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## THE MISSOURI SOCIETY OF RADIOLOGIC TECHNOLOGISTS

### Fellow Guidelines

The purpose of this document is to aid those MoSRT members who are applying for MoSRT Fellow status.

The MoSRT Fellow Committee is a standing committee and is appointed by the President. The MoSRT Fellow Committee and Chair will be responsible for the following:

1. The MoSRT Fellow Committee members shall be MoSRT Fellows and are appointed for a two-year term with the possibility of reappointment.
2. The Committee shall consist of a Chair and 2 members.
3. The Chair shall receive the applications and shall notify the applicants that the applications were received. Any applications received past the due date, or on expired forms, will not be evaluated. Applicant is eligible for reapplication the next year if necessary.
4. The Chair will provide one copy of each application to the other members of the committee no later than October 15<sup>th</sup> of the year received.
5. The Chair will provide a report to the President immediately after the deadline regarding the number of applications received and the names of those applying.
6. No later than February 15<sup>th</sup> prior to Fellow elevation, the applicant will be asked to provide a biographical sketch of 650 words outlining their MoSRT activities and careers. The biographical sketch, must be received by the Fellow Chair, on or before March 15<sup>th</sup> of the year of elevation. The biographical sketch may be used by the Fellow Chair when the applicant is elevated to MoSRT Fellow.
7. It is required that, the applicant include, a professional CV/resume with the application.

8. All requested verification information **MUST** be included with the application at the time the application is sent to the Fellow Committee Chair.

9. The application **MUST** be received, via E-mail, Postal Service or personal delivery, by the MoSRT Fellow Committee Chair, on or before October 1<sup>st</sup> of the year prior to the expected Fellow elevation. The applicant will be notified of receipt of the application. A completed application consists of the filled out Application and Cover/Flow sheet. Both documents **must** be forwarded together to the Chair of the Fellow Committee by the October 1<sup>st</sup> deadline.

10. The application fee of \$50 **MUST** be included with the application in the form of a check or money order made to MOSRT. If the application is sent via E-Mail, the check must be sent (USPS, etc.) to arrive by the October 1<sup>st</sup> deadline.

11. Any questions should be directed to the Fellow Committee Chair, and that person is identified on the MOSRT.ORG site.

12. Any application not containing appropriate verification will be returned with the missing verification(s) noted. The application fee will **NOT** be returned. One copy will be retained for the files and a report detailing the return of the application will be made to the President. The applicant may reapply with a new application and fee of \$35.00.

13. The application **MUST** be submitted **EXACTLY** as formatted. **ANY** reformatting or change to the application will result in the application's denial.

14. The completed application must be submitted in a three ring binder. Documentation must follow the page in which points are claimed. If the application is submitted via email, the format must be the same as if it were submitted in a binder.

15. If additional lines or spaces are required to list all activities within a subsection, the applicant **MUST** use an additional page with the appropriate column headings. Insert the extra page immediately after the printed application page.

16. The application **MUST** be received, via E-mail, Postal Service or personal delivery, by the MoSRT Fellow Committee Chair, on or before October 1<sup>st</sup> of the year prior to the expected Fellow elevation. The applicant will be notified of receipt of the application.

17. Verification for EACH claimed point shall be one of the following, although, in some cases, there are additional forms of verification. Contact the Fellow Chair if you have questions. Types of verification:

a. Copy of committee appointment letter/email.

b. Elected or appointed office as published in the Radiographer or MoSRT newsletter.

c. Copy of MoSRT minutes that identify the person and the office/committee in the minutes. This may be due to a report presented or other information regarding the committee or office.

d. For work related years claimed, a letter/email from someone in the hospital/facility that has staffing responsibility can serve as verification.

e. For certifications, a copy of the current/active registry/certification agency card showing the certification will serve as verification. Primary Certification is the FIRST certification you achieve. Additional primary certifications can be:

1. ARRT: R, N, T. All other ARRT certifications are post primary.

2. NMTCB: CNMT is primary all others are post primary.

3. ARDMS, RDMS, RDCS and RVT are all primary. All additional ARDMS certifications are post primary.

4. Advanced Practice Certifications are post primary.

5. Additional Post primary certifications: CBDT (Certified Bone Densitometry Technologist), CRA (Certified Radiology Administrator), CIIP (Certified Imaging Informatics Professional) and RCIS (Registered Cardiovascular Invasive Specialist).

f. For any degree verification (only the highest degree will receive points), a copy of the diploma will be verification. If a copy of the diploma/certificate is not available, a letter/email from the granting institution will be verification.

g. Additional questions regarding acceptable point verification are to be directed to the Chair, MoSRT Fellow Committee.

Adopted: 7/8/14