



Joint Review Committee on Education in Radiologic Technology  
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[www.jrcert.org](http://www.jrcert.org)

## JRCERT APPRENTICE SITE VISITOR APPLICATION CHECKLIST FOR APPLICATION CONSIDERATION

This checklist is provided to assist in the apprentice site visitor application process. Please refer to [Site Visitor Policy 90.300 – Qualifications](#) to help determine if you meet minimum qualifications. It may be best to review/complete the application then review the checklist prior to sending the application to the JRCERT.

	I hold a current credential by the ARRT, MDCB, ABR, or ABMP
	I have at least 3 years full-time equivalent experience with a JRCERT-accredited program.
	I am an Institutional Official, Department Chair, Program Director, Clinical Coordinator, Full- or Part-time Faculty, Clinical Preceptor, Medical or Physics Advisor, Administrative Technologist (Therapist or Dosimetrist) or Clinical Staff associated with a JRCERT-accredited program.
	The JRCERT-accredited program I am affiliated with has a current accreditation status of not less than 5 years.
	I have completed a JRCERT Accreditation Seminar in the past. Date:
	I have completed the following application.
	I have attached a current CV.
	I have attached a current document of ARRT, MDCB, ABR, or ABMP certification/registration.
	I have attached a copy of my diploma (or unofficial transcript) of my highest academic credential if that degree is not currently recognized by the JRCERT (when in doubt, as or view AMS Portal, if applicable).
	I have attached my writing sample/letter of application

**Email completed form and supporting documents to [mail@jrcert.org](mailto:mail@jrcert.org).**



## APPRENTICE SITE VISITOR APPLICATION

I. Contact Information			
Name:		Degree/ Credentials:	
Current Employer:		Title:	
Business Address:		Email:	
		Business Phone:	
Home Address:		Home Phone:	
		Cell Phone:	
Closest Major Airport		Distance from Home to Airport (one way)	
Do you have any travel restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe.	

II. Professional Credentials and Program Affiliation			
<p>JRCERT Policy 90.300 – Site Visitor/Apprentice Qualifications and Term of Appointment/Reappointment (<a href="#">click here</a>) requires individuals to meet appropriate credentials in order to be considered for appointment as an apprentice site visitor. Certification and Registration in radiography, radiation therapy, or magnetic resonance by the American Registry of Radiologic Technologists (ARRT); Certification in medical dosimetry by the Medical Dosimetrist Certification Board (MDCB); Certification by the American Board of Radiology (ABR) in diagnostic radiology, radiation oncology, or medical physics; or Certification in medical physics by the American Board of Medical Physicists (ABMP).</p>			
Certification Body:		Credentials:	Year of Initial Certification:
<p>JRCERT Policy requires site visitors to be affiliated with an accredited educational program. Please indicate the primary discipline (type of) with which you are current affiliated. If you serve in multiple areas please indicate all that apply.</p>			
<input type="checkbox"/> Radiography <input type="checkbox"/> Radiation Therapy <input type="checkbox"/> Magnetic Resonance <input type="checkbox"/> Medical Dosimetry			
<p>If your affiliation is not directly with the educational program (i.e., program director, clinical coordinator, PT/FT faculty, etc.), please identify the nature of your affiliation, such as dean, clinical instructor, staff technologist/therapist/dosimetrist, etc.</p>			
<p>Please identify the name of the educational program you are currently affiliated with if you are not directly employed by the educational program.</p>			
Nature of Affiliation:		Name of Educational Program, if applicable.	

### III. Identification

#### A. Hospital-Based Programs

**Note: Only answer this section if you are affiliated with a hospital-based program.**

JRCERT Policy and USDE Regulations require all site visit teams to have members who meet certain criteria. For hospital-based programs that are not accredited by another academic agency, the JRCERT serves as an institutional accreditor therefore the team must consist of an academician and an administrator.

**Academician:** Someone currently or recently directly engaged in a significant manner in postsecondary teaching and/or research.

- I meet the definition of an academician.
- I do not meet the definition of an academician.

**Administrator:** Someone currently or recently directly engaged in a significant manner in postsecondary program or institutional administration.

- I meet the definition of an administrator.
- I do not meet the definition of an administrator.

#### B. College/University – Based Programs

**Note: Only answer this section if you are affiliated with a college/university – based program.**

JRCERT Policy and USDE Regulations require all site visit teams to have members who meet certain criteria. For college/university-based programs, the JRCERT serves as a programmatic accreditor therefore the site visit team must consist of an educator and a practitioner.

**Educator:** Someone currently or recently directly engaged in a significant manner in postsecondary education in an education capacity (e.g., professor, instructor, academic dean).

- I meet the definition of an educator.
- I do not meet the definition of an educator.

#### C. All Program Types – Practitioner Status

JRCERT Policy requires at least one site visitor per team to be designated as a *practitioner*.

**Practitioner:** The JRCERT defines a practitioner as an individual who, on average, provides or oversees services to patients in a healthcare setting a minimum of eight (8) hours per week.

- I meet the definition of a practitioner.
- I do not meet the definition of a practitioner.

#### D. All Program Types – Distance Education Experience

JRCERT Policy requires at least one site visitor per team to be designated as experienced in distance education for any program using distance education delivery of four (4) or more courses.

**Distance Education Experience:** To be classified as a site visitor with distance education experience, you must document development and implementation of a distance education course(s) or have a graduate degree specific to or concentration in distance education methodologies. The completion of a degree program via DE methodology is not adequate to meet this criterion.

- I meet this criterion.
- I do not meet this criterion.

If you meet this minimum criterion, please provide more information regarding your current level of involvement in the distance delivery of educational courses. Describe course development and facilitation of DE course(s). Describe any professional development you have obtained specific to DE delivery and/or development. Finally, describe the DE course(s)/delivery of the courses within your current program including how many courses of the total curriculum are delivered via distance technology.

**NOTE: This explanation of your DE experience could also be described in your letter of application (see next section).**

Description of DE Experience:

## IV. Writing Sample

Consistent with [Site Visitor Procedure 90.303C](#) as well as expectations of a site visit team, team members (apprentice, members, and chairs) must apply sound reasoning, employ problem-solving skills, communicate effectively, and collect and evaluate data among other attributes. To gain insight into your specific knowledge, skills and/or research interests, you must submit a type of writing sample, either in response to a subject below, recent ( $\leq 5$  years old) refereed publication as sole or first author, or paper submitted during your baccalaureate or graduate degree program ( $\leq 5$  years old).

- I have attached a copy of a recent refereed publication.
- I have attached a copy of a paper submitted during baccalaureate or graduate degree program.
- I have attached a letter of application detailing the following:

Describe relevant experience that would serve of benefit to a JRCERT peer review team. Describe any experience with institutional/programmatic accreditation, curricular design/review, evaluation/assessment, leadership, professional practice, etc. What makes you a great candidate for a JRCERT peer reviewer?

**Note: Letter of Application: Minimum words - 200 words; Maximum words - 600 words.**

## V. Conflict of Interest

JRCERT policy requires members of the site visit team to be conscious of real or perceived conflict of interest in the performance of their responsibilities. Policy prohibits an individual serving as a site visitor for an institution or a program if you currently or recently have been an appointee, employee, recent (within 5 years) graduate of, consultant to, or hold a financial interest in the institution or program. Additionally, an individual serving as a site visitor must not have immediate relatives who are appointees, employees, recent (within 5 years) graduates, or hold a financial interest in the institution or program.

***I attest that as a potential member of the site visit team, I will abide by the JRCERT conflict of interest policy.***

Signature:

I agree that typing my name qualifies as my signature.

Date:

## VI. Confidentiality Agreement

I am aware that if I am appointed as an apprentice member of the site visit team for the Joint Review Committee on Education in Radiologic Technology, I have access to accreditation information which shall remain confidential. I agree to respect and protect the confidentiality of all accreditation materials, recommendations, suggestions and discussions prior to, during, and following any site visit.

***I attest that as a potential member of the site visit team, I shall respect and protect the confidentiality of all accreditation materials, recommendations, suggestions, and discussions prior to, during, and following any site visit.***

Signature:

I agree that typing my name qualifies as my signature.

Date:

## VII. JRCERT Commitment

I am aware of the [JRCERT mission](#) and strive to always meet it. I am fully aware that, if I am appointed as a JRCERT Apprentice site visitor, I will not misrepresent my commitment to the JRCERT nor the mission of the JRCERT. I understand that I must, at all times, be cognizant of any real or perceived conflicts of interest and clearly identify any comments, written or oral, or actions as my own and not that of a JRCERT site visitor.

***I attest that as a potential JRCERT site visitor, I am fully committed to the mission of the JRCERT.***

Signature:		I agree that typing my name qualifies as my signature.
Date:		

## VIII. Beneficiary Information

Site visitors are insured through the JRCERT travel/accident policy while traveling to and from the site and while performing site visitor duties. Please complete the following for insurance purposes.

Designated Beneficiary (required):	
Relationship	

## IX. Signature

***I attest that all of the above information and supporting documents are accurate to the best of my ability.***

Signature:		I agree that typing my name qualifies as my signature.
Date:		

**Please email completed form and supporting documents to [mail@jrcert.org](mailto:mail@jrcert.org).**