



MEMO

TO: All CXT Exam Applicants

RE: Scheduling your Exam

FROM: Amy Owsley
Administrative Assistant

DATE: 6/4/03

Congratulations on completing your 48 Hour Course for Chiropractic X-ray Technician! We know that it is a huge investment of time and we applaud you for your dedication.

Now, you are eligible to schedule your exam. As you are the first class to schedule your exam through ARRT, we have been working diligently to get you the most correct information on how to go about doing this. Today, I received a letter from the ARRT representative in Tennessee who handles the application process and now am forwarding on this information to you.

Please see the following guidelines for scheduling with ARRT:

Any individual wishing to sit for the ARRT Limited Scope exam must register through the Examination Processing Center (EPC).

The Limited Scope examination for x-ray operators covers the following areas in the examination:

- ❖ The parts of the examination that you will be taking are Core and Spine.
- ❖ All exams are administered via computer based testing (CBT) centers, also known as the Sylvan testing centers, located in many area locations throughout the state.
- ❖ Our office will provide application forms to you to register and sit for the examination.

Your Basic Step by Step Guidelines:

- 1) Complete the proper application to sit for the ARRT examination and submit it to the EPC at the address shown on the back of the application along with proper documents and application fees;
- 2) Once the application is found to be in compliance with the TN Board of Chiropractic Examiners, the student information is forwarded on to ARRT and the student is then registered for the examination;
- 3) Within approximately 10 working days, ARRT provides the applicant with a packet of information and guidelines for scheduling their individual examination date via a toll free number;
- 4) The applicant is allowed a **ninety (90) day window** in which **to call the toll free number and schedule themselves** to sit for the examination; **NOTE: The examination must be taken within the 90 day window or the allotted window closes and the student must re-apply and start the process over;**
- 5) After the student has completed the examination, ARRT provides our office with the examination results in the form of number of questions correct. This usually take 7 to 10 working days;
- 6) Our office then provides each individual with a formal letter informing them of the number of questions correct in each body area tested;
- 7) The individual can then apply directly to the Board of Chiropractic Examiners for proper credentialing.

Please also find the enclosed "Application for Limited Scope ARRT Examination" and your certificate for verification of course completion. We certainly wish you the best of luck as you prepare and sit for your exam! Please call if you have any additional questions. Thanks!