

APPLICATION PROCESS

Application Processing

The educational program furnishes the candidates with an application and a copy of the Candidate Handbook. The candidates are given the opportunity to ask questions pertaining to the examination.

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

Applications are reviewed by the Executive Director for completion and the required signatures of the supervising radiologists and educational director of the program.

The candidate submitting an application that meets the requirements of the deadline date and completion of all sections of the application 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 and a copy of a practice examination to provide information as to the type of examination to expect.

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.

- The candidate must complete an application form prior to the deadline for the examination and pay the current application fee.
- After two failed attempts, the candidate must document 5 hours of continuing education in each of the domain areas listed in the Content Specifications for a total of 50 hours. Documentation of the remedial course work must accompany the examination application.
- After a total of three unsuccessful attempts to pass the exam, the candidate must successfully complete a recognized RPA educational program to become eligible to retake the examination.