

**American College of Rheumatology**  
**Adult Rheumatology In-Training Exam (ITE) 2025**  
**Registration Guide**

**Registration Deadline: Friday, February 21, 2025, 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 2024-2025 fellowship training program roster and make sure it is updated and complete.

[Instructions >](#)

[Video >](#)

- 2) Fellows in training who have an active ACR FIT or ACR Transitional membership will receive a discounted registration rate. The 2025 ITE registration rate for ACR FIT and ACR Transitional members is \$349. The registration rate for non-members and those with other ACR or ARP membership categories is \$499.

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 2<sup>nd</sup> line will show their membership category and the third line will show their membership expiration date.
- c. **Fellow-in-Training** denotes that they have been assigned the role of FIT. Other roles shown may be Division Director, Assistant Program Director, or Program Director. If a person on your roster does not have a role showing, please assign them one.
- d. 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](mailto:membership@rheumatology.org) and cc [ITE@rheumatology.org](mailto: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 2024-2025 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.

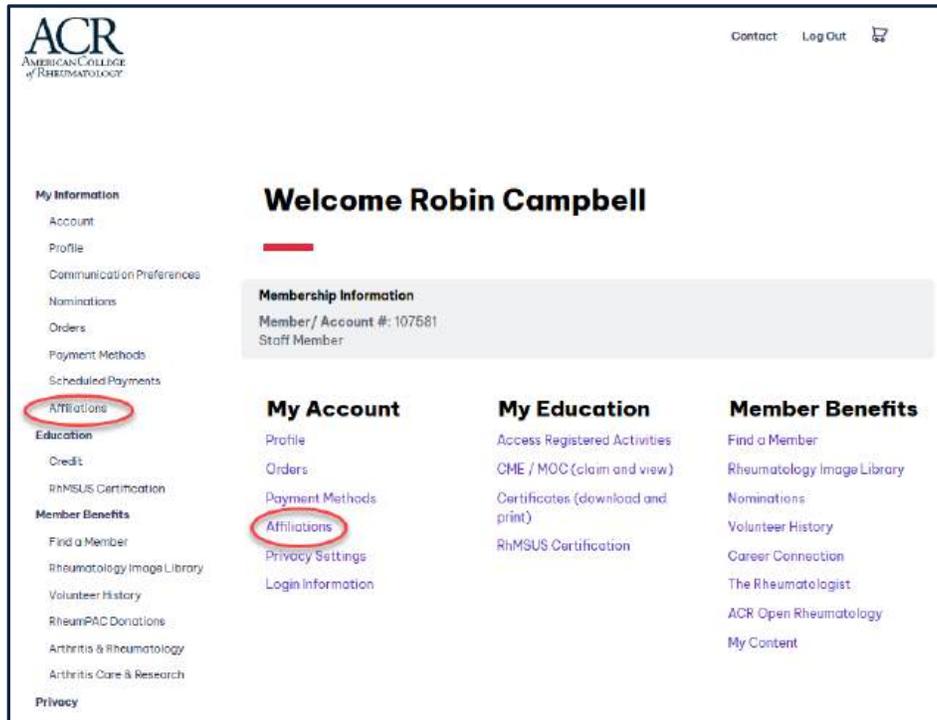
Manage roster: 2024-2025 / Adult / Test Training Program 2

**Add Individual to Program Roster**

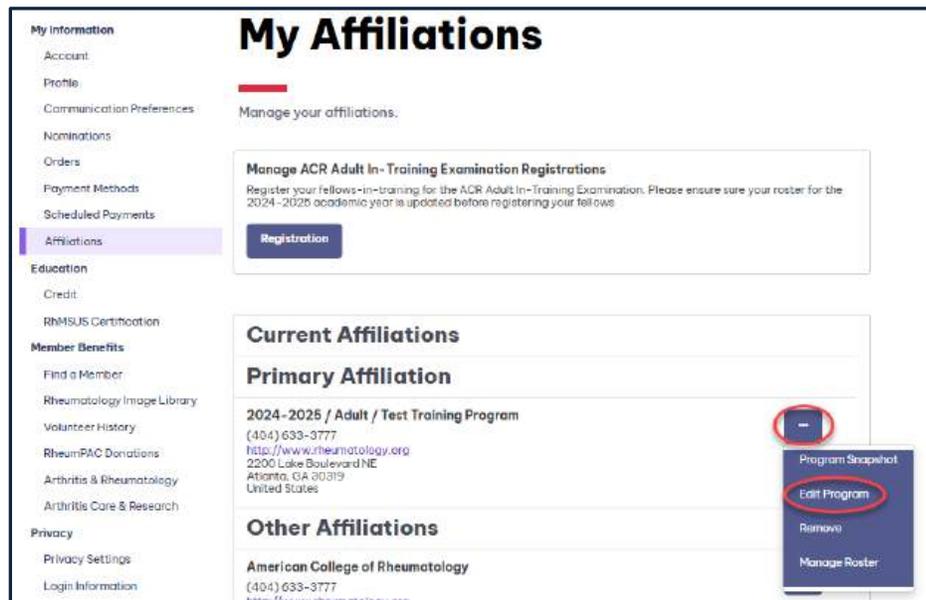
	<b>Fellow in training #1</b> Yes ACR Transitional 10/31/2025 Fellow-in-Training 2024-2025 / Adult / Test Training Program 2 > COINCurrent CurrentACRFT	
	<b>Fellow in training #2</b> No Fellow-in-Training 2024-2025 / Adult / Test Training Program 2 > Education NonMember 2	

## **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 2024-2025 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**.

**ACR Adult In-Training Examination Proctor Information**

Primary Proctor Name

Primary Proctor Email

Primary Proctor Phone

Secondary Proctor Name

Secondary Proctor Email

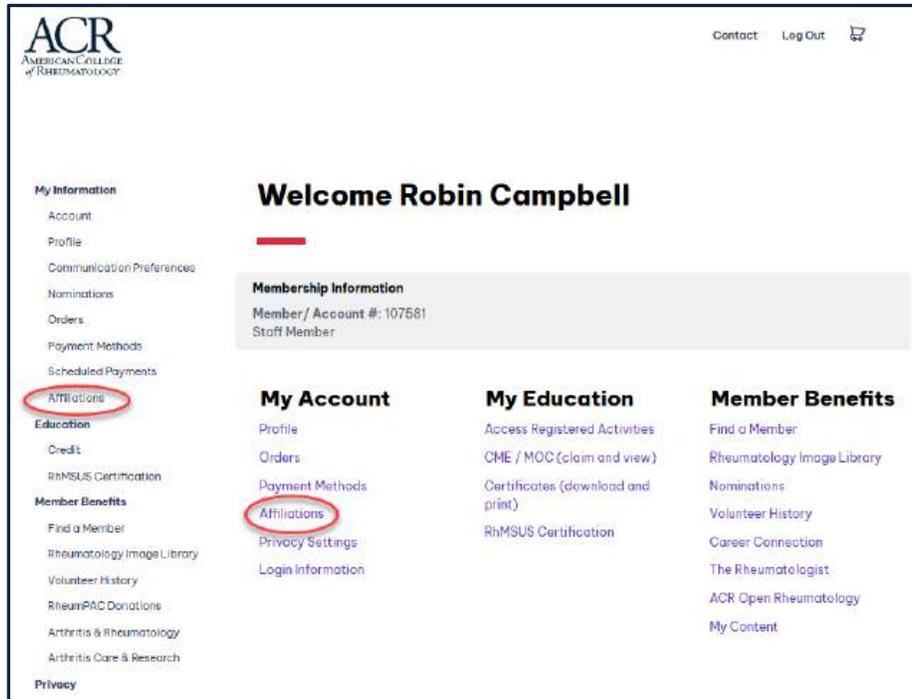
Secondary Proctor Phone

**Save**

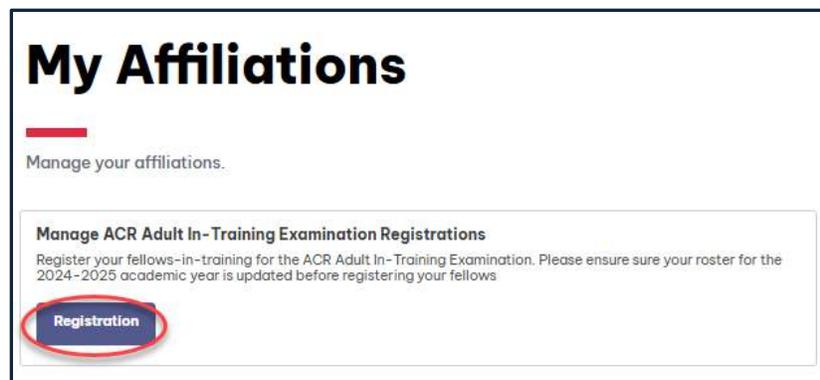
**Do not proceed with registering your fellow(s) for the exam until these proctor fields are completed and saved.** If these proctor fields are left empty, the proctor(s) will not receive any communication from the ACR or the National Board of Medical Examiners (NBME) regarding preparations for the exam administration. This proctor information can be updated up until the exam registration closes on 2/21/2025. If you need to update this information after 2/21, please contact [ITE@rheumatology.org](mailto: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.

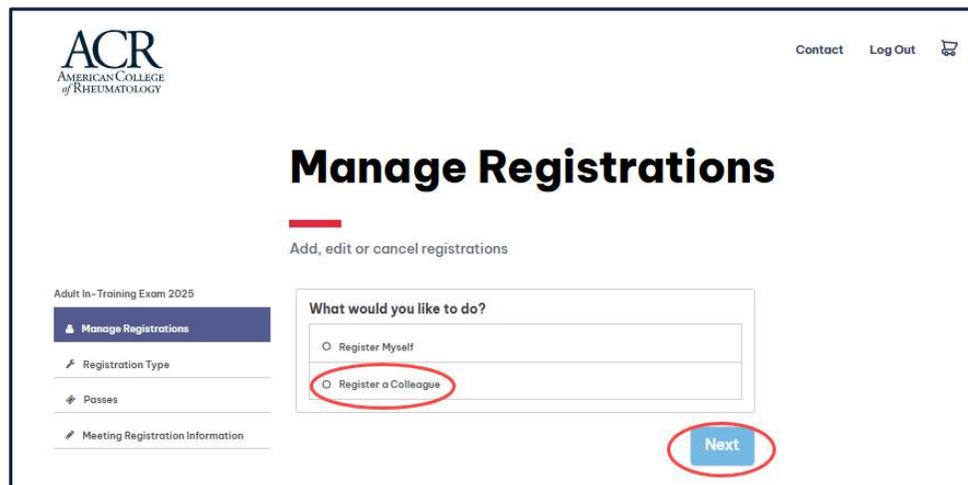


If you do not see the 'Registration' button, contact [ITE@rheumatology.org](mailto:ITE@rheumatology.org).

3) Select **Register**.



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



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

If you previously updated your 2024-2025 training program roster, yet do not see your fellow(s) on this list, contact [ITE@rheumatology.org](mailto:ITE@rheumatology.org).

ACR  
AMERICAN COLLEGE  
of RHEUMATOLOGY

Contact Log Out

## Manage Registrations

Add, edit or cancel registrations

Adult In-Training Exam 2025

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

What would you like to do?

Register Myself

Register a Colleague

Pick the colleague you'd like to register

If you have updated your roster and don't see some fellows, contact [ite@rheumatology.org](mailto:ite@rheumatology.org)

Fellow in Training #1

Fellow in Training #2

Fellow in Training #3

Program Director

Division Director

Next

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

## Registration Type

Select a registration type.

Adult In-Training Exam 2025

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

I will attend as...

Attendee

Back

Next

- 7) Select the date you would like your fellow to test and click **Next**. The price shown will be \$349 if the fellow is an ACR FIT or ACR Transitional member. If not, the price shown will be \$499.

The screenshot shows the 'Passes' page for the 'Adult In-Training Exam 2025'. On the left is a navigation menu with options: 'Manage Registrations', 'Registration Type', 'Passes' (highlighted), and 'Meeting Registration Information'. The main content area is titled 'Passes' and includes a sub-header 'Select pass options.' Below this is an 'Activity Information' section with a table of options:

Day	Price
<input type="checkbox"/> Day 1 - March 25, 2025	\$349.00
<input type="checkbox"/> Day 2 - March 26, 2025	\$349.00

At the bottom of the page are 'Back' and 'Next' buttons.

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

The screenshot shows the 'Meeting Registration Information' page for the 'Adult In-Training Exam 2025'. The top left features the ACR logo (American College of Rheumatology). The top right has links for 'Contact', 'Log Out', and a shopping cart icon. The main heading is 'Meeting Registration Information'. Below the heading is a disclaimer: '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.' A note states: 'The fields with an asterisk (\*) are required.' The 'Contact Information' section includes the instruction: 'For in person meetings, this name will be printed on your badge.' It contains two required text input fields: 'First Name \*' with the placeholder 'First name of FIT' and 'Last Name \*' with the placeholder 'Last name of FIT'. 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** (shown in top screenshot below) and complete steps 3-8 for each additional FIT. If you do not have any other FITs to register, you can scroll down and enter your

payment information on the Checkout page and click **Submit** (shown in bottom screenshot below).

# Checkout

Review your selection and pay.

**Fellow in Training #1**  
Adult In-Training Exam 2025  
3/25/2025 7:00 AM

**Register Other**  
**Remove**  
**Edit**

	Quantity	Total Price
Day 2 - March 26, 2025	1	\$349.00

OR

### Credit or Debit Card

Name on Card \*

Card Number \*



Security Code \*  

Expiration Date \*

Save for Future Use

---

### Total Details

Grand Total	\$1,347.00
Balance	\$1,347.00

**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 Janet Mitchell at [ITE@rheumatology.org](mailto:ITE@rheumatology.org). Invoices must be paid by 3/7/25 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.

### **Reminder about Proctor Information**

If you did not provide the name, email, and phone number of your proctor(s) before registering your fellows, please do so now. Instructions are on page 2 (Step 2). We must have this information on file by the registration close date (2/21/25).

## **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 2/21/2025**. 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](mailto: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 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](mailto:ITE@rheumatology.org)

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