

Policies for Rad Tech Course and Examination

1. Registrations must be completed and paid prior to the registration deadline. Payments not arranged prior to the deadline may incur late fees and will delay confirmation to attendee. *Payment must be made at registration OR prior to delivery of Course materials to attendee.*
2. Refunds must be requested in writing to the executive director before the registration deadline. Refunds requested after the deadline will not be considered.
3. Failure to attend the scheduled Course and advise the executive director of such will result in forfeiture of fees. If notice is provided, fees may be deferred to the next administration only.
4. Rad Tech registrations must include the attendee's email address. That attendee may be the only individual registered with that email address. Do not use group emails or office manager's email address, unless the office manager is the attendee. Attendees must have access to this email outside of office hours.
5. 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.
6. 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.
7. Three days prior to the Rad Tech Course, information will be emailed to each individual who is registered and paid. If emails bounce, VPMA staff will call or email the primary contact listed on the registration form.
8. During virtual Course, cameras must be on, so that the instructor and VPMA staff can see attendees.
9. Attendees must participate in both the morning and afternoon sessions.
10. During the afternoon session, the VPMA staff will send an email to those attending with log-in information for the exam, typically held the next day. At the conclusion of the Course, attendees can log out after verifying receipt of exam log-in information and instructions.
11. Those who register, do not attend, but fail to properly cancel in writing, will have twelve months to take and complete the Course and exam. After twelve months, registration funds are forfeited.
12. Those who take and pass the exam will receive an email with their score, requesting Rad Tech Log Sheets.
13. Upon receipt of Log Sheets, executive director will forward certificate and letter with instructions for becoming licensed with the Virginia Board of Medicine.
14. 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.
15. Those who fail the exam will be sent a letter with their score, advising of the next available testing date. It is the attendee's responsibility to contact the VPMA office directly to arrange retesting.
16. 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.