



# Paperless Prerequisite 2 Visual Guide

## Who is the paperless prerequisite 2 pathway for?

Students enrolled in a CAAHEP or CMA accredited diagnostic medical sonography/diagnostic cardiac sonography/vascular technology program whose Program Director uses the Paperless Prerequisite 2 Application Program.

### STEP 1

The **STUDENTS** request an ARDMS ID number and link themselves to their CAAHEP or CMA program by registering for a [MYARDMS](#) account. Students who have already received their ID number should provide to their Program Director.

### STEP 2

The **PROGRAM DIRECTOR** logs into their [MYARDMS](#) / [MYAPCA](#) account and clicks on the "Educator Corner" tab. Beginning 90 days prior to graduation, the Program Director can submit a new Prerequisite 2 form with students' name and ID numbers. This form verifies the students' clinical experience and expected date of graduation.

### STEP 3

**STUDENTS** receive email from ARDMS notifying them that the Program Director has provided the required information for their Prerequisite 2 application. Students who receive this email can begin applying for their specialty examination 60 days prior to graduation through [MYARDMS](#).

### STEP 4

Upon receiving their automatic approval, **STUDENTS** may now schedule and take their ARDMS examination with Pearson VUE.

### STEP 5

The **PROGRAM DIRECTOR** will log into their [MYARDMS](#) / [MYAPCA](#) account to verify graduation or program completion for students submitted on the form (in Step 2). Program Directors **MUST** update graduation or program completion for all students submitted on the form within 60 days **AFTER** the graduation or program completion dates.

\*For students with delayed graduation dates please email: [applicationinformation@inteleos.org](mailto:applicationinformation@inteleos.org) for guidance.

\*Failed examinations require students to wait a 60-day mandatory waiting period before re-applying.  
Please email [applicationinformation@inteleos.org](mailto:applicationinformation@inteleos.org) with questions.

# General Information

## **Who can access the “Educator Corner” in MYARDMS/MYAPCA?**

Only the current Program Director listed on the CAAHEP/CMA website. For access email [applicationinformation@inteleos.org](mailto:applicationinformation@inteleos.org).

## **Is Prerequisite 2 applicable for windowed examinations?**

No, only specific on-demand examinations

## **What examinations are available for Paperless Prerequisite 2?**

Abdomen (AB); Obstetrics and Gynecology (OBGYN); Adult Echocardiography (AE) and Vascular Technology (VT).

\*Please email questions regarding the Paperless Application Program or if a program has any changes: [applicationinformation@inteleos.org](mailto:applicationinformation@inteleos.org).

\*Students who do not graduate any passed specialty examinations that were approved under the Paperless Prerequisite 2 process will be rescinded at that time.

# Congratulations!

Once students graduate from their program, the program director will update their status to graduated. Students who have passed the required ARDMS examinations, (SPI and corresponding specialty) will receive their welcome letter with certificate from ARDMS within 4-6 weeks of their status being updated.