

***Magnetic Resonance Imaging Technologist
(MRI)
Examination-New Version
Candidate Handbook***



*"The Gold Standard of MRI Technologist Certification"
"Because MRI is a Specialty"
"You are MRI when you are ARMRIT"*

**Note: Apply only if you are ready now
to sit for & challenge the exam!**

Table of Contents

IMPORTANT: READ ENTIRE HANDBOOK!!!

Page 4	About the ARMRLT & ARMRLT Recognition
Page 5	Board of Directors & Contact Information
Page 6	Code of Ethics & Mission Statement
Page 7	Certified MRI Tech Responsibilities / MRI Resume (CV) On-Line
Page 8	MRI CME requirement & MRI CME Sources
Page 9	ARMRLT MRI Technologist Examination Overview – Important! <u>Computer-Based Testing Fees are Separate!</u>
Page 10-11	MRI Programs – Commission on Accreditation (COA) of the ARMRLT
Page 12	Recommended Sources for MRI Information & Study Guide
Page 13	Eligibility Criteria for Candidates & Foreign Education Evaluators
Page 14-15	Required Documentation for All Applicants
Page 16	Resume (CV) for the MRI Technologist – Recommended Format
Page 17-18	Sample Recommendation Letters from MD & MRI Supervisor
Page 19-23	ExamSoft: Exemplify & the Remote Proctoring Process
Page 24	ExamSoft: Best Practices, & Remote Proctoring Policy
Page 25	<i>ARMRLT MRI Technologist Examination Process</i>
Page 26	ARMRLT Portal On-Line Application Process

Computer-Based Testing Fees are Separate!

**Note: Apply only if you are ready now
to sit for & challenge the exam!**

About the ARMRIT: ‘THE MRI REGISTRY of MRI SPECIALISTS

ARMRIT has always stressed the importance of well-trained and highly qualified Technologists for MRI.

The ARMRIT is the first and only certifying organization to:

- 1) Recognize MRI Technology as a distinct medical imaging specialty utilizing non-ionizing radiation.
- 2) Require MRI clinical experience and competency for eligibility.
- 3) Promote formal MRI education with MRI clinical training.
- 4) Recognize MRI schools that offer full-time educational program leading to a career in MRI.

The ARMRIT Board of Directors and Examination Committee includes MRI professionals such as, MRI Researchers, Physicists, MRI Technologists, Educators, and Legal Advisors.

- **American College of Radiology (ACR)** - MRI Accreditation Committee has recognized ARMRIT as an autonomous certifying body meeting the ACR accreditation requirements for MRI technologists. The Centers for Medicare and Medicaid Services (CMS) has selected the ACR, as a designated accrediting organization.
- **American Council on Education (ACE)**, Washington, DC. The MRI Technologist examination has been recommended for College-Level Credit.
- **Apprenticeship - USDOL**, ARMRIT allows graduates from U.S. Department of Labor (USDOL) Registered Apprenticeship programs to sit for their certification exam. Approved Registered Apprenticeship Program by the U.S. Department of Labor, Office of Apprenticeship, or a State Apprenticeship Agency recognized by the Office of Apprenticeship. Magnetic Resonance Imaging (MRI) Technologist O*NET Code: **29-2035.00** Rapids Code: **1115**
- **Centers for Medicare and Medicaid Services (CMS)** has established accreditation requirements for providers of advanced medical imaging mandated by the Medicare Improvements for Patients and Providers Act of 2008 (MIPPA). Providers must comply with CMS’ requirement that all providers of CT, MRI, PET and nuclear medicine exams be accredited by Jan. 1, 2012, in order to be reimbursed.
- **Institute for Credentialing Excellence (ICE)**, Washington, DC, ARMRIT is a member organization.
- **Intersocietal Accreditation Commission** includes ARMRIT as a recognized certifying body for MRI Technologists.
- **The Joint Commission** includes ARMRIT as a recognized certifying body for MRI Technologists.
- **Los Angeles County, CA, Department of Health Services** includes ARMRIT certification in the selection requirements for MRI Technologist positions in LA County Hospitals.
- **New Hampshire Board of Medical Imaging and Radiation Therapy** includes ARMRIT certification as a requirement to be eligible for a license to practice MRI Technology.
- **New Mexico Medical Imaging & Radiation Therapy Act Committee** includes ARMRIT certification as a requirement to be eligible for a license to practice MRI Technology.
- **North Dakota Medical Imaging & Radiation Therapy Board** includes ARMRIT certification as a requirement to be eligible for a License to practice MRI Technology.
- **Ohio Department of Health** includes ARMRIT as a recognized certifying body for MRI Technologists.
- **O*NET OnLine** a proud partner of the **americanjobcenter®network** includes ARMRIT Certification. Magnetic Resonance Imaging (MRI) Technologist O*NET Code: **29-2035.00** Rapids Code: **1115**
- **Oregon Board of Medical Imaging Technology** includes ARMRIT certification as a requirement to be eligible for a Medical Imaging Technologist License to practice MRI Technology.
- **RadSite** includes ARMRIT as a recognized Certifying Organization for MRI Technologists.
- **Veterans Administration** ARMRIT is recognized and approved by the Medical Imaging Department which established the policy of reimbursing the associated application and examination fees of its members.
- **Washington State Legislature** has included ARMRIT certification as a requirement to be eligible for a license to practice MRI Technology.
- **West Virginia Medical Imaging and Radiation Therapy Technology Board of Examiners** includes ARMRIT certification as a requirement to be eligible for a license to practice MRI Technology.

Valid as of 7/1/2026

ARMRIT BOARD OF DIRECTORS

<u>President & Executive Director:</u>	James F. Coffin, ARMRIT, Delray Beach, FL
<u>Senior Director & Legal Counsel:</u>	Charles G. Fiore, Esq., New York, NY
<u>Director (Public Member):</u>	Andrew J. Rose, BS, Lincroft, NJ
<u>Director (Legislation & Regulation Chair):</u>	William J. Woodward, ARMRIT, Portland, OR
<u>Director (MRI Research Chair):</u>	Stephen M. Dashnaw, ET, ARMRIT, Wayne, NJ
<u>Director (Examination Committee Chair):</u>	S. Keith Prince, BS, ARMRIT, Denton, TX

Mailing Address:

ARMRIT
2444 NW 8th Street
Delray Beach, Florida 33445

Phone: 561-450-6880

Fax: 561-265-5045

E-mail: ARMRIT@msn.com

Website: www.armrit.org

ARMRIT Code of Ethics

Magnetic Resonance Imaging Technologists, as Certified Technologists of an allied health care profession, must endeavor to always practice their specialty with the highest ethical standards in mind. The American Registry of Magnetic Resonance Imaging Technologists' Board of Directors adopted and enacted the following Guidelines:

- 1) The MRI technologist shall provide quality service and patient care with empathy, respect and concern for the rights, privacy and safety of the patient.
- 2) The MRI technologist shall always be aware of the precautions necessary and available to anyone in the MRI environment in order to safeguard the patient and others.
- 3) The MRI technologist shall respect the confidentiality and never divulge patient information to anyone not directly related to the care of the patient as allowed by law.
- 4) The MRI technologist shall adhere and comply with statutes, laws, regulations or specifications that govern the medical imaging modality of magnetic resonance imaging technology under federal, state and local law.
- 5) The MRI technologist shall perform their assigned duties responsibly, accurately and competently, and professionally.
- 6) The MRI technologist shall always endeavor to enhance and improve their knowledge of the specialty and skills annually through formal and informal continuing education.
- 7) The MRI technologist shall not violate any laws.
- 8) The MRI technologist shall promote community awareness of the importance of quality health care and participate in related activities, whenever possible.

Mission Statement

The mission of the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) is to recognize individuals qualified as specialists in the use of Magnetic Resonance Imaging (MRI) Technology which employs non-ionizing radiation, to promote high standards of patient care and safety in the diagnostic medical imaging modality of MRI Technology, including interventional MRI, cardiovascular MRI, functional MRI, and MRI breast imaging. The Registry is open to all qualified technologists in all imaging fields who have documented MR clinical experience and/or formal education completed through schools dedicated to MRI Technologists.

Mission Objectives

- Promote high standards of MRI education and clinical training prior to entering the profession;
- Promote high standards of professionalism required by a diagnostic medical imaging specialty;
- Administer competency examinations that measure the theoretical knowledge and clinical skills necessary to competently perform the tasks of a MRI specialist.

Valid as of 7/1/2026

ARMRIT Certified MRI Technologist's Responsibilities

- 1) **Frame & display** your certificate proudly at your place of employment.
(CMS & ACR perform unannounced site-visits).
- 2) File your Score Sheets in a safe place.
- 3) Adhere to the Code of Ethics set forth by the ARMRIT Board of Directors.
- 4) Attain the required Continuing Medical Education credits in MRI Technology, currently eight (8) per year, a total of twenty-four (24) per three-year period & sign the MRI CME Statement on your Renewal Form.
- 5) Inform the Registry immediately of any changes of address, contact phone number, MRI employer, MRI equipment experience, and promotions.

Email changes to:

armrit@msn.com

- 6) Pay the triennial renewal fee of \$300 on-time for the next three calendar years.
- 7) Your support of the ARMRIT helps protect your right to be employed in MRI and is recognized by all four (4) Centers for Medicare and Medicaid (CMS) designated accrediting organizations, the American College of Radiology, Inter-Societal Accreditation Commission, the Joint Commission, and RadSite.

Visit: www.armrit.org regularly.

Certified Tech's Resume' (CV) – On-Line

All Registry Active Certified Technologists are encouraged to post their resume (CV) on the ARMRIT Webpage at: www.armrit.org

- 1) Click on **'MRI Tech Resume' (CV)** at the top of the homepage.
- 2) Scroll down to the bottom and click on: **'Click here to post your Resume (CV)'**.
- 3) Enter your Login: use your e-mail address.
- 4) Enter a password.
- 5) Enter all relevant information and click on **Submit**.
- 6) Remember your Login, Password, and Listing Number.
- 7) If you forget your Login, Password, or Listing Number, enter a new listing and the Web Manager will remove the old listing.

MRI CME Requirement Policy

ALL Certified MRI Technologists: are required to renew their certification for the next three-year period and ***sign a Statement of Completion of a total of twenty-four (24) CME credits in **MRI Technology** as awarded by the AHRA, ACCME , AMA, ASRT or other qualified CME granting organization. Your Renewal Form will contain the MRI CME Statement.

Sample Statement:

***MRI Continuing Medical Education Statement:**

I certify that I have completed a total of **24 MRI CME Credits** some time in **2024, 2025, or 2026**

and have them in my possession & available to present for unannounced Site-Visits by CMS, ACR, or other MRI Accrediting Organizations, and audits by the ARMRIT.

Signed: _____ **Date:** _____

Important: an ARMRIT MRI Technologist who cannot document completion of the required CME credits upon demand is subject to immediate revocation of their certification.

Do not send Transcripts/Certificates to ARMRIT unless audited by ARMRIT.

Note: a Certificate & ID card will not be released until the MRI CME Statement is signed and Renewal Form is submitted!

****MRI CME Topics:** Continuing Medical Education credits must be derived from topics related to **Magnetic Resonance Imaging Technology**, “MRI” must be in the title.

Recommended Sources for MRI Continuing Medical Education

ARMRIT Lectures offered by
Great Valley Publishing

Visit: ce.ahclearning.com/ARMRIT

All ARMRIT Meeting Lectures are acceptable for Renewal!

ARMRIT MRI Technologist Examination Overview

STRUCTURE: The exam consists of two-hundred and twenty-five (225) multiple choice questions, based on one right/or best answer. The cut score is 75.

MR Physics: Basic, Intermediate and Advanced physics, Precession, Nuclear Alignment, Electromagnetism, Signal Generation, Molecular Formation, Nuclear Alignment, Chemical Shift, Susceptibility.

Clinical Applications: Pulse sequences, Image Parameters, Spatial Localization, Image Quality, Tissue Characteristics, Signal to Noise, Spatial & Temporal Resolution, Enhancement Agents, types of MR magnets, Coils, Artifacts. Contrast Agents.

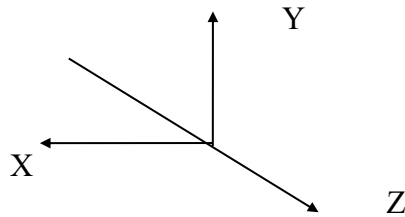
Bioeffects, Safety and Patient Care: Screening Forms, ACR Zones, Magnetic Field Strength, Specific Absorption Rates, Thermal Injuries, Peripheral Nerve Stimulation, Implants, Translation Forces, Contrast Agents.

MR Cross-Sectional Anatomy: Brain, IAC, Pituitary, Brain-Stem, Circle of Willis, Carotids, Renal & Femoral Arteries Cervical/Thoracic/Lumbar Spine, Shoulder, Elbow, Wrist, Hip, Knee, Ankle, Foot, Thorax/Heart, Abdomen, Pelvis.

TOTAL EXAM TIME: Three-hours & Thirty Minutes.

Multiple Choice Questions: There is only one right and/or best answer to every question, there are no “multiple, multiple choice” questions (i.e., A and B; C and D). Candidates are advised to use all time allotted to ensure all questions have been answered.

In many MRI textbooks and manuals, the main static magnetic field will be symbolized B_0 , the radiofrequency (RF) B_1 and the components of the net magnetization vector, M_z in the longitudinal plane and M_{xy} in the transverse plane. The orthogonal (mutually perpendicular) axes of the gradient magnetic fields are oriented in the following directions (horizontal for simplification):



The logical (for educational purposes) gradient directions are; Slice Select gradient is G_z , phase encoding gradient is G_y and the frequency encoding gradient is G_x (the “read out” gradient). Understanding how the gradients are physically (actually) employed during a pulse imaging sequence is important to image quality, the management of motion artifact, flow effects and certain artifacts such as aliasing, chemical shift artifact, magnetic susceptibility, respiratory and cardiac activity. Understand the four tissue characteristics; Hydrogen concentration, T1 effects, T2 effects, and velocity (flow) effects, and the various pulse sequences that bring out these properties. The following pulse sequences are covered: Spin-echo, Gradient -echo, Inversion recovery, MRA, FLAIR, etc. Included in this review package is recommended reading material.

Note: Apply only if you are ready now to sit for & challenge the exam!

Valid as of 7/1/2026

Accredited MRI Programs

Commission on Accreditation - COA

of the

American Registry of Magnetic Resonance Imaging Technologists

- ❖ **American Institute of Medical Sciences & Education**, Piscataway, NJ
Phone: 908-222-0002 **Associate Degree Program.** www.aimsedu.com
- ❖ **AMG Medical Institute***, Bloomfield, NJ
Phone: 973-601-5550 **18 Month Certificate Program** [www.amgbloomfield@ amg.edu](mailto:www.amgbloomfield@amg.edu)
- ❖ **Apprenticeship - USDOL**, Washington, DC
MRI Technologist O*NET Code: 29-2035.00
Phone: 866-487-2365 **18 Month Certificate Program.** www.dol.gov/apprenticeship
- ❖ **Aquarius Institute**, Des Plaines, IL
Phone: 847-296-8870 **18 Month Certificate Program.** www.aquariusinstitute.com
- ❖ **Career Networks Institute (CNI College)**, Santa Ana, CA
Phone: 714-437-9697 **Associate Degree Program.** www.cnicollege.edu
- ❖ **Casa Loma College**, Van Nuys, CA
Phone: 818-785-2726 **Associate Degree Program.** www.casalomacollege.edu
- ❖ **Casa Loma College**, Nashville, TN
Phone: 629-276-8566 **Associate Degree Program.** www.casalomacollege.edu
- ❖ **JVS SoCal***, Los Angeles, CA
Phone: 661-812-6488 **18 Month Certificate Program** www.jvs-socal.org
- ❖ **Med College**, Hialeah, FL
Phone: 786-792-3350 **Associate Degree Program.** www.medacademy.education
- ❖ **Midwestern Career College**, Chicago, IL
Phone: 312-236-9000 **Associate Degree Program.** www.mccollege.edu

Continued on Page 11

Accredited MRI Programs (continued)
Commission on Accreditation - COA
of the
American Registry of Magnetic Resonance Imaging Technologists

- ❖ **Midwestern Career College**, Naperville, IL
Phone: 630-536-8679 **Associate Degree Program.** www.mcccollege.edu

- ❖ **National Polytechnic College**, Lakewood, CA
Phone: 888-243-2493 **Associate Degree Program.** www.npcollege.edu

- ❖ **Pulse Radiology Institute**, Saint Augustine, FL
Phone: 904-404-9008 **Associate Degree Program.** www.pulseradiologyinstitute.com

- ❖ **Tesla Institute of MRI Technology**, Fairfax, VA
Contact: admissions@teslamrinstitute.org **18-Month Certificate Program.** www.teslamrinstitute.org

- ❖ **Smith Chason College, dba WCUI**, Los Angeles, CA
Phone: 310-289-5123 **Associate Degree Program.** www.wcui.edu

- ❖ **Smith Chason College, dba WCUI**, Ontario, CA
Phone: 909-483-3808 **Associate Degree Program.** www.wcui.edu

- ❖ **Smith Chason College, dba WCUI**, San Marcos, CA
Phone: 760-418-4200 **Associate Degree Program.** www.wcui.edu

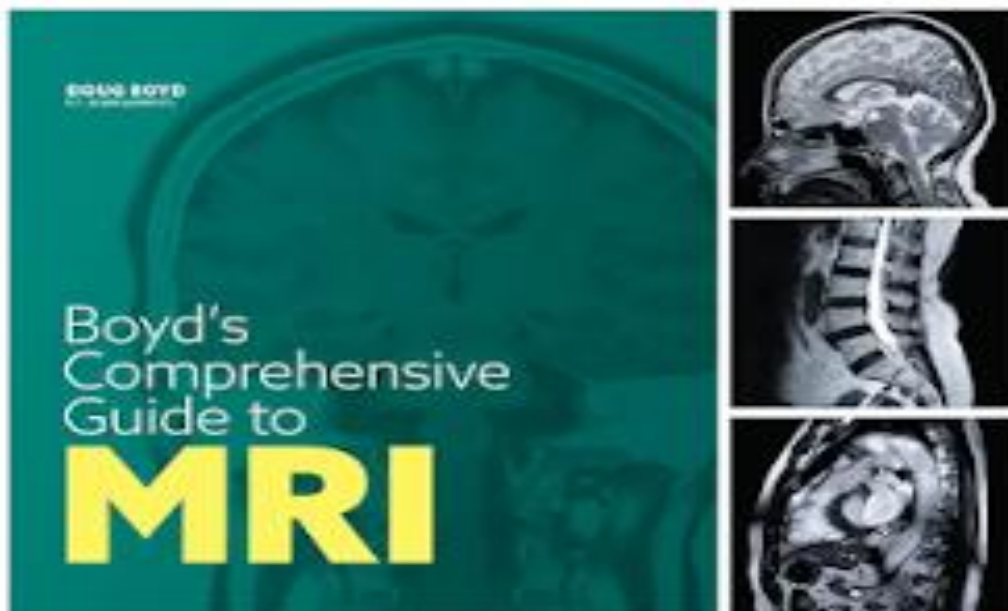
- ❖ **Smith Chason College, dba WCUI**, Phoenix, AZ
Phone: 602-954-3834 **Associate Degree Program.** www.wcui.edu

Valid as of 7/1/2026

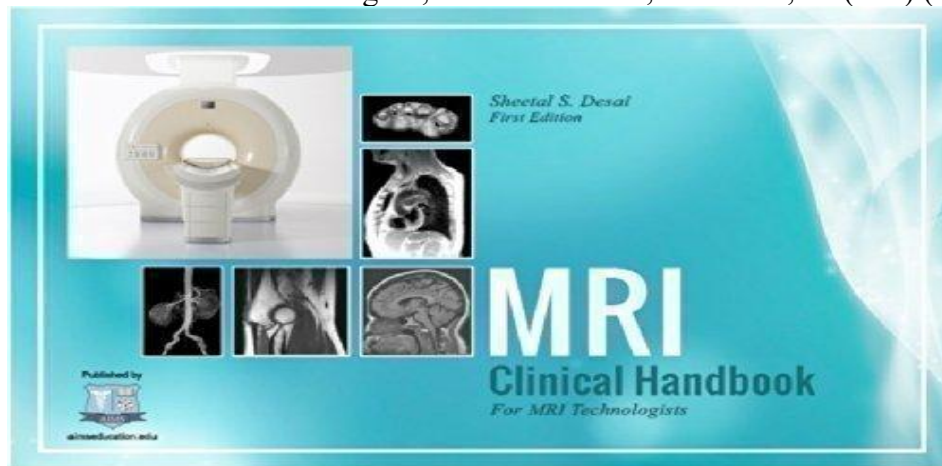
Recommended Sources for MRI Information

Soft cover books:

- Boyd's Comprehensive Guide to MRI <https://boydsimaging.com/>



- MRI Clinical Handbook for MRI Technologists, Sheetal S. Desai, ARMrit, RT(MR) (Amazon)



- MRI for Technologists, modules 1-6, Bayer, contact your Bayer Sales Representative.
- MRI for Technologists, Peggy Woodward / Roger Freimarck, McGraw Hill
- Pocket Atlas of Cross-Sectional Anatomy, Torsten B. Moller & Emil Reif - Thieme Flexibook

Hard cover books:

- Clinical Magnetic Resonance Imaging, 3rd Edit., Robert R. Edelman, MD, John R. Hesselink, MD, W.B. Saunders Company
- Magnetic Resonance Imaging, 2nd Ed., David D. Stark, MD & William G. Bradley, MD (Mosby)

On-Line: www.MRIsafety.com

Practice Tests: www.armrit.org

Study Guide: "MRI Technologist Quick Reference & Study Guide" compilation of the principles of MRI Physics, Instrumentation, Clinical Applications, Bio-effects-safety & Cross-sectional anatomy. *Price: \$50.00 (Non-refundable).

Provided as a "pdf" file only. Not required for certification.

Visit: www.armrit.org and click on 'ARMrit Services' and scroll to 'Study Guide'.

ELIGIBILITY CRITERIA for CANDIDATES of the ARMRIT MRI TECHNOLOGIST EXAMINATION

- 1) **Graduate of an ARMRIT Accredited MRI Program:** (within three (3) years of date of graduation).
Completion of an ARMRIT approved Certification or Degree program that includes at least 1,000 hours of Documented MRI Clinical training (see pages 10 & 11).
- 2) **Graduate of an MRI Registered Apprenticeship Program:** (within three (3) years of date of graduation).
Graduates must document a minimum of 2,000 hours of MRI Clinical training from an approved Registered Apprenticeship program. Registration may be by the U.S. Department of Labor, Office of Apprenticeship, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship (see page 10).
Magnetic Resonance Imaging (MRI) Technologist O*NET Code: **29-2035.00** Rapids Code: **1115**
- 3) **Graduate of a Non-ARMRIT Accredited MRI Tech Program:** (within three (3) years of date of graduation).
Completion of a Non-ARMRIT approved Certification or Degree program of at least one (1) year of Allied Health Education that includes at least 2000 hours of Documented MRI Clinical training and is licensed by their State.
- 4) **Medical Imaging or Allied Health Field Cross-Trainers:**
Individuals from another medical imaging modality or allied health field and have at least 2000 hours of documented MRI Clinical experience such as:

Cardio Vascular Technologist (CVT).
EEG Technologists.
Electro-Physiology and Evoked Potential Technologists.
Emergency Medical Technician (EMT).
Foreign Medical Graduate (see below for U.S. evaluators).
Medical Assistants Diploma and/or Certification.
Nuclear Medicine Technologists certified by the NMTCB or ARRT.
Nurses (RN, LPN, and LVN, CNA).
Physical Therapist (PT).
Physical Therapy Technician/Assistant (PT).
Physicians (MD, DO, DC, DPM).
Physician Assistants (PA).
Radiographers certified by the ARRT, LRT, CRT or State license.
Radiation Therapists
Respiratory Therapists (RRT)
Surgical Technician with National Certification.
Ultrasonographers certified by the ARDMS or CCI.

- 5) **Equivalency Clause:**
On The Job Trained: applicant must prove four (4) years or 6240 hours of documented full-time MRI clinical experience or possess a Associates Degree and 2000 hours of full-time MRI Clinical experience.

Evaluation of Foreign Academic Credentials

Eligibility based on a degree from a foreign educational institution, official transcript(s) must be evaluated. Listed below are acceptable agencies:

- **A&M Logos International**-40 Rector ST., Suite 1504, NY, NY 10006
Ph.: 212-233-7021 Email: www.amlogos.com
- **Globe Language Service**-319 Broadway, 2nd Floor, NY, NY 10007
Ph.: 212-227-1994 Email: info@globelanguage.com
- **The Trustforte Corporation**-271 Madison Avenue, Third Floor, NY, NY 10016
Ph.: 212 481-4870 Email: info@trustfortecorp.com
- **World Education Services**-Bowling Green Station, P.O. Box 5087, NY, NY 10274
Ph.: 212-966-6311 Email: www.wes.org
- **Educational Credential Evaluators** -PO Box 514070, Milwaukee WI 53203
Ph.: 414-289-3400 Email: eval@ece.org

Provide the Evaluation Page only!

Valid as of 7/1/2026

Applications Must Include the Following Documentation:

Note: Apply only if you are ready now to sit for & challenge the exam!

Eligibility Categories:

Graduate of an ARMRIT Accredited MRI Technologist Program (see pages 10 & 11):

- 1) Application, Completely fill-out (**incomplete Applications will be returned!**).
- 2) Application fee of **\$300.00, Non-Refundable!**
- 3) Copy of Certificate or Diploma within three (3) years of graduation.
- 4) Resume/Curriculum Vitae (CV). **Sample on page 16.**
- 5) Copy of Drivers License or Non-Drivers (Government Issued) Picture ID.

Graduate of an MRI Technologist Registered Apprenticeship Program (see page 10):

- 1) Application, Completely fill-out (**incomplete Applications will be returned!**).
- 2) Application fee of **\$300.00, Non-Refundable!**
- 3) Copy of Certificate or Diploma within three (3) years of graduation.
- 4) Original Letter, on letterhead, dated within the last twelve (12) months, from your MRI Clinical Supervisor stating you have at least 2000 hours of MRI Clinical training and are competent as an MRI Technologist. **Sample on page 18.**
- 5) Resume/Curriculum Vitae (CV). **Sample on page 16.**
- 6) Copy of Drivers License or Non-Drivers (Government Issued) Picture ID.

Graduate of a Non-ARMRIT Accredited MRI Technologist Program:

- 1) Application, Completely fill-out (**incomplete Applications will be returned!**).
- 2) Application fee of **\$300.00, Non-Refundable!**
- 3) Copy of Certificate or Diploma within three (3) years of graduation.
- 4) Original letter, on letterhead, and dated within the last twelve (12) months, from your current Medical Director or Reading Physician (Licensed MD or DO), stating you have at least 2000 hours of MRI Clinical training and are competent as an MRI Technologist. **Sample on page 17.**
- 5) Original Letter, on letterhead, and dated within the last twelve (12) months, from your MRI Clinical Supervisor stating you have at least 2000 hours of MRI clinical training and are competent as an MRI Technologist. **Sample on page 18.**
- 6) Resume/Curriculum Vitae (CV). **Sample on page 16.**
- 7) Copy of Drivers License or Non-Drivers (Government Issued) Picture ID.

(Continued on Page 15)

Applications Must Include the Following Documentation (continued):

Note: Apply only if you are ready now to sit for & challenge the exam!

Eligibility Categories:

Cross-Trainer from an Allied Health Field & Foreign Medical Graduates:

- 1) Application, Completely fill-out (**incomplete Applications will be returned!**).
- 2) Application fee of **\$300.00, Non-Refundable!**
- 3) Copy of Certificate and/or License in the Allied Health Field you cross-trained from.
- 4) Original letter, on letterhead, and dated within the last twelve (12) months, from your current Medical Director or Reading Physician (Licensed MD or DO) stating you have at least 2000 hours of MRI Clinical experience and are competent as an MRI Technologist.
Sample on page 17.
- 5) Original Letter, on letterhead, and dated within the last twelve (12) months, from your MRI Clinical Supervisor stating you have at least 2000 hours of MRI Clinical hours and are competent as an MRI Technologist. **Sample on page 18.**
- 6) Evaluation of Foreign education by a U.S. organization for Foreign Graduates.
- 7) Resume/Curriculum Vitae (CV). **Sample on page 16.**
- 8) Copy of Drivers License or Non-Drivers (Government Issued) Picture ID.

On The Job Trained – Equivalency Clause:

- 1) Application, Completely fill-out (**incomplete Applications will be returned!**).
- 2) Application fee of **\$300.00, Non-Refundable!**
- 3) Copy of Certificate or Diploma – Associate or Bachelor Degree.
- 4) Original letter, on letterhead, dated within the last twelve (12) months, from your current Medical Director or Reading Physician (Licensed MD or DO) stating you have at least four (4) years or 6,240 hours of full-time MRI Clinical experience and are competent as an MRI Technologist or possess an Associate Degree and at least 2000 hours of full-time MRI Clinical experience.
Sample on page 17.
- 5) Original Letter, on letterhead, dated within the last twelve (12) months, from your MRI Clinical Supervisor stating you have at least four (4) years or 6,240 hours of full-time MRI Clinical experience and are competent as an MRI Technologist or possess an Associate or Bachelor Degree and at least 2000 hours of full-time MRI Clinical experience.
Sample on page 18.
- 6) Resume/Curriculum Vitae (CV). **Sample on page 16.**
- 7) Copy of Drivers License or Non-Drivers (Government Issued) Picture ID.

Sample MRI Resume:

John / Jane Doe, ARMRIT
111 Main Street, Apt. 1a
Anywhere, NY 11234

Objective: To obtain a position as a MRI Technologist commensurate with my MRI experience and MRI education.

Work Experience:

January 2003 – present **ACME Imaging, PC**, Brooklyn, NY
MRI Technologist performing MRI studies on 12 patients/day.
Working with a Hitachi MRP5000 0.2T permanent magnet.

April 2001 – January 2003 **Parts Production, Inc.**, Queens, NY
Assistant Manager.

October 1995 – April 2001 **Smith and Smith, Inc.**, New York, NY
Sales Representative.

Education:

May 2002 – May 2003 **Institute of Medical Imaging Professions**, New York, NY
at **Hospital Medical Center**, Queens, NY
MRI Technologist Program with Clinical training.

September 1993 – June 1995 **City Community College**, Brooklyn, NY
Associates Degree in Applied Sciences.

Certification:

ARMRIT Registry Active # 9999
BLS, AHA expires May 2010
IV Insertion Techniques, Hospital Certificate.

References available upon request.

Valid as of 7/1/2026

Sample MD's Letter:

Must be on Letterhead!

Date: _____

From: MD's Name
MRI Facility
Address
City, State, Zip

To: ARMIRIT Board of Directors

Re: **Full Name Candidate**

ARMIRIT Board of Directors,

This letter attests to the MRI Clinical Experience (hours) of **Full Name Candidate**.

Full Name Candidate has at least **2000 or 6240 hours** (whichever is applicable) of MRI Clinical Experience and is competent and qualified as at least an entry-level MRI Technologist.

Without reservation, I recommend **Full Name Candidate** for the ARMIRIT MRI Technologist Certification Examination and would recommend **Full Name Candidate** for a position as an addition to any MRI team.

Sincerely,

Signature: _____

Print MD's Name: _____

License Number: _____ State of License: _____

Valid as of 7/1/2026

Sample MRI Supervisor's Letter:

Must be on Letterhead!

Date: _____

From: **MRI Supervisor's Name**
MRI Facility
Address
City, State, Zip

To: ARMRIT Board of Directors

Re: **Full Name Candidate**

ARMRIT Board of Directors,

This letter attests to the MRI Clinical Experience (hours) of **Full Name Candidate**.

Full Name Candidate has at least **2000 or 6240 hours (whichever is applicable)** of MRI Clinical Experience and is competent and qualified as at least an entry-level MRI Technologist.

Without reservation, I recommend **Full Name Candidate** for the ARMRIT MRI Technologist Certification Examination and would recommend **Full Name Candidate** for a position as an addition to any MRI team.

Sincerely,

Signature: _____

Print MRI Supervisor's Name: _____ **Credential:** _____

ExamSoft & Remote Proctoring

Remote Proctoring allows the Registry Candidate to sit for the ARMRIIT MRI Exam on their own Computer, that is compatible with the Minimum System Requirements (MSRs) at a convenient time and place that meets ExamSoft's Remote Proctoring criteria. Examplify works with most modern computers, both Mac and Windows operating systems.

ExamSoft: Examplify & the Remote Proctoring Process

1. Download and read the files attached in the email, ExamSoft New User Guide, Minimum System Requirements (MSRs), Secure Exam Best Practices (See pages 33-35)
2. Check your email for the registration email from "noreply@examsoft".
(check your Spam/Junk mail also)
3. **Complete these steps using Google Chrome or Firefox only!!!**
4. Click "Join Your Peers" within the registration email from noreply@examsoft.
5. You will be asked to create an **account password** (write down the Password for future reference!)
6. Then you will be asked to select your **Institution** - type and select: **American Registry of Magnetic Resonance Imaging Technology - ARMRIIT.**
7. Then you will be directed to the **payment page**, and then to your **Student Portal** where you can download the **Examplify** Application.
Note - Every January 1st, the ExamSoft fee must be paid again.
8. **Review MSRs to ensure your device can run the software. No IPads!!!**
9. Download & install **Examplify** on the Computer you will take the exam with.
10. After you Launch Examplify, enter your **Institution Name**: **ARMRIIT American Registry of Magnetic Resonance Imaging Technologists**
11. Then enter your 4-digit **User ID**: **XXXX** (provided by ARMRIIT)
and your **account password** (that you set up in the registration email from "noreply@examsoft.com") **Write down the Password for future reference!**
12. You should now be within your **Examplify Application Dashboard**.
13. Download both the Mock Exam: the Mock Exam is meant to teach you how to navigate the Examplify Application and to test your device's compatibility with the secure software.
Alert the ARMRIIT when you have completed the Mock Exam – armrit@msn.com

(continued on Page 20)

Note: you have 30 days to complete the Mock Exam once you are authorized!

ExamSoft: Exemplify & Remote Proctoring Process (continued)

14. Ensure you've **disabled any antivirus programs** prior to the beginning of any exam, once you've submitted your exams, **you may re-enable your antivirus program.**
15. Ensure your device's microphone and camera are functional.
16. **Important:** Review the **“Best Practices”** (pages 22-24)
17. Prepare your environment; you will be asked to take a verification photograph and you will be monitored through your device's video and audio tools.
18. Put away any unauthorized materials or device. Save and close any work, close other internet browsers, or any other application. The software will make other apps and browsers inaccessible for the duration of a secure exam. It is intended to function this way for security purposes.
19. You will reconnect back to the internet and can access other apps once an exam has been submitted.
20. The answer files and video files may continue to upload in the background, **do not close the application during this process.**
21. Select either exam to accomplish first (**Technical or Tutorial**). For both exams, enter the **exam password: MRImockexam24**
22. Once completed submit your exam - when completed, Email: **ARMRIT@msn.com**

Frequently Asked Questions: about the New ARMRIT MRI Exam offered by ExamSoft.

1. Are there any changes in the test fee?

Answer: The Computer Based Testing fee is \$51 (subject to change).
The Fee includes the Mock Exam, (Technical/Tutorial), and the ARMRIT MRI Exam, and up to two (2) Retakes within six-months.
Email (armrit@msn.com) when you complete the Mock Exam.

2. Once a student downloads the test, how long will it be available before the student can take it?

Answer: After the Student completes the Mock Exam, (Technical/Tutorial), they will be receive an Email authorizing them to sit for the ARMRIT MRI Exam. They decide when to take the Exam but the whole process, including two (2) Retakes **must be completed within 6 months from the authorization email.**

Note: Meet all deadlines or you will have to re-apply!

ExamSoft: Exemplify & Remote Proctoring Process (continued)

4. If technical difficulties out of the control of the student happen during the test and the test closes, can the students resume it later? What is the process?

Answer: Students must adhere to the Best Practices during the Exam, which is 3 hours & 30 minutes long. Any deviation from the Best Practices will cause them to be locked out of the system.

For Technical Issues they can call the ExamSoft Assistance number: 866-429-8889. If their Computer meets the Minimum System Requirements-MSRs, this is very unusual. **(No iPads!!!)**

5. Once that the test is completed, how long it takes to know the score?

Answer: Once the Exam has been "Submitted", ExamSoft will provide a score.

The Passing Score is **75%**. If the Student fails, ARMTRIT will provide them with a Score Report with categories breakdown so they can see what areas they need to focus on.



Exemplify Setup Instructions

- Administrators will send you an email invitation to activate your ExamSoft student account. This email is from noreply@examsoft.com. It may be filtered into your spam folder.
*Be sure to open this invitation on a computer and **not a cell phone**. **No iPads!!!***
- Within the invitation email, you'll be prompted to create a personal account password. Then you will be asked to select your **Institution**. Type and select: **"ARMTRIT" American Registry of Magnetic Resonance Imaging Technology**
- You will then be asked to review the [Minimum System Requirements](#) and pay the "Exemplify usage license fee"...

ExamSoft | Event Team Demo University

Exemplify License

Event Team Demo University requires that you use Exemplify in order to take assessments on your personal computer. To use Exemplify, you will need to purchase a software license from ExamSoft.

Before purchasing the license, please make sure your computer meets [Minimum System Requirements](#).

☒ My device meets the minimum system requirements.

License Pay Period

By purchasing this license, ExamSoft grants a non-exclusive, non-transferable, fully paid limited right and license to use the software within the applicable pay period.

By purchasing the software license, it is understood that the license fee is charged for the right to use the software regardless of whether the software is used or assessments have been taken. As such, this license fee is non-cancelable and non refundable.

ExamSoft: Exemplify & Remote Proctoring Process (contined)

4. Once you have paid, you will enter your “Student Portal” where you may download Exemplify to your computer using **Chrome** or **FireFox only!**
Before downloading Exemplify, remember to check that your device meets the:
[Minimum System Requirements](#).
5. Once the download is complete, install Exemplify.
6. Once the installation is complete, launch Exemplify.
7. **Start typing the name of your institution:** “ARMRIT American Registry of Magnetic Resonance Imaging Technology” and then select it from the dropdown menu. Click the **next** button.
8. Enter your 4-digit student ID and the account password you chose in the registration email from noreply@examsoft.com.
9. Once you have entered your credentials, select **Sign In**.

Exemplify: Minimum System Requirements (MSRs) for Windows & Mac. (No iPads!!!)

Students and exam-takers downloading the test-taking software, Exemplify, should review these Minimum System Requirements (MSRs) to ensure their devices are supported. Exemplify works with most modern computers, both Mac and Windows operating systems. Exemplify **will not run on Chromebooks**, Android, or Linux operating systems. **No iPads!!!**

ExamSoft “Best Practices”: Camera Lighting



- Students take
- Future exams have baseline photo.
- photo verification.
- Once photo is verified, students can take the exam.
- Instructors review photo verification on Exam Integrity web app.

✓ Do ✓



Light in front of you



Window in front of you

✗ Don't ✗



Light behind you



Window behind you

ExamSoft: Exemplify & Remote Proctoring Process (contined)

Guide for ExamID - Student Guide for Exam Monitor:



Virtual Test Proctor

- ExamID auto-enabled with ExamMonitor
- Captures webcam, screen, and microphone recording while student is securely testing
- A.I./remote proctoring services
- Enables exam admins to review incident reports and recordings on Exam Integrity web app

✓	Do	✓	✗	Don't	✗	
	Make sure your device meets the Minimum System Requirements			Leave the View of the Camera		Use Unauthorized Materials
	Download the Exemplify™ application and test your device's camera and microphone			Move in an Unusual or Excessive Way		Use External Devices
	Reserve a quiet, <u>well-lit space</u> with a comfortable chair			Look Away from the Screen		Have Other People in the Room
	Close all applications and web browsers and turn off your phone			Wear Hats, Head Coverings, or Headphones		Speak or Have Any Background Noise
	Follow instructions provided					
	Position your camera so your face is centered in the frame					

Remote Testing Policy

Students need to:

- Test their microphone at the start of the exam to ensure audio will record.
- Ensure their face is in screen by selecting the “monitor” button on the top middle.
- Keep their eyes on the screen.
- Be alone in a quiet, well-lit room.

Students are not permitted to:

- Wear headphones or hoods.
- Read the test out loud.
- Leave the camera view.

✗	Don't	✗	
	Leave the View of the Camera		Use Unauthorized Materials
	Move in an Unusual or Excessive Way		Use External Devices
	Look Away from the Screen		Have Other People in the Room
	Wear Hats, Head Coverings, or Headphones		Speak or Have Any Background Noise

"Best Practices"

Important!!!

Review & follow "Best Practices" attached.

Avoid "Suspected Integrity Breach!"

•
Be aware: Your exam video will be reviewed for integrity and if any "Security" issues are detected, your attempt **will be rendered null & void** pending further investigation with possible **Revocation** of your Registry Candidate status.

Important: Keep your eyes on the exam! Avoid off screen gaze!

- 1) Your **Face & Head must be visible** from top of your head to shoulders.
- 2) **Eyes** must stay focused on the screen & exam.
- 3) **No talking!** (this will be perceived as communication with someone else).
- 4) **No materials** of any kind in the Exam Room.
- 5) **Lighting** must be in front of you, not behind or above you.

ARMRIT Examination Process

READ CAREFULLY!!!

Note: Apply only if you are ready now to sit for & challenge the exam!

***Important!:** You have **six (6) months** to sit for the exam (all three (3) attempts) from the date your application is received & approved.

No Extension!

- 1) Complete the ARMRIT Exam Application and pay the Application Fee on the ARMRIT Portal (see **instructions on page 26**).
- 2) Download all required documentation (see pages 13-18), evaluation of foreign education, accepted organizations only (see **page 13**).
- 3) The On-Liner Application will be reviewed, the Applicant will receive **either** a 'Review Email' or a **Secure No-Reply Email** will be sent from **ExamSoft**, verifying the Candidate's Authorization to sit for the exam. ***You have six (6) months to sit for the exam (all 3 attempts), No Extensions!**
- 4) A Secure Email will provide information to **ExamSoft**, and **ExamSoft**, will contact the Candidate by Email with **instructions to schedule their exam online** (check Junk/Spam).
Note: [Computer-Based Testing fees are separate.](#)
- 5) Upon completion of the exam, **alert the ARMRIT immediately – armrit@msn.com** - you will receive a **Score Sheet & Categories breakdown**.
- 6) Passing the exam: a Certificate & ID card will be processed, **if all application documents are complete.**
- 7) If the exam is failed, the Candidate will be **Authorized to sit for the next attempt in sixty (60) days from the date of your last attempt.**
- 8) **Maximum attempts are three (3). Failure to pass in three (3) attempts requires the Candidate to complete an MRI Review Course designated by the ARMRIT & start the Application process over one (1) Year from the date of their last exam attempt.**

ARMRIT-MRI Technologist Exam

Computer-Based Testing Fees are Separate

Application Process

Note: Apply only if you are ready now to sit for & challenge the exam!

Registration Steps

1. Visit <https://portal.armrit.org/armrit-registration/>.
2. Complete the registration form.
3. Click “Sign up”.
4. Enter your payment details and click “Submit”.

Post-Registration Requirements

- You have 6 months from the date of registration to complete 3 attempts, if needed, of the ARMRIT Exam.
- After passing, you must email support@armrit.org to notify the team.
- Upon notification, ARMRIT will extend your registration expiration to 3 years from your **Original Date of Certification** (date you passed the exam).

Accessing Your Account

- ❖ Once registered, log in at <https://account.armrit.org/> using your chosen login credentials.
- ❖ Use this portal to view or print your certificate (available after passing the exam) and update your personal information.

Contact Us:

Emailing: support@armrit.org for future technical issues.

Visit our help page - <https://portal.armrit.org/support/> and fill out the form.