



## **Certified Practical Technologist in Bone Densitometry (PTBD) Steps to Certification**

**In order to obtain certification as a Practical Technologist in Bone Densitometry, applicants must:**

- Step A: Complete a training program in bone densitometry through an ADHS Department-approved radiological program.
- Step B: In the [Individual Licensing Portal](#), in Step 1, select *Request to Test*. In Step 2, select the *PTBD – Practical Technologist in Bone Densitometry* application (see next page for the application checklist). Include proof that you have completed the Department-approved radiologic program. There is no fee for this application.
- Step C: The Department will send the applicant a letter that the applicant is approved to test. The applicant, then, will schedule an exam with American Registry of Radiologic Technologists (ARRT). ARRT will assign a 90-day exam window. For this reason, it is important to schedule your exam appointment for a date within 90 days. There is a fee to take the ARRT exam and it is paid directly to ARRT. \*Note: The Department does not schedule or administer exams. You must work with ARRT.
- Step D: Take and pass the ARRT Bone Densitometry Equipment Operator Exam.
- Step E: ARRT sends test results to the Department about 3-4 weeks after the test was taken. The Department sends a letter to the applicant letting them know whether or not they passed. If the applicant did not pass, the applicant is then responsible for scheduling a second exam attempt with ARRT. The applicant will need to then complete steps B through D again. Pursuant to Arizona Administrative Code (A.A.C.) R9-16-606(E), “The applicant shall arrange testing through the ARRT, and has six months to complete testing before the applicant is required to re-apply for the examination.” The Department will only resubmit the applicant for testing two times, for a total of three test attempts.
- Step F: Once an applicant has passed the ARRT Exam, the applicant should log into the [Individual Licensing Portal](#) to complete the *PTBD - Practical Technologist in Bone Densitometry Initial Application*. In Step 1 of the application, the applicant will select *Medical Radiologic Technologist Certification*. In Step 2, the applicant will choose the application type of: *PTBD - Practical Technologist in Bone Densitometry Initial Application*.

Once the application is received, the Department will review the application for completeness. The time it takes to approve an application varies on the completeness of the application. If an application is complete and has no missing documentation, processing may take 3-4 weeks.

Should information requested in the application be missing, the Department will email the applicant to request the missing information. Time to process the application will depend on the completeness of the response by the applicant.

For any questions regarding the PTBD application, please call (602) 364-2079, or email [special.licensing@azdhs.gov](mailto:special.licensing@azdhs.gov).

APPLICATION CHECKLIST
Documentation of completing a training program in bone densitometry through a Department-approved radiologic program.
A photocopy of citizenship or authorized presence document. *If the document submitted does not contain your photograph, you MUST provide another government issued document that contains a photograph.
If current legal name is different than the name on any of the documents submitted, provide a photocopy of a name linkage document (marriage certificate, divorce decree, court order, etc.).
If convicted of a misdemeanor or felony (including DUI), photocopy of court records documenting disposition and verification of completion of disposition must be submitted with application.
If the applicant has had a professional license or certificate suspended, revoked, or had disciplinary action taken against the professional license or certification within the previous five years, documentation that includes: <ul style="list-style-type: none"><li>• The date of the disciplinary action, revocation, or suspension;</li><li>• The state or nationally accredited certifying body that issued the disciplinary action, revocation, or suspension; and</li><li>• An explanation of the disciplinary action, revocation, or suspension.</li></ul>
If currently ineligible for licensing or certification in any state because of a license revocation or suspension, provide a photocopy of documentation that includes: <ul style="list-style-type: none"><li>• The date of the ineligibility;</li><li>• The state or jurisdiction of the ineligibility; and</li><li>• An explanation of the ineligibility for licensing or certification.</li></ul>