

American College of Rheumatology
2024 Adult Rheumatology In-Training Exam (ITE)
Registration Guide

Registration Deadline: Wednesday, February 21, 2024, at 11:59 pm ET

STEP #1: UPDATE YOUR TRAINING PROGRAM ROSTER AND CHECK MEMBERSHIP STATUS

- 1) Before registering your fellow(s) for the exam, please review your 2023-2024 fellowship training program roster and make sure it is updated and complete.

[Instructions >](#)

[Video >](#)

- 2) New this year, fellows in training who have an active ACR FIT or ACR Transitional membership will receive a discounted registration rate. The 2024 ITE registration rate for ACR FIT and ACR Transitional members is \$300. The registration rate for non-members and those with other ACR or ARP membership categories is \$435.

To view your fellows' membership status and category, go to the **Training Program Roster** section of your ACR account using the instructions linked above. An example of the information you will see is shown in the screenshot on the following page.

- a. **Yes** or **No** denotes if the person has an active ACR or ARP membership
- b. If the person has an active membership (**Yes** is shown), the 2nd line will show their membership category.
- c. If you have any questions about the membership status of any of your fellows or would like for your non-member fellows to become members of the ACR, please send an email to membership@rheumatology.org and cc ITE@rheumatology.org.

Training Program Roster

Manage your training program roster of faculty and fellows.

An up-to-date roster is an important step to ensure your program participants have access to all available information and benefits. See [instructions](#), [FAQs](#), and [video](#) to learn how to update your program roster. Steps to update: (1) Remove any fellows or faculty not associated with your program for the 2023-2024 academic year. (2) Add all fellows or faculty not currently shown on your roster. Include: Division Director, Assistant & Program Director, and Program Coordinator. (3) Assign the appropriate program role for each person on your roster.

Manage roster: 2023-2024 / Adult / Test Training Program

Add Individual to Program Roster



Fellow in training #1

Yes
ACR Transitional
6/30/2024

Fellow-in-Training

2023-2024 / Adult / Test Training Program »

COIN Current Current ACR FIT



Fellow in training #2

Yes
ACR Fellows-in-Training
5/10/2024

Fellow-in-Training

2023-2024 / Adult / Test Training Program »

Education Current Current ACR FIT International



Fellow in training #3

No

Fellow-in-Training

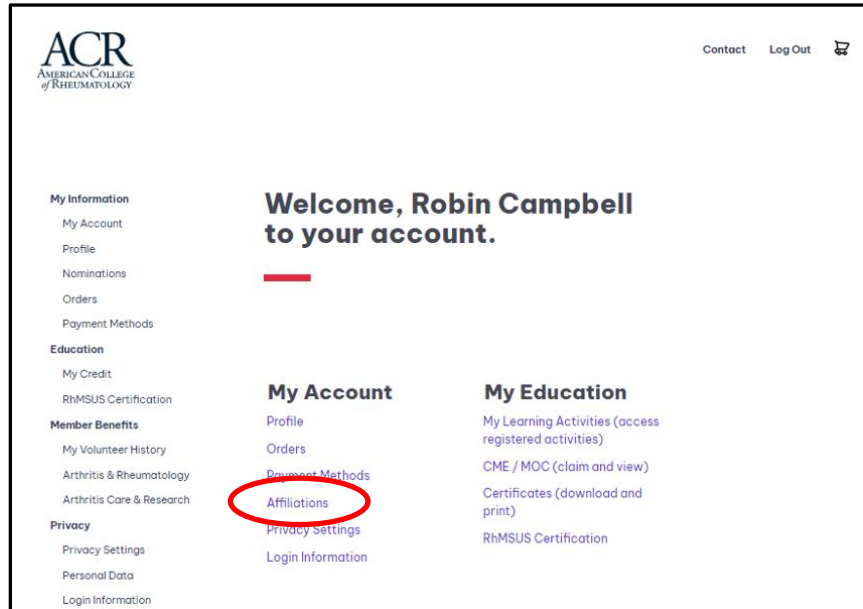
2023-2024 / Adult / Test Training Program »


Janet Mitchell

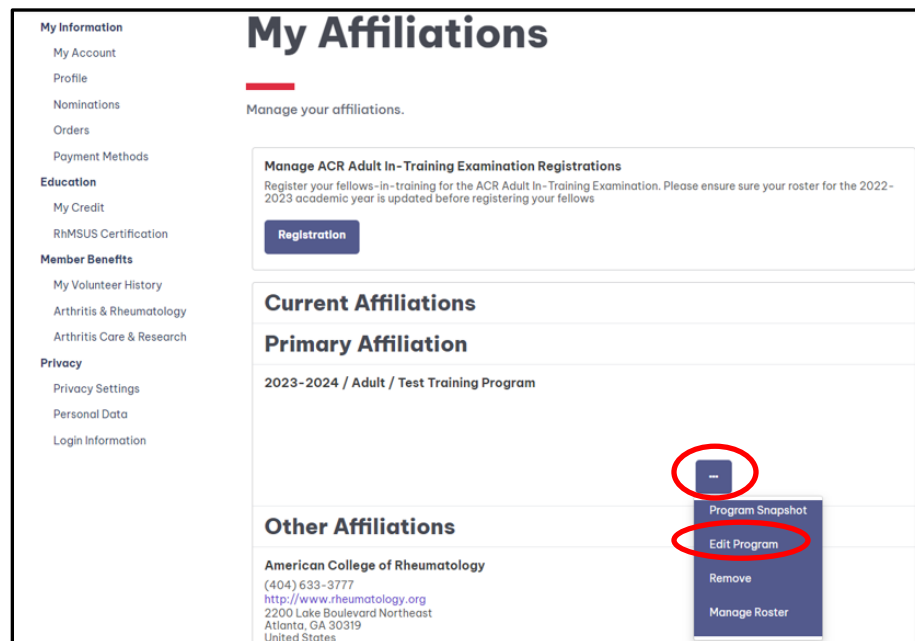


STEP #2: PROVIDE PROCTOR INFORMATION

- 1) Visit <https://my.rheumatology.org/my-account> and log in to your ACR account.
- 2) Select **Affiliations** under **My Account** in the center of the page.



- 3) Select the edit icon () next to the 2023-2024 training program with which you are affiliated. Select **Edit Program** in the dropdown list that appears.



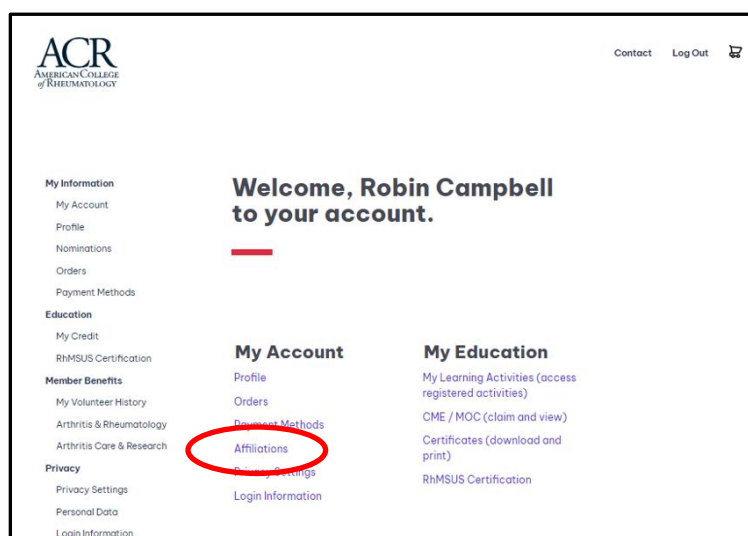
- 4) Scroll down and complete the six field(s) appearing on the card shown below and select **Save**.

The screenshot shows a form titled "ACR Adult In-Training Examination Proctor Information". It contains six input fields arranged in two columns. The left column has three fields: "Proctor 1 Name", "Proctor 1 Email", and "Proctor 1 Phone". The right column has three fields: "Proctor 2 Name", "Proctor 2 Email", and "Proctor 2 Phone". At the bottom right of the form, there is a dark blue button with the word "Save" in white text, which is circled in red.

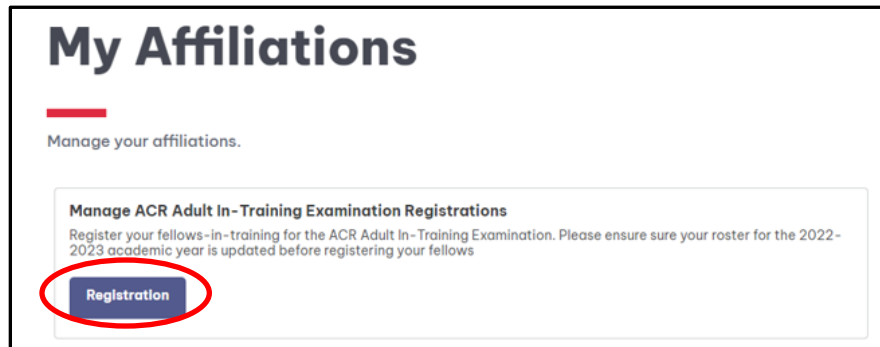
Do not proceed with registering your fellow(s) for the exam until these proctor fields are completed and saved. If these proctor fields are left empty, the proctor(s) will not receive any communication from the ACR or the National Board of Medical Examiners (NBME) regarding preparations for the exam administration. This proctor information can be updated up until the exam registration closes on 2/21/2024. If you need to update this information after 2/21, please contact ITE@rheumatology.org.

STEP #3: REGISTER YOUR FELLOW(S)

- 1) Re-visit the **Affiliations** page in your ACR account.



- 2) Once on the **My Affiliations** page, select the **Registration** button for the ACR Adult In-Training Examination.



My Affiliations

Manage your affiliations.

Manage ACR Adult In-Training Examination Registrations

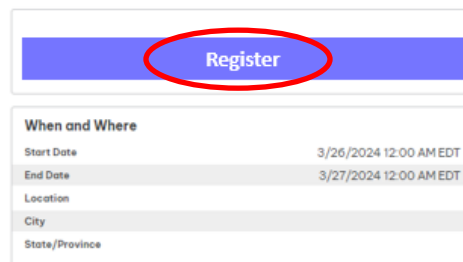
Register your fellows-in-training for the ACR Adult In-Training Examination. Please ensure sure your roster for the 2022-2023 academic year is updated before registering your fellows

Registration

If you do not see the 'Registration' button, contact ITE@rheumatology.org.

- 3) Select **Register** (this button will switch to **Add or Manage Registrations** if you return to the 2024 ITE registration site after registering one or more fellows).

Adult In-Training Exam 2024

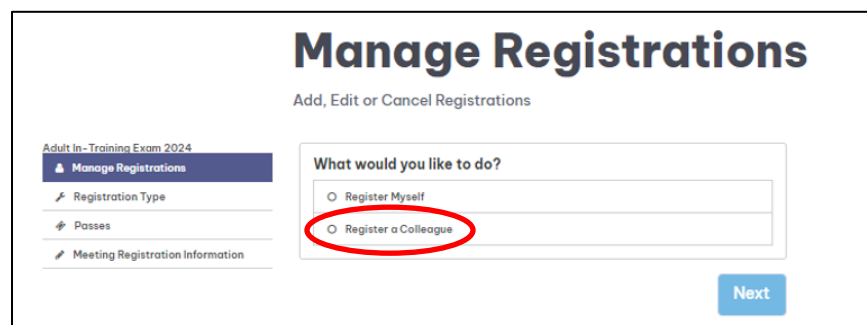


Register

When and Where

Start Date	3/26/2024 12:00 AM EDT
End Date	3/27/2024 12:00 AM EDT
Location	
City	
State/Province	

- 4) Select **Register a Colleague** then **Next**.



Manage Registrations

Add, Edit or Cancel Registrations

Adult In-Training Exam 2024

- Manage Registrations**
- Registration Type
- Passes
- Meeting Registration Information

What would you like to do?

☐ Register Myself

☒ Register a Colleague

Next

- 5) Select the first fellow in training who you would like to register and click **Next**.

If you previously updated your 2023-2024 training program roster, yet do not see your fellow(s) on this list, contact ITE@rheumatology.org.

The screenshot shows the 'Manage Registrations' page. On the left is a sidebar with the title 'Adult In-Training Exam 2024' and four menu items: 'Manage Registrations' (active), 'Registration Type', 'Passes', and 'Meeting Registration Information'. The main content area has the heading 'Manage Registrations' and subtitle 'Add, Edit or Cancel Registrations'. It contains two sections: 'What would you like to do?' with radio buttons for 'Register Myself' and 'Register a Colleague' (selected), and 'Pick the colleague you'd like to register' with a note 'Don't see the person you're looking for? Contact the office.' and a list of radio button options: 'Fellow in training #1' (circled in red), 'Fellow in training #2', 'Assistant Program Director', 'Program Coordinator', 'Fellow in training #3', 'Program Director', and 'Fellow in training #4'. A blue 'Next' button is at the bottom right.

- 6) Select **Attendee** and click **Next** (you can disregard that the text says "I will attend").

The screenshot shows the 'Registration Type' page. The sidebar is identical to the previous form. The main content area has the heading 'Registration Type' and subtitle 'Select a registration type.'. It contains a section 'I will attend as...' with a radio button for 'Attendee' (selected). At the bottom are blue 'Back' and 'Next' buttons.

- 7) Select the date you would like your fellow to test and click **Next**. The price shown will be \$300 if the fellow is an ACR FIT or ACR Transitional member. If not, the price shown will be \$435.

The screenshot shows a web interface titled "Passes" with a subtitle "Select pass options." On the left is a sidebar menu for "Adult In-Training Exam 2024" with options: "Manage Registrations", "Registration Type", "Passes" (highlighted), and "Meeting Registration Information". The main content area is titled "Activity Information" and contains a table with two rows:

Activity	Price
<input type="checkbox"/> Day 1 - March 26, 2024	\$300.00
<input type="checkbox"/> Day 2 - March 27, 2024	\$300.00

At the bottom are "Back" and "Next" buttons.

- 8) Confirm the first and last name of your fellow and click **Checkout**.

The screenshot shows a web interface titled "Meeting Registration Information" with a subtitle "Please review your information and make any needed updates. Meeting participants must read and agree to comply with all ACR policies and disclosures. If you need help, please call 404-633-3777." On the left is a sidebar menu for "Adult In-Training Exam 2024" with options: "Manage Registrations", "Registration Type", "Passes", and "Meeting Registration Information" (highlighted). The main content area is titled "Badge Preferences" and contains two input fields:

First Name *

Last Name *

At the bottom are "Back" and "Checkout" buttons.

- 9) Review the information shown on the Checkout page. If you would like to register additional FITs, click **Register Other** and complete steps 4-9 for each additional FIT. If you do not have any other FITs to register, you can enter your payment information on the Checkout page and click **Submit**.

Important Payment Information

Payment via credit card is preferred. If you are unable to pay by credit card and need to request an invoice to pay via check, contact

ITE@rheumatology.org. Invoices must be paid by 3/8/24 or registered fellows will not be able to take the exam.

- 10) Once you have submitted the transaction, both you and the registered fellow(s) will receive a confirmation email. **The confirmation email sent to fellows will not include their testing date. Please notify your fellows of the date you selected for them.** You can review your order in your ACR Account under **My Orders**.

The ACR and the National Board of Medical Examiners (NBME) will be in touch over the next few months with information regarding the pre-administration verification, workstation certification, the chief proctor manual, examinee instruction sheets, etc.

NEED TO CHANGE THE EXAM DATE AND/OR CANCEL AN EXAM REGISTRATION FOR A FELLOW?

You can change the exam date for fellow(s) and/or cancel an exam registration online **until registration closes on 2/21/2024**. If you need to change the exam date for fellow(s) and/or cancel an exam registration **after** registration closes, contact the ACR at ite@rheumatology.org.

- 1) Visit <https://my.rheumatology.org/my-account> and log in to your ACR account.
- 2) Select **Affiliations**.
- 3) Once on your **My Affiliations** page, select the **Registration** button for the ACR Adult In-Training Examination.
- 4) Select **Add or Manage Registrations**
 - If you would like to **change the exam date** of a fellow, select **Edit Existing** and select the registered fellow from the list.
 - If you would like to **cancel the exam** of a fellow, select **Cancel Existing** and select the registered fellow from the list.
- 5) Proceed with the either cancelling or changing the exam date. Once on the check-out page, select **Submit**.

Both you and the registered fellow(s) will receive a confirmation email of this updated registration. You can also review your updated order in your ACR Account under **My Orders**.

Cancellation Policy

You can cancel exam registrations up to eight days before the exam administration and will be eligible to receive a full refund. Cancellations that are requested within seven days of the exam administration are ineligible for a refund.

ACR IN-TRAINING EXAM CONTACT INFORMATION

If you have any questions or concerns regarding registration, please contact the ACR.

Email: ITE@rheumatology.org

Phone: (404) 365-2141 (Janet Mitchell)