

# **APPLICATION PROCESS**

## **Application Processing**

CBRPA will furnish the candidates an examination application and a copy of the Candidate Handbook. The candidates are given the opportunity to ask questions pertaining to the examination during the scheduled Review Seminar.

## **Receipt of the Application**

The application must be received on or before the due dates of February 1, May 1 and September 1 of each year. Determination on accepting an application is based upon the postmark on the envelope containing the application. Late applications will be considered for the subsequent examination offering.

Accompanying the application must be the appropriate fee and the final clinical competency check-off listing signed by the supervising physician. The application is not considered complete without the fee and the clinical check-off listing.

## **Application Processing**

Applications and clinical documents are reviewed by the Executive Director for completion and the required signatures of the supervising radiologists and educational director/supervisory faculty of the program. The candidate submitting an application that meets the requirements of the deadline date, completion of all sections of the application, submission of the clinical competency listing signed by the supervising physician and the fee is notified of his/her acceptance to sit for the examination. A copy of the content specifications is sent to the candidate to use as a study guide.

## **Review Seminar**

A seminar will be scheduled prior to the examination date to provide the candidate with information on the concepts covered on the examination, sample test questions, case studies and a discussion on organ systems. The seminar is voluntary and candidates must register to attend.

## **Denial of Eligibility**

Candidates found to be ineligible are notified in writing with the reasons provided. The file is then closed.

### **Appeal of Denial of Eligibility**

The decision of ineligibility may be appealed to the CBRPA Board of Directors.  
See **IV.C.5. Appeals Policies**

### **Retesting/Reapplication Policy**

If a candidate fails the examination, the application will remain on file for three years from the date of the original application. The candidate will have three opportunities to pass the examination. If the examination is failed a third time, a remedial program is recommended and information will be provided as to the areas of need.