



**Advanced Practice Registered Technologist  
(Radiation Therapy)**

**Certification Handbook**

**Advanced Practice  
in Medical Radiation  
Technology**



June 2018

## Table of Contents

Purpose of the handbook.....	1
Disclaimers .....	1
Candidate enquiries .....	1
Advanced Practice Registered Technologist (Radiation Therapy) Certification .....	2
Overview of the APRT(T) Certification process .....	2
Process, profile, competency .....	2
Methods of assessment .....	3
Eligibility criteria.....	3
Understanding the advanced practice competencies.....	4
Timelines and limits for certification .....	4
Application process .....	5
Declaration of interest .....	5
Portfolio submission and registration.....	5
APRT(T) certification advisors .....	5
Phase 1: Portfolio submission .....	6
Portfolio structure and requirements.....	6
Portfolio submission.....	6
Portfolio timelines.....	7
Portfolio assessment.....	7
Notification of portfolio assessment.....	8
Portfolio resubmission .....	8
Phase 2: Patient case submission.....	9
Structure of patient case resubmissions.....	9
Clinical supervisor and endorsement of patient case competencies .....	10
Submission of patient cases .....	10
Assessment of patient case submissions .....	10
Timelines .....	11
Notification of assessment.....	11
Resubmission of patient cases .....	11
Phase 3: Competency-based oral examination.....	12
Examination structure.....	12
Areas of specialization.....	13
Relation to other phases of the certification process.....	13
Assessment of competency-based oral examination .....	13
Oral examination timelines .....	14
Notification of assessment.....	14
Re-sitting the competency-based oral examination .....	14
Recognition of APRT(T) Certification.....	15
Formal appeals process.....	15
Appendix A. Fees.....	16
Appendix B. APRT(T) Certification Calendar.....	17

### Purpose of the handbook

The purpose of this handbook is to provide candidates interested in CAMRT Advanced Practice Registered Technologist (Radiation Therapy) (“APRT(T)”) certification with an overview of the process and an understanding of the assessments that take place throughout. It also explains the overall goals and requirements, and provides the information required for a candidate to navigate the APRT(T) Certification process.

For more detailed information, interested candidates should refer to the guides developed for each phase of the process, available on the CAMRT website at:

[APRT\(T\) Certification Handbooks and Guides](#)

### Disclaimers

This handbook provides information to candidates of the Canadian Association of Medical Radiation Technologists (CAMRT) Advanced Practice Registered Technologist (Radiation Therapy) (“APRT(T)”) Certification process. While efforts have been made to ensure the information supplied is accurate, the handbook and its contents are being provided on an “as is” basis without any warranties, representations, or conditions regarding its accuracy and that all risk associated with its use is assumed by the candidate.

In no event will the CAMRT or its agents be liable to the candidate for any loss or damage arising, whether directly or indirectly, from his/her use of this handbook, including any special, indirect, or consequential damages, howsoever caused. Should discrepancies occur, the CAMRT office should be notified (see candidate enquiries).

### Candidate enquiries

All enquiries about the APRT(T) Certification process should be directed to the CAMRT.

Email: [aprt@camrt.ca](mailto:aprt@camrt.ca)

Canadian Association of Medical Radiation Technologists

1300 - 180 Elgin Street, Ottawa ON, K2P 2K3

Telephone: 613-234-0012

Toll-free: 1-800-463-9729

### Advanced Practice Registered Technologist (Radiation Therapy) Certification

The APRT(T) Certification process provides a standardized means to recognize and certify radiation therapists working to the defined advanced level in Canada. The certification process assesses a candidate's ability to carry out the role of an advanced practice radiation therapist, or APRT(T), based on established competencies from a nationally-validated APRT(T) Competency Profile (see [APRT\(T\) Certification Handbooks and Guides](#)).

The rigour of the process ensures that only those candidates who can provide firm evidence of meeting the defined competency criteria can be designated an APRT(T). This rigour bestows value and credibility on the title and gives it significance and benefit for the practitioner, the team, the employer and the patient.

**For the individual radiation therapist, formal certification demonstrates a recognized level of educational and career accomplishment built through years of study and experience. The consistent standard associated with certification allows national recognition for APRT(T)s, which benefits advanced practitioners and the institutions where they are employed.**

For the profession of radiation therapy, formal certification is important because it establishes an agreed upon standard for advanced practice that is recognized across the country.

### Overview of the APRT(T) Certification process

APRT(T) Certification is a three-phase, competency-based assessment process consisting of:

1. Portfolio submission
2. Patient case submission
3. Competency-based oral examination

Each phase of assessment is included to allow candidates flexibility in how to effectively demonstrate their competencies and experience. The process as a whole allows the candidate and the assessors to evaluate candidate competency against the requirements defined in the APRT(T) Competency Profile.

### Process, profile, competency

All three phases of the certification process are based on the APRT(T) Competency Profile; wherein, each competency describes an activity/attribute that is expected of the APRT(T). The profile, with the identified competencies, was validated through a national survey of stakeholders and authenticated by an expert steering committee that included an external psychometrician.

The full process takes place over three phases sequentially: portfolio submission, patient case submission, and a competency-based oral examination. Candidate

## APRT(T) Certification Handbook

participation in each phase will require successful completion, a “pass” of the previous phase in order to move on to the next phase. Successful certification requires completion of all three phases.

Each phase is distinct and weighted equally. Each phase of the process is a complement to the last, and allows candidates to demonstrate their experience and competence in different ways.

The APRT(T) Competency Profile has a total of 16 competencies within three broad domains—clinical, technical and professional—as follows:

- Clinical – 7 competencies
- Technical – 2 competencies
- Professional – 7 competencies

Each competency is clarified further by a series of indicators that describe measurable actions or tasks associated with that competency. Among the 16 essential competencies, some have been given a relatively greater importance based on current APRT(T) standards.

The relative importance of each competency domain, as well as the relative importance of each competency within its domain, is described in a comprehensive blueprint that encompasses the complete certification process. Candidates should expect a greater weight of assessment to be given to competencies with a higher weighting on the assessment blueprint.

APRT(T) certification is composed of a combination of the individual competency assessments. Assessment of candidate competency will be accomplished by the use of scoring rubrics that describe how evidence/responses provided by the candidate meets the requirement for competency in that area.

### Methods of assessment

Because of the range of competencies included within the APRT(T) Competency Profile, the certification process requires a number of different methods to ensure valid assessment. Assessment methods were selected with consideration for validity, reliability, and feasibility at each phase and over the entirety of the certification process. Each phase of the certification process will touch on all competencies and domains.

### Eligibility criteria

To be eligible to access the APRT(T) Certification process, candidates must meet **ALL** of the following requirements:

- Certification to practice as a radiation therapist in Canada
- Five (5) years (10,000 hours) of full-time equivalent employment experience in the practice of radiation therapy provided in the form of a CV upon submission
- Master’s degree, or substantial evidence of equivalence\*

## APRT(T) Certification Handbook

- Current membership with the CAMRT for the duration of the certification process

\*Evidence of appropriate educational preparation (deemed equivalent to a Master's level education) is acceptable. The assessment of equivalence will be carried out by the APRT(T) committee upon review of eligibility

### Understanding the advanced practice competencies

In addition to the minimum requirements, it is incumbent on candidates to understand the competencies and experience required to attain certification as an APRT(T) before they apply. The basic requirements for certification are delineated by the APRT(T) Competency Profile, with further detail of requirements outlined in this guide.

Candidates are responsible for evaluating their own ability to complete the process, and assume full responsibility in the event of unsuccessful application. A number of resource advisors familiar with the certification process are available to potential candidates to advise them on how to assess their eligibility for the process and to answer any questions.

### Timelines and limits for certification

#### *Overview*

Candidates for APRT(T) certification must proceed through the 3-phase certification process in consecutive order, 1 through 3, to be successful. Each phase of the process **has two intake/exam periods** in each calendar year. The dates for each phase will vary by year, but will be based on the provided timelines. Specific intake/exam dates for a given year are provided in the APRT(T) Certification Calendar (available in Appendix B and the CAMRT website).

#### *Maximum time limit*

A candidate has a maximum of two (2) years to complete the APRT(T) Certification process. The two-year period begins for the candidate with the deadline for the first portfolio submission. Due to the requirements of assessment, there will be two dates every year at which this review takes place for both the portfolio and the patient case submissions (see Appendix B).

#### *Resubmissions and/or exam re-sits*

- **A maximum of two resubmissions/re-sits are allowed within the candidate's entire certification process.**
- **Resubmissions/re-sits are unrestricted by phase.**
- **A candidate may resubmit/re-sit twice within the same assessment phase, or once in two different phases.**

In the event that a candidate has a third unsuccessful attempt at any phase within the same certification process, the candidate would be required to restart the process from Phase I with a portfolio submission. The first eligibility for such a candidate

## APRT(T) Certification Handbook

would come after a waiting period of 3 years from the date of the last unsuccessful attempt, and the candidate would be allowed only one more certification attempt.

### Application process

#### Declaration of interest

The first step in the APRT(T) Certification process is to submit a Declaration of Interest. Once a potential candidate declares interest, the eligibility requirements will be reviewed. Candidates must include a CV with their Declaration outlining their education and summary of experiences (i.e., leadership, research activities).

A Declaration of Interest is accepted at any time. The applicant's eligibility will be assessed based on the information provided in their Declaration. The committee will render a decision within 4 weeks of the submission of the Declaration of Interest. If accepted, the candidate can proceed with Certification at the next portfolio intake. If declined, a written summary will be provided to the candidate regarding the reasons for the decision, including tips on how to improve eligibility for the future.

Accepted candidates will be partnered with a resource person familiar with the Certification process and its requirements, and who will be capable of answering candidates' questions. This phase is simply designed to provide clear information to any interested person. **To submit your Declaration of Interest, please visit [aprt.ca](http://aprt.ca)**

#### Portfolio submission and registration

The final step in the application process is formal registration in the certification process by the submission of a portfolio. To submit a portfolio for review, candidates must complete the registration form on the CAMRT website and return it with the appropriate fee (Appendix A) to the address indicated on the form no later than one month prior to the date of portfolio submission deadline (see Appendix B).

#### APRT(T) certification advisors

Candidates who register in the certification process will be assigned a Certification "advisor" whose role is to answer all questions about submissions for Phase I and II, and to help ensure the candidate's submissions are prepared in alignment with the prescribed criteria. The CAMRT will introduce the candidate to an assigned advisor. After an initial introduction, the candidate will be responsible to contact their advisor for any questions throughout the Certification process **and prior to every submission phase.**

The advisors will not, however, be expected to provide decisions on the strength of portfolio evidence or elements of the patient cases as it relates to the scoring criteria; this will be the role of the assessment panel.

## APRT(T) Certification Handbook

All advisors will be experienced committee members and/or advanced practice radiation therapists familiar with the requirements of the Certification process. Although advisors may be involved in assessment of other candidates in the certification process, each will be strictly excluded from assessment of the candidates to whom they are assigned as advisors. Advisors will not be assigned if there is a potential Conflict of Interest with a candidate (i.e., works closely together or at the same institution).

### Phase I: Portfolio submission

A portfolio is a collection of evidence gathered from a radiation therapist's recent experiences assembled to demonstrate competence against the APRT(T) Competency Profile. The portfolio provides candidates with the opportunity to demonstrate the richness of their learning, skills, and experience in core clinical, technical, and professional domains through a compilation of tangible evidence.

For assessment purposes, the format for portfolio submission has been created to follow the APRT(T) Competency Profile.

#### Portfolio structure and requirements

The types of materials included within a portfolio submission are entirely at the discretion of the candidate. The candidate may choose to use any type of evidence that demonstrates a particular competency.

The structure for submission is an organized collection of documents indexed directly to the Competency Profile. The standard for submission is described in detail in the APRT(T) Portfolio Guide.

To be considered for assessment, submitted evidence **must** be from the **previous five years**. Some forms of evidence that precede this 5-year period may be used, but only to support more recent evidence. Examples of older evidence might include education or formal training courses that, although taken more than five years' prior, may back up competencies currently practiced. Note the primary focus for assessment will relate to the evidence from the previous five years, and competencies defended without any evidence from the previous five years will be scored as zero.

The five-year period for evidence will begin on the first day of the month five years' prior to the original submission date for the candidate portfolio. For example, if a candidate submits their portfolio in October 2015, the beginning of their five-year period for evidence would be October 1, 2010. Eligibility of evidence in resubmitted portfolios will relate to the date of the original portfolio submission deadline, not the resubmission deadline.

#### Portfolio submission

Portfolios are submitted electronically. The format for the electronic submission and the method to assemble the materials electronically is described in detail in the



## APRT(T) Certification Handbook

Portfolio Guide. This format must be used for the portfolio to be considered for assessment.

Following submission of the portfolio, the following will occur:

- The portfolio is checked for completeness and for accordance with the submission guidelines.
- If compliant, the portfolio is sent to the assessment panel for review.
- A portfolio that does not comply with the guidelines will be returned to the candidate with a feedback form.

### Portfolio timelines

The submission of the initial portfolio for assessment represents the start date for a candidate's registration into the Certification process.

- Portfolio submissions are **accepted twice a year** (see Appendix B).
- Candidates must submit a portfolio registration **form** a minimum of four weeks' prior to the selected portfolio submission deadline with the registration fee, if applicable.
- Candidates must submit their **portfolio** by the respective deadline in order for their submission to be eligible for assessment.
- Candidates may submit their portfolio anytime up to the intake date once registered (does not guarantee early assessment)
- Assessment of the portfolio is completed within four weeks, after which candidates will receive notification and feedback on the status of their portfolio submission.

There is no limit as to how much time a candidate may take to assemble a portfolio. However, there is a requirement for the demonstration of competency within the previous five-year period.

### Portfolio assessment

Portfolios will be evaluated by an experienced assessment panel.

The assessment of the portfolio is based on **successful demonstration of competencies through provision of evidence** as delineated in the APRT(T) Competency Profile. The evidence provided for each competency will be assessed and graded using the scoring scale below:

- 0 = Insufficient or out of date (all >5 years old) evidence
- 1 = Partial evidence
- 2 = Sufficient evidence
- 3 = Excellent evidence

Grades (0-3) from each competency are then pooled to provide scores for the domains of clinical, technical, and professional competency.

## APRT(T) Certification Handbook

Once scores have been assigned for each competency, they are totaled by profile domain (clinical, technical, professional).

### *'Pass'*

To be **successful**, the portfolio must achieve **ALL** of the following minimum scores:

Clinical - **14** of a possible 21 points (7 competencies)

Technical - **4** of a possible 6 points (2 competencies)

Professional - **11** of a possible 21 points (7 competencies)

Extra marks in one domain CANNOT be used to boost the score in another domain.

### *'Borderline Fail'*

A **borderline fail** occurs when a candidate scores a borderline score in **ONE COMPETENCY DOMAIN ONLY** but receives a "pass" score in the other two domains.

The ranges for a score of 'borderline fail' are as follows for each domain:

Clinical – **11 to 13** of a possible 21 points (7 competencies)

Technical - **3** of a possible 6 points (2 competencies)

Professional – **9 or 10** of a possible 21 points (7 competencies)

Candidates who are deemed to be borderline fail in one competency domain (and pass the other two) will be given the opportunity to revise and resubmit the unsuccessful competency section within three weeks of receipt of notification of assessment (in the same assessment period) OR defer until the next intake round.

## Notification of portfolio assessment

Portfolios will be assessed within 4 weeks of submission. Following this period, the candidate will receive:

- Notification of a pass. Candidates will be directed to proceed to the next phase of certification; OR
- Notification of 'borderline fail', or fail. A detailed feedback form showing the allocation of scores for each area of competency and containing comments and guidance where necessary.
- A timeline including dates for either the next phase or for resubmission of a portfolio.

## Portfolio resubmission

Portfolios that do not achieve the minimum cut-off scores in one or more domains of competency will be returned to candidates. Feedback will be provided in each domain, and candidates will have the opportunity to resubmit any unsuccessful section(s), provided they are within their limits for total resubmissions over the complete process. Their resubmission will be guided by the feedback in the notification of assessment described above.

## APRT(T) Certification Handbook

A portfolio may then be resubmitted at any of the subsequent portfolio submission deadlines within their allotted certification periods. **Only portfolios that are considered 'borderline fail' can be resubmitted in the same intake period.**

Note: candidates should ensure that their selected portfolio resubmission date will still allow for completion of the other phases of the process.

The first resubmission is free; however, a charge of \$250 will be applied for second resubmissions (see Appendix A). Once a candidate has successfully completed the portfolio phase of the process, they can proceed to Phase II – Patient case submission.

### Phase II: Patient case submission

The second phase of the process is a submission of patient cases.

Candidates will submit a selection of cases from the last five years of their practice to demonstrate their application of advanced practice competencies in a clinical setting. The patient case submission portion of the assessment provides candidates with the opportunity to demonstrate their clinical experience in greater detail, providing descriptions and demonstration of critical thinking, decision making and competence. **This phase will only address competencies in the core clinical and core technical competency domains.**

#### Structure of patient case resubmissions

Candidates will submit five (minimum) to ten (maximum) anonymized patient cases showcasing the breadth and depth of experience in the advanced clinical and technical competencies. The selection of cases is entirely at the discretion of the candidate and the number will depend on how many competencies each case addresses.

Guidelines for the submission, which includes a standard template, are provided to candidates in the APRT(T) Patient Case Submission guide. Cases should be prepared using the described template.

As with the portfolio, there is a strict requirement relating to the currency of the cases submitted. Submissions **must** describe cases that the candidate has encountered in the **previous five years**. Cases that originate from outside this period **will not** be accepted.

The five-year period for evidence will begin on the first day of the month five years' prior to the original submission date for the candidate portfolio. For example, if a candidate submits their portfolio in October 2015, the beginning of their five-year period for evidence would be October 1, 2010. Eligibility of evidence in resubmitted portfolios will relate to the date of the original portfolio submission deadline, not the resubmission deadline.

### Clinical supervisor and endorsement of patient case competencies

The candidate must identify a clinical supervisor (and provide contact information) who will verify that they observed the candidate competently performing the competencies indicated for each case. A clinical supervisor can be anyone who supervises the clinical activities of the candidate. This will normally be a doctor, but could include an advanced practice nurse, a physicist, a pharmacist, etc. The clinical supervisor must only validate competencies that are in their own scope of practice. An endorsement form with a guide for clinical supervisors is provided in the Patient Case Submission guide.

All patient cases submitted for this portion of the Certification process **must be** verified by a candidate's clinical supervisor. The process for verification is explained in detail in the Patient Case Submission guide, including criteria for those who can provide endorsements for any given competency.

A candidate can be audited regarding their submitted cases to determine the validity of the endorsement. This may include contacting the supervisor directly.

### Submission of patient cases

Patient cases are submitted electronically. The format for the electronic submission and the method to assemble the materials electronically is described in detail in the Patient Case Submission guide.

Submitted cases will be sent to the panel of assessors for review. If case submissions do not adhere to the prescribed guidelines, they will be returned to candidates. Case submissions that can be adjusted and resubmitted in advance of the submission deadline will be accepted.

If a candidate does not make reasonable efforts to adhere to the prescribed guidelines, a delay of the case submission may be recommended.

### Assessment of patient case submissions

Each patient case submission will be reviewed by a panel experienced in competency-based assessment.

The evidence provided for each competency will be assessed against the APRT(T) Competency Profile and evaluated using a scoring rubric that has been developed to assist with the overall assessment of cases. Through the use of this rubric, subject matter experts will determine a score of case completeness against the identified areas of competency.

A score of Pass or Fail will be given for each competency, per case:

Pass = Sufficient evidence

Fail = Insufficient evidence

## APRT(T) Certification Handbook

A successful case submission is one where each competency in the clinical and technical competency domains demonstrate a sufficient level of evidence (i.e., a pass on each competency in these domains).

### Timelines

**Patient case submissions are accepted twice a year.** This allows for a reasonable amount of time for candidates to prepare a submission following successful completion of Phase I.

To be eligible for assessment in a given year, candidates must submit their cases by the respective submission deadline (see Appendix B).

Assessment of the submitted cases is completed within 4 weeks, after which candidates will receive feedback on the status of their submission.

It should be noted that submitted cases must be submitted within the two (2) year eligibility period for the certification process, leaving adequate time for assessment, notification, and successful completion of Phase III. Patient case submissions that are received too late to fulfill these requirements will be returned without assessment (see Maximum time limit, and Appendix B).

Specific dates for submission will be specified to candidates upon registration.

### Notification of assessment

The process of assessment for patient case submissions takes approximately four weeks. Following this period, the candidate will receive formal notification that will include:

- Notification of a pass. Candidates will be directed to proceed to the next phase of certification; OR
- Notification of fail. A detailed feedback form showing the allocation of scores for each area of competency and containing comments and guidance where necessary.
- A timeline including dates for either the next phase or for resubmission of patient case(s).

### Resubmission of patient cases

In the event that a submission of patient cases does not attain a passing score, candidates will have the opportunity to work on the cases and resubmit (provided the maximum level of unsuccessful attempts for the whole certification process has not been exceeded). Their resubmission should be guided by the feedback in the notification of assessment described above.

Cases may then be resubmitted at any of the subsequent submission periods.

The first resubmission is free; however, a charge of \$250 will be applied for second resubmissions (see Appendix A). Once a candidate has successfully completed the

patient case submission phase of the process, they can proceed to Phase III – Oral Examination.

### Phase III: Competency-based oral examination

The third phase of the process is a virtual, competency-based oral examination. This phase provides candidates the opportunity to apply their competence to novel casework and to demonstrate their understanding in clinical practice. It offers the assessors the chance to evaluate the readiness of a candidate to practice as an APRT(T) in a clinical setting.

To be eligible for the competency-based oral examination in a given cycle, candidates must have passed Phase I (portfolio) and Phase II (patient case submission) of the APRT(T) Certification process.

The sections below provide an overview of the competency-based oral examination. Instructions for candidates related to the examination, including technical specifications and system requirements, will be provided in detail in the APRT(T) Oral Examination Guide.

#### Examination structure

The competency-based oral examination is conducted via remote internet videoconferencing with the candidate and the assessment panel. A candidate will access the examination from a secure examination site and will be under the supervision of an invigilator for the period of the examination.

The oral examination will work through integrative, case-based scenario questions with additional questions that integrate the professional domain to look further into a candidate's body of professional work and experiences. During the exam, candidates will access materials in hard copy and online, as required by the individual case and question.

There is a standard structure to the format of the exam; however, the exams will be tailored to a specific area of specialization.

The cases will be selected to best match the candidate's chosen specialty while still aligning with the competency profile. These will provide the opportunity for in-depth exploration along clinical lines. All competencies from the clinical and technical domains of the APRT(T) Competency Profile will be addressed through questions relating to the patient cases.

The professional competencies will be addressed through a standardized set of questions related to the candidate's portfolio submission. These questions are designed to allow the candidate to showcase their body of work to the assessment panel in detail and address aspects of the professional domain in the candidate's role.

### Areas of specialization

Breast	Gynaecology
Central Nervous System	Head and Neck
Gastrointestinal, Upper (includes liver)	Lung
Gastrointestinal, Lower	Palliative
Genitourinary	Skin

Other\*

\*Potential to explore other specializations with evolving practice

### Relation to other phases of the certification process

Phase III of the certification will build on the thorough assessment that has already taken place in the first two phases. Evidence from the portfolio and the submitted cases will be reviewed by assessors prior to the examination in order to select the first patient case (i.e., the case related to the candidate's area of specialty) and to identify areas for follow up and further questioning.

**Candidates should be prepared to address any of the evidence they submitted over the course of the certification process.**

### Assessment of competency-based oral examination

Candidates will be assessed by an expert panel. The panel will include subject matter experts such as radiation oncologists, physicists, and expert radiation therapists.

The assessment of the standardized cases is based on successful demonstration of competence as delineated in the APRT(T) Competency Profile (Appendix C). The level of competence provided for each competency across all cases will be assessed directly through a rubric tailored to the evaluation of each standardized case and associated questions. A Likert scale is used for the assessment, as follows:

**Likert Scale used for scoring is on a 0-3 scale.**

***The elements of a complete (3/3) answer should contain all of the following:***

- ***Accurate and appropriate for the case***
- ***Giving sound rationale based in evidence***
- ***Providing thorough yet concise responses covering the important and relevant points without prompting***

A score of zero (0) may also be allocated for a given competency for any error that has been identified as a critical error (e.g., a dose/fractionation error that would cause significant harm). Critical errors are identified for each case within the assessor's rubric. These are not shared with the candidate beforehand.

Following the examination, the assessors will meet to discuss the scores they have allocated individually and will come to a consensus score used to calculate the final exam result.

## APRT(T) Certification Handbook

Success on the oral examination is determined by the aggregate of scores on all areas of competency from the APRT(T) Competency Profile based on the following requirements:

### ***Pass/Fail Threshold***

- 1) Overall average exam score of  $\geq 70\%$ , AND***
- 2) Score of  $\geq 60\%$  in all three core competency domains***

Failure to meet these requirements will result in an unsuccessful attempt for Phase III. Feedback will be provided to explain the grades given, and candidates will have the opportunity to re-sit the oral examination (provided they are within their limits for total resubmissions over the complete process).

### Oral examination timelines

The competency-based oral examination **has two exam periods** in each calendar year. The specific availability dates will be specified to candidates upon registration into the process (see Appendix B).

The oral examination is held online over a three-hour timeframe. The three-hour timeframe includes time for questions, as well as time for the candidate to review necessary information for each case and/or question.

### Notification of assessment

The candidate will receive formal notification of their results within 4 weeks of the oral examination. All notifications will include a feedback form showing the allocation of scores for each area of competency. Comments will be included where necessary to provide explanation.

If successful, the candidate will also receive formal confirmation of their certification as an APRT(T) from the CAMRT.

If unsuccessful, the candidate will be advised in writing as to the next steps in the certification process, including (if eligibility allows) dates for the next sitting of the oral examination.

### Re-sitting the competency-based oral examination

In the event a candidate does not pass the oral examination, he/she will be permitted to re-sit the exam at any of the subsequent exam sittings (provided the maximum level of unsuccessful attempts for the whole certification process has not been exceeded). The guidance included in the notification of assessment will provide candidates some insights into areas of competence requiring improvement.

The first re-sit is free for the candidate. Any subsequent re-sit will incur a fee (see Appendix A).



### Recognition of APRT(T) Certification

Candidates that successfully complete all three phases of the APRT(T) Certification process will be granted the designation of APRT(T) by the CAMRT. Successful candidates will receive a formal notification of their new designation along with a certificate of completion from the CAMRT.

Throughout certification, candidates will not share CAMRT templates (portfolios, case submissions, oral exam materials) to those outside the process until completion of certification, except for those advising or assessing aspects of the certification process. However, items within these documents may be shared by the candidate as per intellectual property rights.

### Formal appeals process

All candidates have the right to appeal assessments made throughout the certification process.

The candidate must submit an appeal in writing no later than fifteen (15) working days following receipt of their results. Payment will apply (see Appendix A) and must be received along with the written request and documentation supporting the appeal.

The candidate's appeal request will be reviewed by an Appeal Committee. In the event the candidate has a Conflict of Interest with a member of the Committee, another individual with similar qualifications will be appointed for that particular appeal review. The Appeal Committee may request additional information before rendering a decision.

The Appeal Committee will take various perspectives into account depending on the circumstances of each individual appeal. The decision will be sent to the candidate within twenty-five (25) working days of receipt of all documentation related to the appeal.

The decision of the Appeal Committee will be final.

For appeal information, please contact:

Email: [aprt@camrt.ca](mailto:aprt@camrt.ca)

Canadian Association of Medical Radiation Technologists

1300 - 180 Elgin Street, Ottawa ON, K2P 2K3

Telephone: 613-234-0012

Toll-free: 1-800-463-9729

## Appendix A. Fees

### Standard fees

Fees are paid by the candidate prior to the instigation of each phase of the certification process.

<b>PHASE I</b> Portfolio registration	<b>\$500</b>	Upon submission of the registration form
<b>PHASE II</b> Patient case submission	<b>\$500</b>	One month prior to submission of patient cases
<b>PHASE III</b> Competency-based exam	<b>\$500</b>	One month prior to competency-based exam
<b>TOTAL FEES</b>	<b>\$1,500</b>	

### Resubmission fees

<b>Resubmission</b> <b>PHASE I</b> Portfolio	First resubmission	<b>Free</b>	
	Second resubmission	<b>\$250</b>	One month prior to portfolio submission
<b>Resubmission</b> <b>PHASE II</b> Patient case	First resubmission	<b>Free</b>	
	Second resubmission	<b>\$250</b>	One month prior to patient case submissions
<b>Re-sit</b> <b>PHASE III</b> Competency-based oral exam	First re-sit	<b>Free</b>	
	Second re-sit	<b>\$500</b>	One month prior to competency-based exam

### Formal appeals process fees

<b>Formal appeal</b>	<b>\$250</b>	No later than fifteen (15) working days following the receipt of results
----------------------	--------------	--

# Appendix B. APRT(T) Certification Calendar, 2018

2018														Cycle A	Cycle B	
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
<b>JANUARY</b>							<b>FEBRUARY</b>									
	1	2	3	4	5	6					1	2	3			
7	8	9	10	11	12	13	4	5	6	7	8	9	10	Feb 5 - Mar 2	Feb 5 - Mar 2	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	<b>CASE</b>	<b>PORTFOLIO</b>	
21	22	23	24	25	26	27	18	19	20	21	22	23	24			
28	29	30	31				25	26	27	28						
<b>MARCH</b>							<b>APRIL</b>									
				1	2	3	1	2	3	4	5	6	7			
4	5	6	7	8	9	10	8	9	10	11	12	13	14			
11	12	13	14	15	16	17	15	16	17	18	19	20	21			
18	19	20	21	22	23	24	22	23	24	25	26	27	28			
25	26	27	28	29	30	31	29	30								
<b>MAY</b>							<b>JUNE</b>									
		1	2	3	4	5					1	2				
6	7	8	9	10	11	12	3	4	5	6	7	8	9	June 4 - 29		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	<b>APRT EXAM</b>		
20	21	22	23	24	25	26	17	18	19	20	21	22	23			
27	28	29	30	31			24	25	26	27	28	29	30			
<b>JULY</b>							<b>AUGUST</b>									
1	2	3	4	5	6	7					1	2	3	4		
8	9	10	11	12	13	14	5	6	7	8	9	10	11		July 2 - 27	
15	16	17	18	19	20	21	12	13	14	15	16	17	18		<b>CASE</b>	
22	23	24	25	26	27	28	19	20	21	22	23	24	25			
29	30	31					26	27	28	29	30	31				
<b>SEPTEMBER</b>							<b>OCTOBER</b>									
						1		1	2	3	4	5	6			
2	3	4	5	6	7	8	7	8	9	10	11	12	13	Sep 24 - Oct 19		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	<b>PORTFOLIO</b>		
16	17	18	19	20	21	22	21	22	23	24	25	26	27			
23	24	25	26	27	28	29	28	29	30	31						
30																
<b>NOVEMBER</b>							<b>DECEMBER</b>									
				1	2	3							1			
4	5	6	7	8	9	10	2	3	4	5	6	7	8		Nov 5 - 30	
11	12	13	14	15	16	17	9	10	11	12	13	14	15		<b>APRT EXAM</b>	
18	19	20	21	22	23	24	16	17	18	19	20	21	22			
25	26	27	28	29	30		23	24	25	26	27	28	29			
							30	31								

# Appendix B. APRT(T) Certification Calendar, 2019

2019														Cycle A		Cycle B	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	* Deadline date		* Deadline date	
<b>JANUARY</b>							<b>FEBRUARY</b>										
		1	2	3	4	5						1	2	Feb 4* - Mar 1		Feb 4* - Mar 1	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	<b>CASE</b>		<b>PORTFOLIO</b>	
13	14	15	16	17	18	19	10	11	12	13	14	15	16				
20	21	22	23	24	25	26	17	18	19	20	21	22	23				
27	28	29	30	31			24	25	26	27	28						
<b>MARCH</b>							<b>APRIL</b>										
					1	2		1	2	3	4	5	6				
3	4	5	6	7	8	9	7	8	9	10	11	12	13				
10	11	12	13	14	15	16	14	15	16	17	18	19	20				
17	18	19	20	21	22	23	21	22	23	24	25	26	27				
24	25	26	27	28	29	30	28	29	30								
31																	
<b>MAY</b>							<b>JUNE</b>										
			1	2	3	4						1	June 3 - 28				
5	6	7	8	9	10	11	2	3	4	5	6	7	8	<b>APRT EXAM</b>			
12	13	14	15	16	17	18	9	10	11	12	13	14	15				
19	20	21	22	23	24	25	16	17	18	19	20	21	22				
26	27	28	29	30	31		23	24	25	26	27	28	29				
							30										
<b>JULY</b>							<b>AUGUST</b>										
	1	2	3	4	5	6					1	2	3			July 1* - 26	
7	8	9	10	11	12	13	4	5	6	7	8	9	10			<b>CASE</b>	
14	15	16	17	18	19	20	11	12	13	14	15	16	17				
21	22	23	24	25	26	27	18	19	20	21	22	23	24				
28	29	30	31				25	26	27	28	29	30	31				
<b>SEPTEMBER</b>							<b>OCTOBER</b>										
1	2	3	4	5	6	7			1	2	3	4	5	Sep 23* - Oct 18			
8	9	10	11	12	13	14	6	7	8	9	10	11	12	<b>PORTFOLIO</b>			
15	16	17	18	19	20	21	13	14	15	16	17	18	19				
22	23	24	25	26	27	28	20	21	22	23	24	25	26				
29	30						27	28	29	30	31						
<b>NOVEMBER</b>							<b>DECEMBER</b>										
					1	2	1	2	3	4	5	6	7			Nov 4 - 29	
3	4	5	6	7	8	9	8	9	10	11	12	13	14			<b>APRT EXAM</b>	
10	11	12	13	14	15	16	15	16	17	18	19	20	21				
17	18	19	20	21	22	23	22	23	24	25	26	27	28				
24	25	26	27	28	29	30	29	30	31								

# Appendix B. APRT(T) Certification Calendar, 2020

2020														Cycle A	Cycle B	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	* Deadline date	* Deadline date	
<b>JANUARY</b>							<b>FEBRUARY</b>									
			1	2	3	4							1			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	Feb 3* - 28	Feb 3* - 28	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	<b>CASE</b>	<b>PORTFOLIO</b>	
19	20	21	22	23	24	25	16	17	18	19	20	21	22			
26	27	28	29	30	31		23	24	25	26	27	28	29			
<b>MARCH</b>							<b>APRIL</b>									
1	2	3	4	5	6	7				1	2	3	4			
8	9	10	11	12	13	14	5	6	7	8	9	10	11			
15	16	17	18	19	20	21	12	13	14	15	16	17	18			
22	23	24	25	26	27	28	19	20	21	22	23	24	25			
29	30	31					26	27	28	29	30					
<b>MAY</b>							<b>JUNE</b>									
					1	2		1	2	3	4	5	6	June 1 - 26		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	<b>APRT EXAM</b>		
10	11	12	13	14	15	16	14	15	16	17	18	19	20			
17	18	19	20	21	22	23	21	22	23	24	25	26	27			
24	25	26	27	28	29	30	28	29	30						Jun 29* - Jul 17	
31															<b>CASE</b>	
<b>JULY</b>							<b>AUGUST</b>									
			1	2	3	4							1			
5	6	7	8	9	10	11	2	3	4	5	6	7	8			
12	13	14	15	16	17	18	9	10	11	12	13	14	15			
19	20	21	22	23	24	25	16	17	18	19	20	21	22			
26	27	28	29	30	31		23	24	25	26	27	28	29			
							30	31								
<b>SEPTEMBER</b>							<b>OCTOBER</b>									
			1	2	3	4	5					1	2	3	Sep 21* - Oct 16	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	<b>PORTFOLIO</b>		
13	14	15	16	17	18	19	11	12	13	14	15	16	17			
20	21	22	23	24	25	26	18	19	20	21	22	23	24			
27	28	29	30				25	26	27	28	29	30	31			
<b>NOVEMBER</b>							<b>DECEMBER</b>									
1	2	3	4	5	6	7			1	2	3	4	5		Nov 2 - 27	
8	9	10	11	12	13	14	6	7	8	9	10	11	12		<b>APRT EXAM</b>	
15	16	17	18	19	20	21	13	14	15	16	17	18	19			
22	23	24	25	26	27	28	20	21	22	23	24	25	26			
29	30						27	28	29	30	31					