



Policies for Rad Tech Course and Examination

1. Registration and payment must be received prior to the delivery of Course materials to the attendee.
2. Each Rad Tech registration must include a unique email address for the individual attendee. Group email addresses or office manager email addresses may not be used unless the office manager is the registered attendee. Attendees **must** have access to this email outside of office hours.
3. When registrations are completed and paid, attendees will receive an email with instructions for downloading the study manual, Rad Tech Log Sheets, and kVp and mAs summary sheets from Dropbox.
4. Download each of the documents in the Dropbox folder. They may be downloaded to a device or printed. Please note that the material is copyrighted and may not be used or reproduced for any purpose without permission.
5. During the virtual Course, cameras are strongly encouraged.
6. Attendees must participate in both the morning and afternoon sessions in their entirety.
7. At the conclusion of the afternoon session, VPMA staff will email attendees the login information and detailed instructions for the written examination, which will be administered the following day.
8. Those who take and pass the exam will receive an email with their score, requesting Rad Tech Log Sheets.
9. Participants must document 20 individual foot X-ray views and 20 individual ankle X-ray views on the required Rad Tech Log Sheets. Each individual view counts toward the required total. For example, an ankle examination consisting of AP, lateral, and mortise views counts as three ankle views. The required views do not have to be performed on 40 different patients; multiple qualifying views from the same patient may be documented.
10. Upon receipt of the completed Log Sheets, the Executive Director will forward the certificate and a letter with instructions for obtaining licensure with the Virginia Board of Medicine.
11. After licensure, Rad Techs must participate in 12 hours of continuing education every two years in order to renew the license with the Virginia Board of Medicine.
12. Those who fail the exam will be sent a letter with their score. It is the attendee's responsibility to contact the VPMA office directly to arrange retesting.

13. Those who fail the exam twice are required to attend the Rad Tech Course again.
There is no additional charge if the course is repeated within 12 months of the original Course date. After 12 months, full registration fees will be required.
14. If you are unable to attend, you must notify the executive director and may either request a refund or you may transfer your registration to the next course offered by the VPMA.
15. Failure to attend the scheduled Course and advise the executive director of such will result in forfeiture of fees.