

ARRT's Online Application Process

Most students, including those who submitted an ethics review preapplication, can now apply for an ARRT credential online. The steps that Program Directors and students should follow are outlined below.

1. Students Need to Create Online Accounts

- Before students can apply online for ARRT certification and registration, they must create online accounts.
- As Program Director, you'll [tell students how to create their ARRT accounts](#). The instructions you'll share include a link to create an account.

2. Program Directors Must Verify Their Students' Accounts

- When a student sets up an account, we'll send you an email asking you to review and verify or reject the account request. Students won't be able to log in to their accounts until you've verified them.
- After you've verified an account, we'll email the student letting them know their account was approved and they can log in.

3. Students Complete and Submit the Application Online

- When a student is within three months of graduation, we'll send an email explaining how to access the online application. We'll also place a link to the application on the dashboard of their online account.
- At this point, the student can complete and submit their application online.
- Once we receive the application, we'll contact you to make sure the student has completed both the clinical and classroom (didactic) phases of the program and has met our degree requirement.

4. Students Schedule and Take Their Exam

- We'll send the student an email explaining how to access their Candidate Status Report (CSR) online. The CSR will contain instructions for scheduling their exam through a Pearson VUE test center.
- After completing the exam, students will receive a preliminary score at the test center.
- We'll check the student's exam results, and then mail their final score in two to three weeks.

Exceptions for Using the Online Application

For now, the following students must continue to use paper applications:

- Those who are pursuing an additional credential using the primary eligibility pathway
- Those who didn't pass (or didn't take) the exam within their three-year eligibility period, and therefore must meet all eligibility requirements again by completing an educational program
- Those who need to retake the exam because they had their certification and registration discontinued

If you have questions about whether your students can apply online for the primary eligibility pathway, call 651.687.0048. Select the option for Program Directors.

Student Account Setup Instructions

Before students can apply online for an ARRT credential, they must create ARRT accounts. As Program Director, you'll share instructions for doing so. The instructions include a link for students to create their accounts.

You can copy and paste the instructions below into an email to send to your students—or [download this PDF](#) to attach to an email or print out.

Instructions for students: How to set up an ARRT online account

You may apply for an ARRT credential beginning three months before you complete your educational program. Before doing so, you'll need to set up an ARRT online account. Follow this process:

- Click on this link or type the URL into your browser: <https://www.arrt.org/students>
- Click Start Account Setup.
- Answer the questions on each screen.
- When you finish creating your account, you'll see a screen explaining next steps.
- Don't share your account setup link with anyone else.
- If you have questions, contact your Program Director.

Students who submit an ethics review preapplication

Students who submitted an ethics review preapplication can apply online, but they can't use the link or instructions you give other students to create online accounts. Instead, they should:

- Visit arrt.org.
- Click the Login button in the top right corner.
- On the ARRT Account Login screen, click the white Create Account button.
- Enter the requested information on each screen.

They'll need their ARRT identification number, the last four numbers of their Social Security number, and their date of birth to create an account.

Once they've created an account, they can log in and access their dashboard, where they'll need to provide details about their educational program. Then we'll send you an email asking you to review and verify or reject their account (the same process you follow for other student account requests).