



ARDMS®
The globally-recognized
standard of excellence
in sonography

Paperless Application Program: Prerequisite 2

Students

Program Director

Step One

Students request an ARDMS number and links to their CAAHEP or CMA program by registering for a [MyARDMS](#) account. Students that have already received their ARDMS number should provide it to their Program Director.

Step Two

The Program Director logs into their [MyARDMS](#) account and clicks on the “Educator” tab. The Program Director submits a new Prerequisite 2 (beginning 90 days prior to graduation) form with student’s name and ARDMS number. This form verifies student’s clinical experience and expected date of graduation.

Step Three

Students receive email from ARDMS notifying them that their Program Director has provided the required information for their Prerequisite 2 application. Students that receive this email can now apply for their specialty examination through [MyARDMS](#) and will be automatically approved.

Step Five

The Program Director will log into their [MyARDMS](#) account to verify graduation or program completion for students submitted on the form (in Step Two). Program Directors must update graduation or program completion for all students submitted on the form.

Step Four

Upon receiving their automatic approval, students may now schedule and take their ARDMS examination up to 60 days prior to graduation.

Students Who Pass Their Exam:

The Program Director will log into their [MyARDMS](#) account to verify graduation or program completion.

Students Who Fail Their Exam:

The student will not be awarded their credential until all required ARDMS examinations are passed. The student may reapply through their [MyARDMS](#) account within 72 hours. There is then a 60-day waiting period before the student may retake the examination. The Program Director is not required to take any additional steps.

Students Who Do Not Graduate or Have Not Taken Exam:

If a student did not graduate, the Program Director must indicate so and include a brief explanation as to why. Any passed examinations that were approved under the Paperless Prerequisite 2 process will be rescinded at that time. The student will need to apply, pay for, be re-approved to take and re-take the examination(s) that were rescinded. A credential will only be awarded upon both graduation and passage of all required ARDMS examinations.

Congratulations!

For students that have passed the required ARDMS examinations, (SPI and corresponding specialty) and whose Program Directors have confirmed graduation or program completion, they will now receive notification from ARDMS that they will be receiving their ARDMS credentials in 1-2 weeks.

Officially an active ARDMS Registrant.

WWW.ARDMS.ORG

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