

RULES AND REGULATIONS

**ARTICLE I
QUALIFICATIONS FOR APPLICATIONS FOR REGISTRATION**

A. General

The American Chiropractic Registry of Radiologic Technologists shall pass upon the qualifications of all applicants for registration in radiography as it is applicable to the chiropractic profession. It shall provide for and conduct, or cause to be conducted, all examinations for registration and determine which applicants successfully pass such examinations and duly register such applicants.

Any individual who has completed an approved course of study, and who is of good moral character, may make application for registration. The governing board shall have the right to reject the application of any technologist employed in an institution or facility considered unethical or to be in noncompliance with accepted standards; or who shall practice or advocate directly or indirectly policies which the governing board may find to be in conflict with Article VII of these Rules and Regulations.

B. Professional educational requirements.

Applicants must have successfully completed a program of formal education consisting of 300 hours, as determined and approved by the ACRRT governing board.

C. Determination of special cases of eligibility for admission to the certifying examination.

The American Chiropractic Registry of Radiologic Technologists shall not endorse, support, consider or accept for admission to the certifying examination, applicants whose general qualifications or professional education are not equal to or greater than those stated in Section B above. In special cases however, the American Chiropractic Registry of Radiologic Technologists may consider other qualifications for admission to the certifying examinations. In these cases the applicant must prove to the satisfaction of the governing board those circumstances which precluded satisfaction of eligibility of requirements stated in Section B above and provide evidence of educational qualifications which are equal to or in excess of same. **Determination of such qualifications which may permit admission to the certifying examination shall be based on criteria and limits established for admission to the certifying board.** Final determination of eligibility for admission to the certifying examination in such special cases shall be made by the governing board.

D. Scope of practice.

Applicants for registration shall agree to perform the duties of a radiologic technologist only as directed by a duly licensed and qualified doctor in the health care specialties and under no circumstances shall give out oral or written diagnoses, or work independently. "Duly licensed and qualified doctor in the health care specialties" refers to one who has demonstrated education and training in the use and effect of radiation.

E. Determination of good moral character.

An applicant who has been convicted of a felony or any other offense involving moral turpitude, may be eligible for registration (assuming he has met all other qualifications for registration) if he has (a) served his entire sentence, including parole, and (b) has had his civil rights restored. Notwithstanding the foregoing, the record of the conviction of an applicant or registrant shall be conclusive evidence only of the fact that conviction occurred and the governing board shall inquire into the circumstances surrounding the commission of the crime in order to determine whether it was an offense involving moral turpitude.

A plea or verdict of guilty or a conviction following a plea of nolo contendere made to a charge of a felony or of an offense involving moral turpitude is deemed to be a conviction for the purposes hereof.

F. Agreements of applicants.

At the time of application and on subsequent occasions when the certificate is renewed, all applicants for certification must agree to the following:

"In consideration of the granting to me a Certificate of Registration, or the renewal thereof, and the attendant right to use the title "Certified Radiologic Technologist" and its abbreviation, "R.T. (ACRRT)", in connection with my name. I do hereby agree to perform the duties of a Chiropractic Radiologic Technologist only under the direction of a person whose qualifications are acceptable to this Registry; to abide by the rules and regulations of the American Chiropractic Registry of Radiologic Technologists as they apply to my profession and to conduct myself in a manner appropriate to the dignity of my profession."

"I hereby authorize the Registry to identify me and to report on request, the fact of my certification or non-certification in radiography to prospective employers, universities, colleges, schools, federal, state and local agencies, hospitals, health departments, and similar organizations and agencies."

G. Information to be furnished by applicants.

The application, accompanied by a fee in such sum as the governing board from time to time may fix, shall be filed with the executive vice president on forms provided by the Registry. All applicants for registration shall furnish complete information as the governing board shall request. Application shall be endorsed by the program director of the approved educational program. Applications may be investigated by the governing board to determine moral character, training and ability, and other qualifications of the applicants.

Applicants who apply for registration by reciprocity shall furnish, in lieu of, or in addition to the above, such endorsements as may be deemed necessary by the governing board.

**ARTICLE II
EXAMINATION OF APPLICANTS**

- A. The American Chiropractic Registry of Radiologic Technologists shall examine or cause to be examined, applicants for registration, at such times and places as shall be designated by the governing board.

- B. An applicant shall present himself for examination at a time and place designated by the American Chiropractic Registry of Radiologic Technologists. If it is not possible for an applicant to appear at the time and place assigned, the governing board may, at its discretion, reschedule such examination. If an applicant requests a refund less than 72 hours from the date of the exam or does not show for the examination, the examination fee is forfeited.

- C. The written examination shall be based upon such subjects and material as determined by the governing board.

- D. An applicant who has failed an examination may be permitted to take a subsequent examination on payment of the fee, and at such time and place as the American Chiropractic Registry of Radiologic Technologists may specify.

- E. The passing level for each portion of the ACRRT examination shall be a standardized score of 70%.

**ARTICLE III
CERTIFICATION**

To those who have passed the examination, and are otherwise eligible, a certificate shall be issued which confers upon the applicant the right to use the title "R.T. (ACRRT)" in connection with his name so long as the certificate shall be in effect. Technologists certified by the American Chiropractic Registry of Radiologic Technologists are advised to use the symbol (ACRRT) in connection with the "R.T." to avoid confusion with certification from any other source.

**ARTICLE IV
RE-CERTIFICATION**

Continuing education requirements for maintaining current status;

A. Every ACRRT registered person in good standing shall, as a prerequisite to annual renewal, submit to ACRRT headquarters at the time of application thereof, satisfactory proof showing attendance of at least six (6) hours during the preceding year, at one or more educational symposia which have prior approval of the ACRRT. The following guidelines for such symposia shall apply (singly or as a whole for each of the following subsections):

1. Criteria for approval of sponsoring agency:

- a) Sponsorship or co-sponsorship by an educational institution which is approved by an accrediting agency recognized by the US Department of Education.
- b) Sponsorship by a State or Federal Radiation Control Board, or analogous agency.
- c) Sponsorship by a Chiropractic State Association/Society or affiliated local chapter or chiropractic paraprofessional association.

2. Criteria for approval of subject material:

The following categories are acceptable for recertification symposium credit:

- a) radiation physics
- b) radiation biology
- c) radiation protection
- d) imaging principles and radiation exposure technique
- e) film processing technique
- f) radiographic film evaluation/quality assurance
- g) radiographic ethics and forensics
- h) patient preparation and positioning
- i) human anatomy
- j) human physiology
- k) emergency procedures

3. Criteria for approval of instructors:

In order to qualify for ACRRT approval, the instructors of approved symposia must meet one of the following criteria:

- a) an on-campus faculty member of a chiropractic college meeting the criteria in

Section 1.a) above.

- b) A post-graduate faculty member of a chiropractic college meeting the criteria listed in Section 1.a) above.
- c) A Diplomate of the American Chiropractic College of Radiology.
- d) An ACRRT registered individual.
- e) An ARRT registered individual.
- f) A staff member of a state or Federal Radiation Control Board, or analogous agency, who demonstrates expertise in one or more of the subject areas as listed in Section 2, above.
- g) An individual from a discipline other than chiropractic may qualify as an approved instructor if his/her presentation covers a subject area approved in Section 2 above and if he/she is qualified in the subject area.

B. Self-instruction activity for recertification; A maximum of six hours credit per year may be earned under this category for independent reading and satisfactory completion of the article comprehension review test, which accompanies each selected and approved reading obtained from the ACRRT.

C. In conjunction with his annual application for renewal of good standing the registrant shall submit a certificate of completion signed by the program sponsor/instructor. It shall be the responsibility of the Registrant to maintain and provide such evidence and/or documentation upon request of the ACRRT governing board.

**ARTICLE V
CERTIFICATE RENEWAL**

A. Annual: The ACRRT certificate at time of issue shall be valid until the end of the calendar year (December) in which it is issued; and can be renewed from year to year as long as the applicant submits proof of required continuing education and pays the annual membership fee as fixed by the governing board.

A. An Inactive Status will be issued upon only written request, to a fully certified individual holding current status with the ACRRT. This inactive status will provide that as long as the individual maintains this status, that he will not be required to undergo re-examination at the time of reinstatement to current membership.

Under ACRRT Rules and Regulations, inactive status shall not be acceptable status to perform the duties of a chiropractic radiologic technologist.

Inactive status shall require an annual renewal fee, as fixed by the governing board. After two years and before the end of five years of inactive status, a written request for reinstatement to active status will require proof of twelve hours continuing education as outlined in Article IV. After five years but before the end of ten (10) years of inactive status, a request for reinstatement to “active status” will require proof of twenty-four hours of continuing education as outlined in Article IV. After ten (10) years of inactive status the applicant shall submit a written request and proof of 48 hours of education as outline in Article IV.

Failure to renew as active or inactive status for more two years and less than ten (10) years will require the member to re-apply and submit fees equal to one year late fee, inactive fee for each year of non-renewal and current year member dues. Member must also document proof of continuing education equal to the requirements as defined in Article V section B. Any applicant with greater than ten (10) year lapse in renewal shall be required to pass the ACRRT examination.

ARTICLE VI
PROFESSIONAL CONDUCT

The governing board may promulgate rules and regulations for the conduct of registered chiropractic radiologic technologists, and may make determinations, from time to time, as to the types of conduct which the governing board deems inappropriate or of the nature which may bring discredit to the profession.

**ARTICLE VII
STANDARDS OF PROCEDURE**

The standards of procedures are to serve as a guide by which the chiropractic radiologic technologist may evaluate their professional conduct as it relates to patients, colleagues, other members of the allied professions and health care consumers. They are intended to assist in maintaining a high level of ethical conduct.

A. Chiropractic radiologic technologists shall conduct themselves in a manner compatible with the dignity of their profession.

B. Chiropractic radiologic technologists shall provide services with consideration of human dignity and the uniqueness of the patient. The quality of care and service rendered shall not be influenced by the patient's age, sex, race, creed, social or economic status, handicap, personal attributes or the nature of the health problem.

C. Chiropractic radiologic technologists shall make every effort to protect all patients from unnecessary radiation.

D. Chiropractic radiologic technologists should exercise and accept responsibility for independent discretion and judgment in the performance of their professional services.

E. Chiropractic radiologic technologists shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence.

F. Chiropractic radiologic technologists shall apply only methods of technology founded upon a scientific basis and not accept those methods that do not adhere to this principle.

G. Chiropractic radiologic technologists shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the chiropractor with all information they have relative to radiological findings or patient management.

H. Chiropractic radiologic technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.

I. Chiropractic radiologic technologists should continually strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues.

J. Chiropractic radiologic technologists should protect the public from misinformation and misrepresentation.

ARTICLE VIII

REGISTRATION OF PHYSICIANS AS REGISTERED TECHNOLOGISTS

A doctor of chiropractic shall not be eligible for registration as a technologist. A technologist who becomes a physician shall not be eligible to retain his certificate.

The Registry was established as an organization that would certify the competence of non-physicians as chiropractic radiologic technologists. It is presumed that chiropractors (as well as other physicians in medicine, osteopathy, dentistry, podiatry and from certain other disciplines) have training in the use and effects of radiation and do not need such certification. Under agreements for registration, the certified chiropractic radiologic technologist must agree to work under the direction of a duly licensed and qualified doctor in the health care specialties and that under no circumstances may they give out oral or written diagnoses. Since an individual could not direct himself, it would be inconsistent with the purposes and structure of the organization as expressed, to permit a physician to be both a technologist (which implies that he is a person working under direction) and a physician at the same time. The American Chiropractic Registry of Radiologic Technologists believes, therefore, that its purpose is to serve, not certify physicians and it would not be appropriate to permit the physician to be certified as a registered technologist. Further, should a registered chiropractic technologist advise the Registry that he has become a physician; he would voluntarily terminate his affiliation with the Registry or allow his certificate to lapse.

ARTICLE IX

CENSURE, SUSPENSION OF CERTIFICATE, OR REVOCATION OF CERTIFICATE

The governing board may, after an appropriate hearing has been held, reject or deny an application for, refuse the renewal of, or revoke a certificate of registration of any applicant who does not continue to meet the qualifications for registration and the rules and regulations of the American Chiropractic Registry of Radiologic Technologists. The governing board may also censure registrants or suspend a registrant's certificate for such period of time as it deems appropriate.

The governing board may revoke an outstanding certificate if it determines that the registrant in question has:

- a) ceased to be a person of good moral character; or
- b) been guilty of, or advocated, directly or indirectly, practices inconsistent with standards prescribed by the governing board and the profession for chiropractic radiologic technologists; or
- c) shall have conducted himself in the practice of his profession or in any other manner so as to bring discredit to the profession; or
- d) shall have violated any of the terms of the agreement signed at the time of this application for registration, or any of such other rules and regulations as the governing board may from time to time adopt; or
- e) shall in any other manner cease to meet the qualifications for registration.

A technologist whose eligibility for certification is questioned will be notified of the complaint against him at least twenty days in advance of the specified hearing date. The applicant or registrant in question shall notify the Registry of his intention to appear at the hearing. A technologist whose certificate has been revoked may be reinstated after compliance with the requirements of the governing board, or he may be required to reapply and be re-examined at the discretion of the board.

**ARTICLE X
HEARINGS**

The American Chiropractic Registry of Radiologic Technologists shall hold a hearing whenever the governing board proposes to take action in respect to the denial of an application for renewal of a registration, or in connection with the revocation of a certificate of registration. Hearings shall also be held at the request of persons whose application shall have been denied or rejected. Hearings shall also be held prior to any action on the part of the governing board suspending a registrant's certificate, or censuring a registrant. Hearings shall be held at the executive offices of the Registry, unless another place shall be designated by the governing board.

At such hearings, the executive vice president or a person appointed by him shall present the charges against the applicant or registrant in question, and the facts and evidence of the Registry in respect to the basis or bases for disqualification from registration. The applicant or registrant in question, represented by legal counsel if so desired, shall have the right to present testimony and be heard in his own defense, and to hear the testimony of and cross-examine any witnesses appearing at such hearing, and to present such other evidence or testimony as the board or hearing officer shall deem appropriate to do substantial justice.

If the hearing shall be held before the governing board, the board shall assess the evidence presented at such hearing and make its decision accordingly. If the hearing shall not be held before a subcommittee thereof, or a hearing officer appointed by the board, such subcommittee or hearing officer before whom such a hearing is held shall prepare written findings of fact and promptly transmit the same following the hearing to the governing board which shall consider such findings, the files and records of the Registry applicable to the case at issue, and shall determine what action, if any, should be taken. In making such determination, findings of fact made by a subcommittee of the governing board or hearing officer shall be conclusive if supported by evidence. The governing board may grant re-hearings, or hear additional evidence, or request that the Registry or the applicant or registrant in question provide additional information, in such manner, on such issues, and within such time it may prescribe.

All hearings provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any registered technologist to make an unauthorized publication or revelation of the same, except to his attorney, immediate superior or employer.

The governing board shall instruct the executive vice president to notify the applicant or registrant of the decision of the governing board. If the decision of the governing board is adverse to the applicant or registrant, he shall be given a copy of the findings of fact prepared by the subcommittee of the board or hearing officer, together with a brief explanation or opinion of the decision of the governing board.

ARTICLE XI
PROCEDURE FOR AMENDING OFFICIAL RULES AND REGULATIONS

New rules or regulations or amendments to the existing rules and regulations, hereinafter referred to as a "proposed rule", may be adopted as follows:

- 1) Notice of a proposed rule shall be given by mail/email to each member of the governing board at least 30 days prior to the meeting at which it is to be considered.
- 2) The proposed rule may be accepted for publication by majority vote of the governing board at a regular meeting prior to formal adoption.
- 3) The proposed rule shall be distributed to the general membership as a direct mailing or published in appropriate professional and educational publications usually available to the membership. It shall be distributed for comment to those societies, associations and organizations deemed appropriate by the governing board.
- 4) All interested persons who desire to comment on any proposed rules and regulations of the Registry shall make comments in writing and direct them to the Executive Vice President of the Registry at least 30 days prior to the date at which the governing board is to take final action relative to the proposed rule or regulation. Copies of such written comments shall be made available to any interested person requesting to review the same and shall be distributed to each member of the governing board who will act upon and consider the proposed rule or regulation. All such comments shall be reviewed by the governing board at the meeting at which consideration of adoption of proposed rule and regulation takes place.
- 5) At the request of any interested party, and with the consent of the president of the Registry, any person may appear before the governing board at a date and time scheduled by it, to speak with respect to any proposed rule or regulation.
- 6) At the next meeting of the governing board at which adoption of the proposed rule is considered, the governing board may make such changes, amendments or modifications to the proposed rule or regulation as they shall determine appropriate after due consideration of the proposed rule as circulated and published by the Registry. In the event the rule as adopted contains any substantive changes from the form of proposed regulations as previously published, the rule or regulation, as changed, shall be re-published, noting substantive changes which have been made. In absence of substantive changes being made to the proposed rule or regulation, the Registry shall not, unless the governing board so directs, be obliged to further publish any rule or regulation so adopted. The governing board shall determine whether a substantive change has been made to a proposed rule or regulation and such determination shall be conclusive.
- 7) At any meeting of the governing board at which a proposed rule or regulation is considered, the governing board shall determine the need for the rule or regulation proposed for adoption. Upon such affirmative showing, and approval of the proposed rule by a majority of the governing board, the proposed rule shall become effective immediately, unless a later effective date is established by resolution of the governing board.

8) Nothing herein shall prevent the governing board, from considering and adopting, on an interim basis, any rule or regulation determined by them to be appropriate to deal with any emergency condition or situation or any circumstance of hardships. This action may be taken without prior publication of any proposed rule or regulation or circulation of the same to interested parties, provided that such rule or regulation shall expire one year after its adoption, unless adopted as a rule or regulation in the manner prescribed in this Article of the Rules and Regulations.

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