



CANDIDATE INFORMATION BULLETIN

## COMMONWEALTH OF PENNSYLVANIA PODIATRY RADIOLOGY

The Pennsylvania State Board of Podiatry has engaged Professional Credential Services (PCS), for scheduling, examination development, administration and score reporting. Please read the following information carefully before completing the enclosed application form. All inquiries regarding the examination administration must be directed to the Pennsylvania Podiatry Radiology Coordinator at PCS.

All correspondence and questions related to examination eligibility and the license application should be directed to:

**State Board of Podiatry Radiology**  
**One Penn Center**  
**2601 North Third Street**  
**Harrisburg, PA 17110**

**Phone: 717.783.4858**

**Fax: 717.787-7769**

**Web site: [www.dos.state.pa.us/pod](http://www.dos.state.pa.us/pod)**

**email: [st-podiatry@state.pa.us](mailto:st-podiatry@state.pa.us)**

All correspondence and questions related to examination scheduling forms, test development, administration, scoring and reporting should be directed to:

**Professional Credential Services**  
**PA Podiatry Radiology Coordinator**  
**PO Box 198689**  
**Nashville, TN 37219-8689**

**Toll free: 1.877.U.TRY.PCS or 1.877.887.9727**

**Fax: 615.846.0153**

**Email: [papodcord@pcshq.com](mailto:papodcord@pcshq.com)**

**Web site: [www.pcshq.com](http://www.pcshq.com)**

Professional Credential Services staff is available by phone Monday through Friday between 8:00 am and 4:30 pm Central time.

### PCS DOCUMENTATION

Application materials in addition to pertinent information can be obtained from the PCS web site at [www.pcshq.com](http://www.pcshq.com). The scheduling form and examination fee must be mailed to PCS. The name on your Scheduling Form must be an exact duplicate of the name on your photo and signature identification. If the information is not an exact duplicate, you may encounter a problem when you appear at the test site.

### SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act, examination administration modifications are available for candidates who qualify. Such candidates must obtain an official form from PCS on which to request special modifications. The completed form must be returned to PCS with all required documentation 60 days prior to month in which you wish to schedule an examination.

The Special Accommodation Form can be found on the PCS web site.

### PCS EXAMINATION FEES

The examination fee for first time candidates is \$195. The examination fee for re-examination is \$170. The fee should be made payable to the PCS/Pod Rad. The fee must be in the form of a certified check, U.S. money order, Visa or MasterCard. The candidate's Social Security Number must be posted on the certified check or money order. Information on the utilization of a credit card will also be available, if you prefer this option.

You must test within 90 days of issuance of your Authorization Letter. Failure to test within the 90-day window will result in the forfeiture of your examination fees. You must then call PCS to submit the examination fee to re-instate your test eligibility status.

### EXAMINATION DEADLINE DATES, SCHEDULE & SITES

#### Deadline Dates

First-Time and Re-Examinee Candidates: Once PCS receives your scheduling form with fee, it will be processed within two weeks. Your eligibility file will be forwarded to PSI, the computer-based test platform and you will receive an Authorization To Test (ATT) Letter with instructions on how to schedule your test administration.

#### Schedule

The Podiatry Radiology Examination is offered on a daily basis on a computer-based testing platform utilizing the PSI test locations. Your Authorization To Test Letter will provide you with information on how to contact PSI to schedule your examination.

PSI is also the computer-based testing platform for other National and State certification and licensure programs. Thus you should permit sufficient time between the time you call to schedule your examination and the time you wish to sit for your examination. This is due to the fact that a "seat" may not be

readily available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call.

### **Site Locations**

You may access site information by visiting [www.psiexams.com](http://www.psiexams.com). Click on "Test Taker/Candidates" and choose "Find A Testing Center." Testing will be available at site locations listed within and outside Pennsylvania. You may download site directions and site hours from this web site.

### **Site Environmental Distractions**

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distraction. It is suggested that if you are sensitive to noise or temperature variations, you may want to bring earplugs and types of dress that can help you to adapt to a cooler or warmer climate in the examination room. PSI will work with the test site staff to anticipate potential problems.

### **AUTHORIZATION LETTER**

Candidates must allow two weeks for processing of their information. You will receive an Authorization To Test (ATT) Letter outlining the steps to be taken to schedule your examination with PSI. If the ATT has not been received after the two-week submission period, please contact PCS.

### **ADMISSION REQUIREMENTS**

1. You must present your Authorization Letter and one form of identification with a photograph and your signature (i.e. drivers license, school or work identification card, or passport) in order to be admitted to the examination room. The name submitted on your scheduling form must be an exact duplication of the name on your identification.
2. The identification must be current, clearly recognizable or you will not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification. If you do not have proper identification, you will not be admitted to test.
3. It is your responsibility to be at the examination center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the exam so you are familiar with the route and the needed time.

### **COMPUTER TESTING**

The Podiatry Radiology Examination is a multiple-choice format. A Site Administrator will be available to assist you to become familiar with the testing process prior to your actual testing time.

If you experience difficulties with your computer, please notify the Site Administrator.

### **SECURITY GUIDELINES**

The Commonwealth of Pennsylvania copyrights all test questions. Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment

may be sufficient cause for you to leave the examination room. All such irregularities will generate a report to the Board and PCS. No visitors, guests or children are permitted in the examination room.

No food, beverages, notebooks, magazines, reference materials, backpacks, briefcases, hats, caps or electric devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found on a candidate, the Site Administrator will collect it until the end of the examination and provide a written report of the incident to the Board and PCS.

No smoking or the use of tobacco is permitted in the examination room.

### **NAME OR ADDRESS CHANGE**

Any name or address change must be reported in writing to the Pennsylvania State Board and PCS. Be sure to include your name, as it appears on your application, Social Security number and signature along with the information to be changed. For a name change, you must submit a photocopy of a legal document verifying the name change (i.e. marriage certificate, divorce decree or legal document indicating a name change). Notify PCS no later than 5 days after your test date to prevent any delay in the score reporting process.

### **RESCHEDULE, REFUND and EMERGENCY POLICY**

#### **Reschedule Policy**

Candidates who wish to reschedule an examination MUST notify PSI at least three working days prior to the scheduled test date. If you scheduled your test date within this three-day window, you will not have the opportunity to reschedule.

You will forfeit all examination fees if you do not appear for your scheduled examination or are not admitted due to lack of proper photo/signature identification.

#### **Refund Policy**

Candidates who wish to cancel from the examination process and receive a partial refund must notify PCS prior to scheduling an examination test date. A written request must be received within 30 days of the submission of your scheduling form to PCS. A \$65 PCS processing fee will apply to all candidates. All refunds will be issued 30 days after receipt of the request.

Refunds are not granted to candidates who scheduled an examination and then wished to withdraw from the examination process, who failed to test within the 90-day window, who failed to reschedule their examination within the appropriate timeframe or who failed to appear or were not admitted for testing.

#### **Emergency Policy**

In the event of inclement weather or similar emergency, you should contact PSI to ascertain the status of the test site. If PSI must cancel or delay an examination, you will be notified and rescheduled at no additional cost.

However, given the difficulties in canceling a test center, this decision is rarely made. If the test center is open and you choose not to appear for testing, your examination fee will be forfeited.

## EXAMINATION CONTENT

The Podiatry Radiology Examination contains 100 multiple-choice questions. In addition to these 100 questions, there may be a maximum of five pre-test questions. Pre-test questions are randomly placed within a test form to gain additional statistical information and are not computed in your score results.

There is no penalty for guessing so it is to your advantage to answer every test question.

The Examination is closed book. You will have two hours of testing time.

## CONTENT OUTLINE

Radiation Protection 32 questions

1. Patient protection
2. Personnel protection
3. Monitoring

Equipment Operation and Maintenance 07 questions

1. Radiographic equipment
2. Personnel protection
3. Technical trouble-shooting of radiographic unit and Accessories

Image Production and Evaluation 20 questions

1. Selection of technical factors
2. Film processing and quality assurance
3. Evaluation of radiographs

Radiographic Procedures 37 questions

1. General procedural considerations
2. Specific imaging procedures
3. Cross and radiographic anatomy

Patient Care and Management 04 questions

1. Verification of patient identification and requested procedure
2. Patient transfer

## REFERENCES

The following are recommended in preparing for the examination:

Pennsylvania Code Title 49, Professional and Vocational Standards. Department of State. Chapter 29. State Board of Podiatry

Podiatry Act of 1956

Radiologic Science for Technologists, Physics, Biology and Protection, 7th edition, Stewart C. Bushong. Publisher: Mosby Yearbook, C.V. Mosby Co.

Imaging of the Foot and Ankle, 1996, Julia R. Crimm, Reginald L. Hall, Andrea Cracchiolo Publisher: Lippincott-Raven

The Comprehensive Guide to Podiatric Medical Assisting, 3rd Edition, Chapter 2 and 8 Irvin I. Donick. RLM Productions, Nederland, TX American Society of Podiatric Medical Assistants

Radiology of the Foot and Ankle, 2nd Edition, Thomas H. Berquist, Editor, Publisher: Lippincott, Williams & Wilkins, Philadelphia PA

## EXAMINATION RESULTS

Candidates must achieve a scaled score of 75 to pass the examination. Scaling the scores permits the different forms of an examination to be reported on a common, consistent scale and is not necessarily equivalent to the scores based on a percentage.

Score results will be transmitted from PSI to PCS on a weekly basis. Results will be mailed approximately 2 weeks after the examination. NO results will be given over the phone. Please do not call the PA Board, PSI or PCS for test results. If you did not pass the examination, your result letter will explain how to re-schedule.

Duplicate results are available to candidates after seven days of the release date. Duplicate result requests must be made in writing to PCS. Duplicate results are sent to the address on file free of charge until 30 days after the release date. Candidates making requests after that date or to a new address will be charged \$25.00 for each duplicate result request.

## CANDIDATE APPEAL PROCESS

Please contact PCS in writing if you wish to make a comment concerning the test administration process or on a particular test question. You should provide your name, address, Social Security Number and the test date with your particular comment. Your letter will be researched and acted upon accordingly.