and it includes any time that remains in that year plus the next five years. For example, a candidate who passed the first ARDMS examination on June 6, 2010, is required to pass the second examination by December 31, 2015.

## 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.

ARDMS examinations for the RDMS, RDCS and RVT credentials are constructed to assess the knowledge and skills involved in tasks performed by sonographers and vascular technologists. The psychometric basis for the validity of the examinations is developed from consideration of the universe of tasks performed by sonographers and vascular technologists. The examination does not consider, is not based upon, and should not be construed to be either a measurement of diagnostic assessment tasks as utilized by licensed physicians or an evaluation of the competency of a practicing physician using ultrasound for diagnosis.

## Applicant/Candidate Appeals

An appeal must be made in writing and submitted by:

- e-mail, sent to [appeals@ARDMS.org](mailto: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](mailto: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](mailto: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). Unsuccessful candidates may reapply at any time. However, there is a mandatory 60-day waiting period before a new examination eligibility period can begin.

Note: The CV form that was originally submitted is only valid for one year from the signing date. If you are planning on retaking a specialty examination that you previously did not pass, and the date on the CV form is no longer valid, you must submit another original signed current CV form. CV forms can be found on towards the end of this application book.

## 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 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. However, when properly requested by the director of an educational program, ARDMS will release to the educational program director the information described in the following section.

By signing your ARDMS application, you consent to ARDMS releasing information regarding your examination results in the ways described below.

## Policy Concerning School Reports to Program Directors

A school may request in writing that ARDMS transmit an ARDMS School Report. Such requests must originate from the program director (or the medical director of the program, if applicable). When properly requested, a school report will be sent to a program director in ARDMS' standard format. There is no charge for this report.

In order to receive a school report, the program director must fill out and properly submit the official ARDMS Request for School Report Form. This is an electronic form and must be sent via e-mail. To obtain the Request for School Report form, please log onto the Educator Resources section of ARDMS.org or send an email to [schoolreport@ardms.org](mailto:schoolreport@ardms.org).

An ARDMS school report will include a list of the names of candidates who took and passed an examination, which examination each of the candidates took during the dates specified and the credential earned by each listed candidate at such time. A school report also will include aggregate examination and raw score results, including the percentage of candidates who passed an examination. Individual raw scores will not be included in an ARDMS school report, nor will the names of individuals who failed the examination. ARDMS will not issue a school report unless data regarding at least three candidates who passed an examination can be reported.

For more information on school reports, please visit [ARDMS.org/schoolreports](http://ARDMS.org/schoolreports).

## Practice Examinations

ARDMS offers short practice versions of some of its examinations on its website at ARDMS.org. All practice examinations contain questions from the corresponding content outlines of the real ARDMS examinations.

Practice exams are offered so individuals can get an idea about the pacing of a real ARDMS examination. There is an allowance of about one minute to answer each question on the practice examination – the same as a real ARDMS examination.

Visit [ARDMS.org/practiceexam](http://ARDMS.org/practiceexam) to take an online practice test, for a nominal fee. ARDMS practice examinations are timed, online tests that can only be taken via the ARDMS website. Practice examinations are not available for purchase in print format. Performance on the practice examinations may not correlate to a candidate's passing or failing on real ARDMS examinations. It is therefore strongly recommended that candidates study all subject matters listed in the content outlines. More information on content outlines may be found below.

## Content Outlines

ARDMS offers content outlines for all of its examinations. The outlines are based upon the results from the Task Analysis Surveys for the respective specialties and are the outlines upon which the examinations are based. Visit [ARDMS.org/outlines](http://ARDMS.org/outlines) to access the content outlines.

## After Becoming Registered

### ARDMS Certification

ARDMS maintains records of all certified RDMS, RDCS and RVT credentialed sonographers and vascular technologists in a comprehensive database listing or "Registry." ARDMS actively promotes and protects the value and integrity of the credentials.

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 (not awarded by ARDMS, e.g. RN) are not printed on ARDMS certificates or ID cards.

Active and Retired Registrants receive *Registry Reports*, the ARDMS quarterly newsletter. Active Registrants are listed in the ARDMS online directory of Registrants, which is updated monthly and available to employers and public agencies.

ARDMS Registrants are entitled to use the initials of the credential(s) earned (RDMS, RDCS, RVT) subject to continued compliance with all current and future rules and standards. Certificates, cards, logos, patches and products 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; 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.

On occasion, ARDMS receives requests to purchase a mailing list of ARDMS Registrants and their addresses. ARDMS provides this information on this basis, which may furnish material of interest and assistance to Registrants. However, ARDMS does not review or endorse the features or merits of any product or service whose availability is made known to Registrants through a mailing list. ARDMS will delete from the mailing list, the name and address of any Registrant who so requests it. Requests for deletion should be addressed to [ardmslists@ardms.org](mailto:ardmslists@ardms.org).

The official ARDMS Mailing List Provider is the Bethesda List Center. Visit their website ([bethesda-list.com](http://bethesda-list.com)) to learn more about this service.

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.

By choosing to maintain Active status with ARDMS, Registrants agree that they are, and will stay, in compliance with all ARDMS rules and policies. If ARDMS finds that a Registrant has violated any ARDMS rule or policy, ARDMS may revoke or otherwise take action in connection with that Registrant's certification and may make information publicly available concerning that Registrant's sanctioned status.

You can find ARDMS' policies and procedures online; visit [ARDMS.org/policies](http://ARDMS.org/policies).

### Annual Renewal Fee

To maintain Active registration status for the RDMS, RDCS, RVT and RPVI credentials, there is an annual renewal fee for each calendar year. Registrants who pay their annual renewal fee receive an updated Identification Card (ID) and their names will appear online in the ARDMS Directory of Registrants ([ARDMS.org/status](http://ARDMS.org/status)).

The annual renewal fee is paid to maintain Active Registry status for the following year. This means that if you pay your fee in 2010, you are paying for registration through 2011. A Registrant does not need to pay the annual fee for the year in which they earn their initial accreditation. However, they will need to pay by December 31st of that year for the following year's registration. So, if an individual earns his or her initial accreditation in anytime 2010, he or she must pay a renewal fee by December 31, 2010 to maintain registration through 2011.

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](http://ARDMS.org/policies)), including ARDMS Continuing Medical Education (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. Failure to meet this obligation will result in the loss of your ARDMS credential(s).

### 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 the 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.

## Requirements for Continuing Competency

To meet the continuing competency requirement established by ARDMS, Registrants must accrue continuing medical education (CME) credits on an ongoing basis.

**To maintain Active status, individuals registered as RDMS, RDCS and/or RVT must accrue a minimum of 30 CME credits per three-year period, irrespective of the number of earned credentials.**

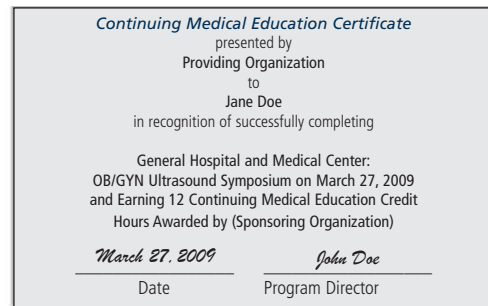
By earning your initial credential, an additional credential or passing an additional specialty examination under a credential you have already earned, ARDMS will credit you with 15 CME points. These CME points will be archived by ARDMS in the event of possible audit for that three-year CME period.

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 CME credits 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-acceptable CME credits during the 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 accurately reflect, at a minimum, the following:

- Name of participant
- Date of course or activity (must be reflected as MM/DD/YYYY)
- ARDMS Number (if applicable)
- ARDMS approved provider organization (e.g. General Hospital and Medical Center)

- ARDMS approved sponsoring organization (e.g. AMA cat. 1, ASRT cat. A and A+, ASUM, CMECmte – CMA, CSDMS, CSVS, 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 first 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 CME 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

In 2012, ARDMS will launch a recertification assessment program and all ARDMS credentials will be valid for 10 years. 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. Beginning in 2012, Registrants will be assigned a 10-year recertification assessment period and will be required to take a recertification examination in each clinical specialty area in which they hold active status. The recertification examinations, which will be offered beginning in 2019, will be web-based and available online for Registrants to take during the last three years of a 10-year recertification assessment period. For more information, please visit ARDMS.org/Recertification.

## 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 Change Procedure

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 MY ARDMS
- 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		



## Information Resources

### Related Professional Organizations

The organizations listed below may be contacted for additional literature or other resources specific to the fields of diagnostic ultrasound and vascular technology.

**American Institute of Ultrasound in Medicine (AIUM)**  
 aium.org • (800) 638-5352 • 14750 Sweitzer Lane,  
 Suite 100, Laurel, Maryland 20707

**American Medical Association (AMA)**  
 ama-assn.org • (800) 621-8335  
 515 N. State Street, Chicago, Illinois 60654

**American Society of Echocardiography (ASE)**  
 asecho.org • (919) 861-5574 • 2100 Gateway  
 Centre Blvd, Suite 310, Morrisville, NC 27560

**Canadian Society of Diagnostic  
 Medical Sonographers (CSDMS)**  
 csdms.com • (888) 273-6746 • P.O. Box 1220,  
 Kemptville, Ontario, K0G 1J0

**Society of Diagnostic Medical Sonography (SDMS)**  
 sdms.org • (800) 229-9506 • 2745 Dallas Pkwy,  
 Suite 350, Plano, Texas 75093

**Society for Vascular Ultrasound (SVU)**  
 svunet.org • (800) 788-8346 • 4601 Presidents Drive,  
 Suite 260, Lanham, Maryland 20706

Note: Not all of the organizations listed have information that is specifically designed to assist interested applicants in preparation for ARDMS examinations. ARDMS does not endorse specific sources of information.

### Educational Program Accreditation Organizations

**Canadian Medical Association (CMA)**  
 cma.ca • (888) 855-2555 • 1867 Alta Vista Drive,  
 Ottawa, Ontario, Canada K1G 5W8

**Commission on Accreditation of Allied  
 Health Education Programs (CAAHEP)**  
 caahep.org • (727) 210-2350 • 1361 Park Street,  
 Clearwater, Florida 33756

**Council for Higher Education Accreditation (CHEA)**  
 chea.org • (202) 955-6126 • One Dupont Circle NW,  
 Suite 510, Washington, DC 20036

**United States Department of Education (USDOE)**  
 ed.gov • (800) 872-5327 • 400 Maryland Avenue, SW,  
 Washington, DC 20202

### Facility Accreditation Organizations

**American College of Radiology Commission on Standards  
 and Accreditation (ACR)** acr.org • (800) 227-5463 •  
 1891 Preston White Drive, Reston, Virginia 20191

**American Institute of Ultrasound in Medicine (AIUM)**  
 aium.org • (800) 638-5352 • 14750 Sweitzer Lane,  
 Suite 100, Laurel, Maryland 20707

**Intersocietal Accreditation Commission (IAC)**  
 intersocietal.org • (800) 838-2110 • 6021 University Boulevard,  
 Suite 500, Ellicott City, MD 21043

- Intersocietal Commission for the Accreditation of Vascular Laboratories (ICAVL) • icavl.org
- Intersocietal Commission for the Accreditation of Echocardiography Laboratories (ICAEL) • icael.org

## 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)

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

### International Credential Assessment Service of Canada (ICAS)

[icascanada.ca](http://icascanada.ca) • (519) 763-7282  
100 Stone Road West  
Suite 303  
Guelph, Ontario, Canada N1G 5L3

### International Education Research Foundation, Inc. (IERF)

[ierf.org](http://ierf.org) • (310) 258-9451  
P.O. Box 3665,  
Culver City, CA 90231

### World Education Services, Inc.

[wes.org](http://wes.org) • (800) 937-3895  
P.O. Box 5087  
Bowling Green Station  
New York, New York 10274

### World Education Services, Inc (Canada)

[wes.org/ca](http://wes.org/ca) • (866) 343-0070  
45 Charles Street East  
Suite 700  
Toronto, Ontario, Canada M4Y 1S2

### Educational Credential Evaluators, Inc.

[ece.org](http://ece.org) • (414) 289-3400  
PO Box 514070  
Milwaukee, Wisconsin 53203

### Educational Perspectives

[educational-perspectives.org](http://educational-perspectives.org) • (312) 421-9300  
PO Box 618056  
Chicago, IL 60661

### Foundation for International Services, Inc. (FIS)

[fis-web.com](http://fis-web.com) • (425) 248-2255  
14926 35th Ave West  
Suite 210  
Lynnwood, Washington 98087

### International Consultants of Delaware, Inc.

[icdel.com](http://icdel.com) • (215) 222-8454 ext. 603  
3600 Market Street  
Suite 450  
Philadelphia, Pennsylvania 19104

### Globe Language Services, Inc.

[globelanguage.com](http://globelanguage.com) • (212) 227-1994  
319 Broadway  
2<sup>nd</sup> floor  
New York, New York 10007



# 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](http://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](http://ARDMS.org/CV).



# 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  
51 MONROE STREET, PLAZA EAST 1  
ROCKVILLE, MARYLAND 20850-2400

PHONE: (301) 738-8401 • TOLL-FREE: (800) 541-9754  
FAX: (301) 738-0312/0313  
WEBSITE: [ARDMS.ORG](http://ARDMS.ORG)