

Ethics Review Pre-Application Packet



The Ethics Review Pre-Application is reserved for those who are:

- not yet enrolled in an ARRT-recognized educational program, or
- enrolled in an ARRT-recognized educational program and are at least six months away from graduation.

The Ethics Review Pre-Application fee is \$100 and is non-refundable and non-transferable.

The Ethics Review Pre-Application provides an early ethics review of violation(s) that would otherwise need to be reported on your Application for Certification when you have completed an ARRT-recognized educational program and may be used for the following circumstances:

- Criminal proceedings including:
 - misdemeanor charges and convictions,
 - felony charges and convictions,
 - military court-martials; and/or
- Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or
- Honor code violations.

If you are within six months of your graduation, do not use this form. Instead, submit the information identified in this packet with your Application for Certification found in the ARRT Certification Handbook (available from your program director) along with the required Application for Certification fee.

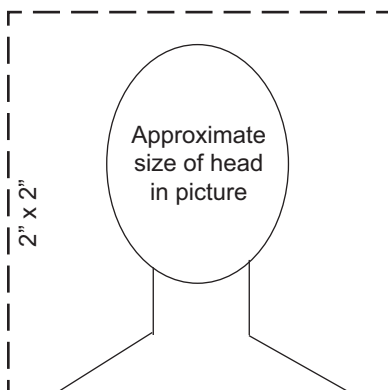
The review applies only to violations specified in the Ethics Review Pre-Application packet; it does not apply to any violations not reported or occurring after submission of the Ethics Review Pre-Application.

Submission of the Ethics Review Pre-Application does not waive any other ARRT eligibility and application requirements. An Application for Certification must still be submitted at the time of graduation.

Before submitting your Ethics Review Pre-Application, be sure that you have completed these five essential steps.

1. Complete the Ethics Review Pre-Application form.
2. Attach a passport-quality photograph* of yourself taken within the last six months. (A template for an acceptable photo is shown below.)
3. Sign the agreement in the presence of the notary when you have the form notarized.
4. Enclose all required documentation (see checklist). Forms submitted without documentation will not be processed and will be returned.
5. Enclose the \$100 Ethics Review Pre-Application fee.

Template below is for illustration purposes only. Attach actual photo to back of Ethics Review Pre-Application form



* ARRT defines a passport-quality photograph as an original photograph showing only the head and shoulders, taken within the past six months, that is approximately two inches by two inches in size, with an approximate image size from bottom of chin to top of head (including hair) of between one and one and a half inches.

Photographs must be clear, front view, full face, and taken in normal street attire or hospital uniform. The photograph may be black-and-white or color and must provide clear recognition of the applicant.

Photographs are acceptable only if, in ARRT's sole determination, they are of satisfactory quality.

ARRT will reject photographs that mask appearance (with hats, visors, or sunglasses that would shade the eyes, etc.). Retouched photographs that alter an individual's appearance are not permitted. Photocopies of photographs, laminated ID card photos, pictures cut off a driver's license, and magazine or full-length prints will not be accepted.

For more information on passport photo guidelines, go online to www.travel.state.gov.

The following information must be provided with the Ethics Review Pre-Application.



Incomplete Ethics Review Pre-Applications will not be reviewed and will be returned.

For Criminal Violations

A charge or conviction or a plea of guilty or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes.

- Personal explanation of the events that led to each charge or conviction. Applications are not complete until this explanation is provided.
- Official court documents* to confirm:
 - The charges filed (misdemeanor, felony, or military court-martial),
 - The date and jurisdiction in which the situation occurred,
 - The final judgment (guilty, nolo contendere [no contest], withheld adjudication, suspended or stay of sentence, or pre-trial diversion),
 - The sentencing requirements (parole, probation, fines), and
 - The status of the conditions of the court (e.g., completed, case closed).
- If you are currently on probation or parole, a current update from your probation or parole officer is required, including the estimated probation or parole completion date. This must be printed or typed on official stationery and must include the telephone number of the office. It may be mailed directly from the probation or parole office to the ARRT office at 1255 Northland Drive, St. Paul, MN 55120-1155.
- If you have completed the requirements of the court, proof of completion of probation or parole is required. A copy of the official court release documents or the release letter on official court stationery must be provided.
- Documentation of completion of any court ordered remedial programs and community service (if applicable).
- Updates on or documentation of completion of any counseling or treatment (if applicable).
- Any documents submitted that do not match the name indicated on the Ethics Review Pre-Application must be accompanied by documentary evidence of the change (e.g., copy of marriage certificate or court order showing name change).
- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials).

Exceptions that do not need to be reported are:

- Offenses committed while a juvenile and processed in the juvenile court system,
- Traffic violations that did not involve drugs or alcohol (speeding or parking ticket),
- Charges that were dismissed if there were no court conditions required, and
- Expunged cases (must have specific court documents attesting to the expungement).

* Documents may usually be obtained by request at the courthouse in the jurisdiction in which the charge or conviction occurred. The application is not complete until the court documents are received.

For Regulatory Authority or Certification Board Violations

An action by a state or federal regulatory authority or certification board resulting in the individual's license, permit, registration, or certification being denied, revoked, suspended, placed on probation, or subjected to any conditions.

- Personal explanation of the events leading to the violation.
- Official documentation of any agreement or disciplinary action taken by a state or federal regulatory authority or certification board.
- Copy of your state license (if applicable).
- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials).

For Honor Code Violations

A suspension, dismissal, or expulsion from an educational program attended in order to meet ARRT certification requirements.

- Personal explanation of the events that led to the sanction, dismissal, or expulsion.
- Copy of all correspondence between you and your educational program regarding the incident and/or disciplinary action taken.
- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials).

Ethics Review Pre-Application Agreement

I hereby request ARRT to review my records as they relate to the requirements for ARRT certification and registration as described in the *ARRT Rules and Regulations* and to the requirements of my compliance with federal and state laws in accordance with the *ARRT Standards of Ethics*. I understand that a full and complete copy of the *ARRT Rules and Regulations* and *ARRT Standards of Ethics* will be provided to me upon my request and can also be found on the ARRT website at www.rrt.org.

By signing this document and filing it with the ARRT, I understand that ARRT may confirm the information contained in the Ethics Review Pre-Application and may also request information related to my education, training, employment, and personal history including, but not limited to, a criminal background check. I hereby certify that the information given in this Ethics Review Pre-Application is true, correct, and complete, that any photographs attached are recent photographs of me, and that I have read and accept the terms and conditions, and agree to be legally bound by and to abide by all the terms and conditions set forth in this Ethics Review Pre-Application agreement and ARRT's *Rules and Regulations* and *Standards of Ethics*.

I understand and agree that information submitted through this Ethics Review Pre-Application may be used to initiate disciplinary action under ARRT's *Rules and Regulations* and *Standards of Ethics* and that such action may result in an ARRT sanction.

I understand and agree that any misrepresentation in this Ethics Review Pre-application or in any other document or other information I submit to ARRT (including the verification of my identity when I submit this Ethics Review Pre-Application), or any offer of financial benefit to an ARRT Trustee, committee member, employee, or other agent or representative of the ARRT in order to obtain a right, privilege, or benefit not usually granted by the ARRT to similarly situated individuals, is grounds for ARRT to bar me permanently from certification and registration, and that ARRT's decision on any such matter is final.

I hereby waive and release, shall indemnify and hold harmless, ARRT and persons in their capacities as ARRT Trustees, committee members, employees, and agents from, against, and with respect to any and all claims, losses, costs, expenses, damages, and judgments (including reasonable attorneys' fees) that arise or are alleged to have arisen from, out of, with respect to, or in connection with any action which they or any of them take or fail to take as a result of or in connection with this Ethics Review Pre-Application, and ARRT's notification of legitimately interested persons of such actions taken by ARRT. I understand and agree that in the event of my breach of or default in any provisions of this Ethics Review Pre-Application agreement in any respect whatsoever, ARRT shall have the absolute right, in its sole discretion, to deny my eligibility for certification and registration.

Signature of Applicant _____
Date

NOTARY, PLEASE NOTE: Photograph of applicant must be attached when applicant's signature is witnessed.

Before me personally appeared _____
to me known to be the person described in this Ethics Review Pre-Application, who signed the foregoing instrument in my presence, and made oath before me to the accuracy of the standards set forth therein on,

the _____ day of _____, 20 ____ .
 Notary to check if no seal is required

Notary Public Signature (NO SIGNATURE STAMPS)

My commission expires _____

