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Academy of ARIN Fellows Program (AARIN) Procedure Manual



7 **Preface**

8 This procedure manual for Fellows, the Fellows Selection Committee (FSC) and those
9 preparing to become Fellows, was developed to provide all necessary information in a
10 single document regarding the Committee duties and application process for potential
11 Fellows.



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26 **Overview of the Academy of the Association for Radiologic & Imaging Nursing (A-ARIN)**

27 The Association for Radiologic and Imaging Nursing (ARIN) is dedicated to providing radiology
28 nurses with knowledge and resources to deliver safe quality patient care in the imaging
29 environment (Mission statement, 2014-2016). Four pillars support this mission: Education,
30 Membership Growth and Value Creation, Body of Knowledge, and Networking.

31 Throughout the years many ARIN registered nurse members and officers have served the
32 organization in an exemplary fashion (leadership, service, clinical practice excellence,
33 education, research, etc.). Their continued dedication and perseverance helped ARIN meet the
34 mission statement and vision whether at the local chapter, ARIN committee level or ARIN Board
35 of Directors (BOD) or executive level.

36 **I. Committee on Fellowship**

37

38 **A. General Information**

39 The honorary designation of Fellow is bestowed upon Association for Radiologic and Imaging
40 Nursing (ARIN) members who have made outstanding contributions to the profession of
41 radiologic nursing. This title was initiated within ARIN to recognize and honor members who
42 are/were dedicated to the organization and contributed unselfishly to the profession. The first
43 class of ARIN members will be elevated to Fellow status in 2020. Each Fellow has demonstrated
44 commitment to the advancement of the profession at the local, chapter, national or
45 international levels.

46 Members of the Academy of the Association of Radiology & Imaging Nursing (AARIN) shall be
47 designated Fellows. The designation FAARIN should be used following the last credential per
48 the American Nurses Association order of credential listing. Example, Cathy CAT-Scan, MBA,
49 APRN-BC, CRN, FAARIN; Dennis Diagnostic, BSN, RN-BC, CRN, CEN, FAARIN.

50 The Academy of ARIN will operate in accordance with the direction of the ARIN Board of
51 Directors (ARIN BODs). The Academy duties include supporting the ARIN BODs and/or
52 committee chairs (e.g. submit ideas for programs or services, review the policies and
53 procedures of the association/provide feedback, and assist with efforts to recruit new
54 leadership nominations for ARIN BODs). The Academy should submit pertinent information for



55 publication in the association's publications. The Academy serves as a limitless, rich resource to
56 ARIN due to the dedication of its members.

57

58 The Academy of ARIN is a standing committee of ARIN. Applicants follow the process outlined in
59 this manual for inclusion. The initial ARIN Fellowship members are appointed by the president
60 and are responsible to the ARIN Board of Directors. The Committee shall consist of three
61 fellows with one appointed as Chairperson for purposes of leading the Academy and serving as
62 liaison with the ARIN BOD. FSC appointment is for a three-year period. Membership on the FSC
63 is not time limited. It is recommended the Chairperson be a senior member of the Academy.

64 The Academy of ARIN shall be composed of Fellows, and Posthumous Fellows.

- 65 1. Fellows - active ARIN members who meet the qualifications for eligibility as defined
66 by the Academy Committee and who are granted admission by the ARIN Board of
67 Directors.
- 68 2. Posthumous Fellows - deceased individuals who previously met the criteria for
69 active membership and involvement and who made a substantial contribution to
70 ARNA/ARIN for Academy membership.

71 For the **initial** appointment to the ARIN Fellowship Selection Committee, the following will
72 occur:

- 73 • Committee members (3) will be selected by the sitting ARIN President. Terms will be set
74 as one, two, and three - year commitments, with the individual serving the three-year
75 term to serve as Chairperson. (Chairperson serves as liaison to the ARIN Board of
76 Directors.)
- 77 • Certified Radiology Nurse (CRN) or equivalent professional certification required (CRN
78 preferred)

79

80 To apply to be a Fellow, a candidate must submit a completed application verified and
81 sponsored by an Academy member. A processing fee is also required. The application can be
82 downloaded from this manual or may be obtained through the scholarship portal on the ARIN
83 website. Once submitted the application is forwarded to the members of the Fellows Selection
84 Committee for evaluation. Upon completion of a thorough review for compliance with the
85 established criteria, the Committee extends a recommendation to the ARIN Board of Directors
86 for candidate approval. Candidates not meeting the criteria on their initial attempt may reapply
87 (see Selection Process II later in manual).

88



89 **B. Responsibilities of Committee Members**

90 **1. Chairperson (and Academy Leader for start; subject to change as Academy grows)**

- 91 • Assigns and disseminates to committee members all charges received from the
- 92 president.
- 93 • Provides applicants with a list of potential sponsors, if requested.
- 94 • Reviews and discusses applications with the committee to arrive at consensus on each
- 95 applicant.
- 96 • Confirms each applicant has received unanimous selection committee confirmation for
- 97 elevation or non-elevation based on the point evaluation scale and application
- 98 guidelines.
- 99 • Notifies the (Academy Leader) and ARIN president of applicants recommended for
- 100 elevation or non-elevation. Specific area(s) of noncompliance must be noted for
- 101 applicants recommended for non-elevation. This report is confidential and is only made
- 102 available to the committee members and the ARIN Board and applicant.
- 103 • Submit required reports of committee activity to the ARIN Board of Directors and
- 104 committee members.
- 105 • Coordinates any information to be published.
- 106 • Assists the ARIN staff with verifying valid contact information for Fellows or other
- 107 information specific to current Fellows.
- 108 • Forwards information to ARIN historian.
- 109 • Presides over Fellows meetings.
- 110 • Compiles agenda and chairs Fellows meeting at ARIN Annual Business meeting.
- 111 • Conducts Fellows Elevation Ceremony at ARIN Annual Business meeting along with the
- 112 ARIN president.

113
114 **2. ARIN Fellowship Selection Committee Members**

- 115 • Completes all assigned charges. (Evaluates applications for Fellowship using the point
- 116 evaluation scale and guidelines. Results forwarded to the Chairperson by specified
- 117 deadline.)
- 118 • (If acting as a sponsor of an applicant, this committee member will be excused from
- 119 evaluating the application of the individual he or she is sponsoring. In these cases, the
- 120 third selection committee member vote will be cast by the immediate past president.)
- 121 • Completes an applicant evaluation for each applicant.
- 122 • Performs other relevant activities as requested by the chairman.
- 123 • Archives all applications after the ARIN Board of Directors' decision is announced.



- 124 • Evaluate all recommended revisions to the Academy of ARIN Fellows Program (AARIN)
125 Procedure Manual. Those recommendations may include revisions to the application,
126 evaluation procedures, evaluation point scale and guidelines.
127 • The manual is subject to approval by the ARIN Board of Directors.
128

129 There shall be a four-phase review schedule for updates to the Procedure Manual as
130 follows:

- 131
- 132 • Phase One: Gather information and feedback on Fellows Procedure Manual. Timeframe
133 to be determined (TBD).
 - 134 • Phase Two: Committee makes recommendations for updating the Fellows Procedure
135 Manual. Timeframe TBD.
 - 136 • Phase Three: Committee submits recommended updates to the ARIN Board of Directors
137 for approval. Timeframe TBD.
 - 138 • Phase Four: Approved changes are implemented. Timeframe will be timely to allow
139 implementation in time for year two of applications.

140 Note that this process will continue to be reviewed and updated on a periodic basis.
141 Timeframe to be determined.

142 **3. Sponsor**

- 143 • Individual sponsorship is limited to one applicant per year.
144 Obtains a copy of the current Academy of ARIN Fellows Program (AARIN) Procedure
145 Manual to become familiar with the application and guidelines. Only current
146 applications will be evaluated. Outdated applications will be returned unevaluated.
- 147 • Knows the nominee well enough to defend/verify the nominee's application, if
148 requested.
- 149 • Completes an applicant Sponsor Form and submits Sponsor Statement (250 - 500
150 words).
- 151 • Highlights the special contributions of the applicant in the attestation statement.
- 152 • Indicates contact information, including name, credentials, title/position, and institution
153 email address, and phone number.
- 154 • Assists the applicant with assembling required documentation. If questions arise, the
155 sponsor should contact the chair of the FSC or the ARIN Management staff.
- 156 • Verifies applicant's information by initialing or signing all activity areas.



- 157 • Signs the application as sponsor.
158 • Assists the applicant with preparing the biographical sketch and obtaining career-
159 related photograph to be used during the Fellows elevation ceremony. This information
160 will also be posted in the Fellows section of the ARIN website.
161
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163 C. ARIN Management Company Staff

164

- 165 • Creates an Academy of ARIN Fellows Program (AARIN) website area, including payment
166 option area. Academy Mission/Vision, name of Chairperson, Committee members,
167 Application/Appendices (using automated systems as much as possible).
- 168 • Sends an E-blast to the membership re: *Nominations now open for Fellowship in the*
169 *Academy of ARIN.* (per timeline presented by Academy Fellowship Committee)
- 170 • Assist all applicants (nominees) and sponsors with the application process, i.e. how to
171 obtain application, pay fee and post application.
- 172 • Forward applications and supporting documents to the FSC Chair and committee
173 members by the following workday, maintaining the original for files.
- 174 • Send an acknowledgement to the sponsor and applicant that the application and fee
175 were received.
- 176 • Provide copies of all necessary documents for evaluating the applications to members of
177 the Fellows committee.
- 178 • Determine, with the Chair of the FSC, the deadline for returning completed evaluations
179 to the chairperson.
- 180 • Provide applicant with ARIN Member Profile and list of ARIN activities or needs if
181 requested.
- 182 • Request applicants provide a biographical sketch, passport style photograph one career
183 related photograph. (The FSC may edit the biographical sketch for publication in ARIN
184 Annual Business Meeting program).
- 185 • Assist the FSC in sending letters of acceptance and rejection following ARIN Board
186 approval. (Acceptance letters to be signed by the FSC Chair, Academy Leader and the
187 ARIN President; Rejection letters to be signed by the FSC Chair).
- 188 • Send acceptance letters to applicants and sponsors of elevation following ARIN Board
189 approval.
- 190 • Send rejection letters to applicants *NOT* accepted for elevation to Fellow and include
191 the specific areas of concern.
- 192 • Notify FSC of the individuals to be elevated during the ARIN Annual Business Meeting
193 after approval by the ARIN Board, the time and date of the annual Fellows Meeting



- 194 during the annual conference, time and date of the new Fellows ceremony and send
 195 each an RSVP form to plan attendance at the ARIN Annual Business Meeting.
- 196 • Coordinate the preparation of the Fellow’s medallion pin and certificate with ARIN
 197 Fellows Committee.
 - 198 • Provide a quality certificate suitable for framing to all new Academy Fellows.
 - 199 • Assist with process for Induction Ceremony; arrange for group photo of inductees at the
 200 time of the Business Meeting.
 - 201 • Announce (press release) the formation of the ARIN Fellows Academy to the Alliance,
 202 other e.g. *NursingPlus* and to *Inside View* (Academy Chairperson to author press release
 203 with ARIN President).
 - 204 • Announce new members in the *Journal of Radiology Nursing* in the Association news
 205 pages or as part of the article on the annual meeting.
 - 206 • Arrange for a meeting room/space for the Academy members during the ARIN Annual
 207 Meeting dates, preferable the first or second day of the meeting.
 - 208 • Communicate Academy news to the *Inside View* editor (instituting the Academy
 209 formation, new members, etc.)
 - 210 • Post new inductees’ photos and short bio (name, credentials, institution, city, state,
 211 country and most notable contribution to ARIN in 2 -3 sentences on the Academy area
 212 on the ARIN website.
 - 213 • Assist with dissemination of information to Fellows Chairperson.
 - 214 • Assist with correspondence needed by the selection committee.
 - 215 • Assist the ARIN Historian with all selection committee matters.
 - 216 • Assist in arranging conference calls for selection committee.
 - 217 • Verify status of all Fellows active ARIN membership on a yearly basis (prior to annual
 218 meeting).

219

220 **QUALIFICATIONS FOR THE APPLICANT:**

- 221 • Membership in ARIN in good standing for at least 5 years.
- 222 • Membership in good standing with their local board(s) of nursing (or equivalent per
 223 country of origin).
- 224 • Notable outstanding contributions toward enhancing radiology nursing (local, state,
 225 national, or international levels). Evidence examples include outstanding contributions
 226 over a period of time and with a measurable impact, honors or awards received as a
 227 radiology nurse, research or service, etc. (See Appendix 1)
- 228 • Have a BSN, minimum, or Master’s degree (other, advanced degree), preferred



- 229 • Certified Radiology Nurse (CRN) or equivalent professional certification required (CRN
230 preferred)
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232



233 **II. Application Process (S-S-R-N: Self-Assessment, Submission, Review, and Notification)**

234 The application should be professional in appearance and neatly organized. Only required
235 information will be considered. All information provided will remain confidential. Application
236 documents will NOT be returned and remain the property of ARIN and are retained/archived in
237 accordance with the ARIN Record Retention Guidelines.

238 The applicant should include all their demographic information in the cover letter, including full
239 name and credentials*, email address, mailing address, title/position, institution, phone
240 numbers for home/cell and work.

241 * [See Editorial by K. Gross, June 2017 Vol. 36(2) pages 67 – 69. Note: All issues of the *Journal*
242 *of Radiology Nursing (JRN)* are available to ARIN members. To view this information use ARIN
243 login at www.arinursing.org and choose from menu at top of page, right).

244 **The personal statement should reflect an accurate assessment of one's accomplishments and**
245 **clearly identify achievements.** The applicant's personal statement should describe their
246 contribution that has been noted by peers and **state what the long-term value of this**
247 **contribution** has been to ARIN and/or radiology nursing. The applicant should state how this
248 contribution(s) has brought about enhanced practice, leadership, education, research or other
249 to the specialty of radiology nursing.

250 The applicant agrees to use their strength, knowledge and passion to promote the mission of
251 ARIN as defined by the strategic plan and be willing to commit to one yearly project for the
252 advancement of ARIN. This could include availability for mentoring, committee work, advisory
253 capacity, writing, other. Be as specific as possible.

254 The following outlines the process for submitting application for ARIN Fellow:

- 255 • Obtain a current ARIN Fellows Program Procedure Manual and application. Failure to
256 use the current application will result in application being denied.
- 257 • Send completed application and all verifying documentation to the sponsor no later
258 than (date to be determined) for review.
- 259 • Send completed application to the ARIN office with \$50.00 non-refundable processing
260 fee. Please make check payable to: ARIN. The application must be received by the ARIN
261 office no later than (date TBD) to be considered for the following year. Either the
262 applicant or sponsor may send the completed application. It is suggested the application
263 be e-mailed to the ARIN office with delivery confirmation requested.



- 264 • Acknowledgement of receipt of application by ARIN staff will be sent to the applicant
265 and sponsor.
- 266 • FSC will thoroughly review each application in a confidential manner, sharing
267 information only with other committee members when the committee meets to select
268 new members. FSC member should excuse his/herself from the discussion and a
269 decision if they believe there could be a conflict of interest in their decision, e.g. co-
270 worker. In this event, the immediate past president will serve as the alternate to the
271 FSC.
- 272 • After reviewing all applications individually, the FSC members will meet by conference
273 call at a mutually agreeable time as set by the Chair. All applications should be graded:
274 “meets nomination criteria”,
275 “questionable meets criteria”,
276 “does not meet criteria” prior to the call.
- 277 Applications will then be assessed individually during the call. The FSC may require an
278 additional conference call to finalize any decisions, e.g. any clarification needed about
279 application. If necessary, date of this call will be determined during the initial call.
- 280 • Nominees are notified in a timely manner so that they can arrange to attend the annual
281 ARIN Business Meeting/Induction Ceremony.
- 282 • If the candidate has made an unsuccessful attempt at the application, the individual can
283 apply again the following year. If the candidate does not meet the requirements on this
284 attempt, a waiting period of at least two (2) years should follow before another
285 application can be made.
- 286 • There is no set percent of number of applications to be accepted or denied. **Admission**
287 **to the Academy is a privilege that reflects the highest service to ARIN and**
288 **contributions to radiologic and imaging nursing.**

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A. Application Preparation and Activity Documentation

- 292 • Every item on the application must have appropriate documentation and be
293 verified by the sponsor, whose signature attests to its authenticity. A copy of the
294 application is available in Appendix A.
- 295 • The application must:
- 296 i) Be submitted exactly as formatted. Any reformatting or change to the
297 application will result in the application to be denied.
- 298 ii) Each service or activity must appear in the application to be evaluated.



- 299 iii) A completed application must be submitted online.
300 iv) In the completed application, documentation should follow the page in which
301 points are claimed.
302 v) Documentation may require highlighting or other identification of the area
303 (Section A, B, and number) to which it applies.

304 **B. Application, Part A, ARIN Activities**

- 305 • Verification of all ARIN activities can be accomplished with the ARIN Member
306 Profile, letters of appointment from the ARIN president, or by ARIN Management staff. If
307 an activity is not listed in the ARIN Member Profile, other ARIN documentation can be
308 used.
309 • Speaker activities can be verified with the flyer listing, thank you letter or conference
310 directory. If a lecture is not listed, submitting a copy of the program in which the lecture,
311 length of the presentation, location, date and time are noted is acceptable.

312 **C. Application, Part B, Other Professional Contributions**

- 313 • Verification of all Part B activities involving service to an affiliate can be by letter or
314 e-mail documenting the activities. The documentation can be from any officer in the
315 affiliate; all activities can appear in one document.
316 • If points are claimed for service to an external organization or ARIN Chapter, a letter
317 from that organization or a listing in the ARIN Member Profile serves as verification.
318 • Point verification for authoring peer-reviewed articles, radiologic science related
319 textbooks or editing a radiologic science related textbook must include a copy of the
320 first page of the article and a copy of the cover of the publication. The
321 documentation must show the author position, name of article and include the
322 name and issue of the publication.
323 • Degree verification may be a copy of the degree or a letter or e-mail from the
324 institution stating the date the degree was granted. Employment verification also
325 can be a letter or e-mail from the employer.
326 • Points for certifications can be documented by current registration card or
327 certificate from the certifying agency.
328 i) Points may be received for additional recognized national certification from a
329 recognized certifying body.
330 ii) Miscellaneous Information



331 **Induction Ceremony**

332 An Induction Ceremony to recognize new FAARIN members will take place during the ARIN
333 Annual Business meeting. This marks the beginning of their Fellow appointment. All new
334 Fellows will be given a certificate of achievement and pin. New Fellows will be seated together
335 at a table close to the front for ceremony purpose logistics.

336 The ARIN President and the Chair of the Academy will assist in the ceremony that will be
337 conducted with respect for the title and sincere appreciation for the work done to advance
338 radiology nursing. **Appropriate business or business casual attire** is requested for the Business
339 Meeting and Induction Ceremony. A group photo of inductees will be taken.

340 An announcement of the Academy's Induction Ceremony and a list of the persons awarded the
341 Fellows designation should be placed in the annual meeting program* and association
342 newsletter, *Inside View* per the FSC Chair. A short bio (2-3 sentences) of each Fellow should be
343 included in the annual meeting program and *Inside View*.

344 *Each year the annual meeting program should list all Fellows (bios of only the new
345 inductees will be included).

346 ARIN staff will communicate names (and credentials) of new inductees to the Editor/Publisher
347 of *JRN* for listing on *NursingPlus* (Elsevier platform). (See previous comment on list within the
348 ARIN pages of the journal versus announcement in article on annual meeting.)

349 The ARIN President/designee will notify the appropriate person(s) at **The Alliance** in a press
350 release/email.

351 The ARIN national office should maintain a **Directory of ARIN Fellows** on the Academy's page
352 that will be included on the ARIN website www.arinursing.org. This listing should include
353 complete name, credentials, city, state, country and year/site of induction. A 2-3 sentence
354 summary of the Fellow's work will be included.



Appendix A

ARIN Fellowship Application

All applications must be submitted on a current Fellow application. Reformatting the online application will result in disqualification of the application. If additional space is needed, attach a separate sheet. The minimum number of points required for consideration for elevation to Fellow is 80; 45 of these points must be earned in Section A. Activities or service not appearing on the Fellow Point Evaluation Scale will not be reviewed.

Applicant Information (Please type or print legibly)

Name of Applicant and credentials (in ANA preferred order) (Full name as it should appear on certificate)

Address: Street, City, State, ZIP, Country

Primary phone (please indicate home, cell, or work phone number)

E-mail (please indicate home or work email)

Fax (please indicate home or work fax)

Applicant Place of Employment

Address, Street, City, State, ZIP, Country

Applicant Title and Credentials

ARIN Membership Number

State Board of Nursing/International Equivalent Number

Sponsor Name, Credentials

Title, Institution

Primary Phone

Applicant Personal Statement (max. 500 words)

A. ARIN Professional Society Activities

1. Member of ARIN Board of Directors – 4 points per year

Position	Year	Pts	Sponsor Verification

2. Member of ARIN Executive Board – 2 points per year

Position	Year	Pts	Sponsor Verification

3. ARIN Committee Chairman – 2 points per year

Committee	Year	Pts	Sponsor Verification

4. ARIN Committee Member – 1 point per year

Committee	Year	Pts	Sponsor Verification

5. ARIN Task Force Chairman – 2 points per year

Task Force	Year	Points	Sponsor Verification

6. ARIN Task Force Member – 1 point per year

Task Force	Year	Points	Sponsor Verification

7. ARIN Liaison to External Organizations/Professional Societies (RSNA, SIR, etc.) – 1 points per year

Organization	Position	Year	Points	Sponsor Verification

9. JRN Editorial Review Board Member – 1 point per year

Year	Points	Sponsor Verification

10. ARIN Active Member (after 3 years of consecutive current membership) – 1 point per year – maximum 15 points

Year	Points	Sponsor Verification

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11. ARIN Lifetime Member – 1 point

Year	Points	Sponsor Verification

12. ARIN Conference Lecturer – 1 point per hour

A lecture can only be used once for full credit; subsequent presentations earn half credit.

Lecture Title	Society	Meeting	Date	Points	Sponsor Verification

13. ARIN-assigned Lecturer to External Organization (ANA, ONS, etc.) – 1 point per hour. A lecture can only be used once for full credit; subsequent presentations earn half-credit.

Lecture Title	Society	Meeting	Date	Pts	Sponsor Verification

14. ARIN Poster Presentation – 1 point per exhibit

Lecture Title	Society	Meeting	Date	Points	Sponsor Verification

15. ARIN Publication of Scholarly Peer-reviewed Article or Directed Reading - 1 point

Title	Journal	Month/Year	Pts	Sponsor Verification

16. ARIN Self-learning modules – Home study/Video/Tape/CD - 1 point

Title	Description	<u>Date</u>	Points	Sponsor Verification

17. ARIN Awards* – (Nurse of the year, Joanna Po President's Award, JRN Editorial Award) – 1 point per award.

Award	Date	Points	Sponsor Verification

B. Other Professional Contributions

1. Chapter Level – ARIN Chapter activities

a. Active member (after three years of consecutive membership)

– 1 point per year, 5 points maximum

Years of Active Membership	Chapter	Points	Sponsor Verification

b. Chapter Board member – 2 points per year

Position or Office	Chapter	Year	Points	Sponsor Verification

c. Chairman or member of a chapter committee – 1 point per year

Position or Committee	Chapter	Year	Points	Sponsor Verification

d. Imaging Review Course Master Faculty – 1 point per year

Position or Committee	Chapter	Year	Points	Sponsor Verification

e. Lecturer – 1 point per hour

A lecture can only be used once for full credit; subsequent presentations earn half credit.

Lecture Title	Meeting Site	Date	Points	Sponsor Verification

f. Scientific Exhibitor – 1 point per exhibit

Title Society	Meeting Site	Date	Points	Sponsor Verification

g. Editor of Affiliate Publication – 1 point

Affiliate	Name of Publication	Dates Served	Points	Sponsor Verification

2. External Organizations

a. Professional Organization Board member (chairman or member Non-ARIN Nursing) – 1 point per year

Position	Organization	Dates	Points	Sponsor Verification

b. Certification board item writer (RNCB, ANCC) or equivalent – 1 point per year

Position	Credentialing Agency	Year	Points	Sponsor Verification

c. Certification board member (RNCB or equivalent) – 1 point per year

Position	Credentialing Agency	Dates	Points	Sponsor Verification

3. Publications

a. Author of scholarly peer-reviewed article in a national or international journal (other than JRN) -2 point

Title of Journal	Month/Year of Issue	Author Position	Points	Sponsor Verification

b. Author of textbook related to the radiologic sciences 8 point

Title	Month/Year of Issue	Author Position	Points	Sponsor Verification

c. Editor of textbook related to the radiologic sciences - 8 point

Title	Month/Year of Issue	Editor Position	Points	Sponsor Verification

d. Author of textbook chapter related to the radiologic sciences - 4 point

Title	Month/Year of Issue	Author Position	Points	Sponsor Verification

**4. Postsecondary Education (highest degree only awarded points) Note:
Points awarded for this category cannot be claimed for CE credit.**

a. Associate degree or certificate programs– 2 points

College	City and State	Dates Attended	Points	Sponsor Verification

b. Baccalaureate degree – 4 points

College	City and State	Dates Attended	Points	Sponsor Verification

c. Master’s degree – 6 points

College	City and State	Dates Attended	Points	Sponsor Verification

d. Doctorate degree – 8 points

College	City and State	Dates Attended	Points	Sponsor Verification

6. Certification

a. Additional certifications – 3 points

Certification Credential	Certification Body	Date	Certified Certificate Number	Points	Sponsor Verification

Total Points _____

(Minimum number of points required for consideration to elevate to fellow is 60 points; 45 must be earned in section A).

Attestation Statement from Applicant

I hereby certify that the information contained in this application for the Academy-ARIN is, to the best of my knowledge, accurate and complete. I understand any misrepresentation or willful omission is cause to disqualify me for acceptance as a Fellow of the Association for Radiologic & Imaging Nursing.

I, herewith, submit supporting documentation of my qualifications and associated activities.

Applicant Signature _____ **Date** _____

Printed name with credentials _____

Attach/upload professional/business casual looking "Headshot" of Applicant here (passport size)

If selected as a member of the Academy, ARIN (and Elsevier) may use my photo for promotion purposes.

Yes _____ No _____

Signed:

Appendix B: Sponsor's Form

Sponsor's Statement: (max 500 words) – documents the length of time and in what capacity the sponsor knows the nominee and highlight the special contributions of the applicant.

Attestation Statement from Sponsor

I certify that the information and statements contained in the application of the above applicant for Fellow of the Association for Radiologic & Imaging Nursing are accurate and correct, to the best of my knowledge.

I affirm this applicant to be a quality candidate for the title of Fellow in the Academy-ARIN.

Sponsor Signature _____ Date _____

Printed name with credentials _____

One sponsor endorsement from a member of the Fellows Committee. (Exception 1st year)

Attestation statements from Sponsor

- **Attestation Statement from Sponsor**
- I declare the information in the nominees' application to be accurate to the best of my knowledge.
- I affirm this applicant to be a quality candidate for the title of Fellow in the Academy-ARIN.

- **Sponsor Signature:** _____ **Date:** _____

Printed name with credentials _____

Deadline Date: Please check the website for current deadlines.

Applicant: Please include \$50.00 non-refundable application fee to cover processing costs.

Email application and supporting documentation to:

Association for Radiologic and Imaging Nursing (ARIN)

General Inquiries: Toll Free (866) 486-2762

Mail to: info@arinursing.org

200-411 Richmond St East, Toronto ON, M5A 3S5, Canada