

# SITE VISITOR APPLICATION FORM

# JRCERT

Please refer to JRCERT Site Visitor Policy [90.300](#) to determine the minimum qualifications to become a Site Visitor.

## PART I. PERSONAL INFORMATION

First Name			
Last Name			
Degree/Credentials			
Cell Phone		Home Phone	
Home Address			
Closest Major Airport			
Distance from Home to Airport (one way)			
Current Employer			
Title			
Email Address			
Business Address			

### Type of Affiliated Program:

- ☐ Radiography
- ☐ Radiation Therapy
- ☐ Magnetic Resonance
- ☐ Medical Dosimetry

If not currently employed at a JRCERT-accredited Program, what program are you associated with:

City and State of Affiliated Program

JRCERT Policy 90.300 – Site Visitor/Apprentice Qualifications and Term of Appointment/Reappointment 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).

Cerification Body:		Credentials:		Year of Initial Certification:	
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## PART II. APPLICATION CHECKLIST

Submit the following documentation along with this completed application to [mail@jrcert.org](mailto:mail@jrcert.org).

- ☐ Current CV/Resume
- ☐ Current ARRT, MDCB, ABR, or ABMP certification/registration
- ☐ Degree/Transcript of highest degree completed
- ☐ Writing Sample / Letter of Application
- ☐ Three or more years experience as 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.

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## Site Visitor Designations

JRCERT Policy 11.600 outlines the requirements of the site visitors that are selected to complete the on site review. Please complete Parts III & IV for JRCERT selection for future site visits assignments. Applicants affiliated with hospital-based program complete Part V, others complete Part VI. All applicants complete Part VI.

**Part III. 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.

Do you meet the JRCERT's definition of a Practitioner?

☐ Yes, I meet the definition of a practitioner

☐ No, I do not meet the definition of a practitioner

**Part IV. Distance Education Experience:** Documented development and implementation of a distance education course(s) or 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.

Do you meet the JRCERT's definition of having distance education experience?

☐ Yes, I have developed and implemented distance education course(s)

☐ Yes, I have a graduate degree in distance education methodologies

☐ No, I do not meet the distance education experience criteria

## Part V. Hospital-Based Program Affiliations

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

☐ Yes, I meet the definition of an academician

☐ No, 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.

☐ Yes, I meet the definition of an administrator

☐ No, I do not meet the definition of an administrator

## Part VI. University/College Program Affiliations

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

☐ Yes, I meet the definition of an educator

☐ No, I do not meet the definition of an educator

## Part VII. Writing Sample

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) peer-reviewed 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 peer-reviewed publication.

☐ I have attached a copy of a paper submitted during a baccalaureate or graduate degree program.

☐ I have attached a letter of publication. In the letter I describe experience that would serve of benefit to a JRCERT peer review team. I describe my experiences with institutional/programmatic accreditation, curricular design/review, evaluation/assessment, leadership, professional practice, etc. I also explain what makes me a qualified candidate for serving as a JRCERT peer reviewer.

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## Part VIII. Signatures and Beneficiary

### 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:

Date:

### 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 JRCERT site visitor, I shall respect and protect the confidentiality of all accreditation materials, recommendations, suggestions, and discussions prior to, during, and following any site visits.**

Signature:

Date:

### 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:

Date:

### 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:

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

Signature:

Date:

☐ I agree that typing my name in the signature boxes on this page qualifies as my signature.

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