

NEXT STEPS:

- 1) Complete the Virtual X-Ray Assistant Program online **registration**, OR complete and print the registration form, via links on the FPMA website Virtual X-Ray Assistant Initial Licensure Program page. Submit registration to FPMA with payment. **Please note that all communications pertaining to the program will be sent to the email address you provide on your course registration form.**
- 2) Download the course program **study materials** (X-Ray Assistant training manual and Medical Errors manual) via the links provided on the FPMA website Virtual X-Ray Assistant Initial Licensure Program page.
- 3) Look over the course program study materials **prior to** the day of the Virtual Podiatric X-Ray Assistant course to get familiar with the material.
- 4) Download **Zoom** software (**prior to** the day of the course) when you receive the instructions via email.
- 5) Print out the **course schedule** (provided to you via email) **prior to** the day of the course. There will be one 15-minute break in the morning, a half hour break for lunch, and one 15-minute break in the afternoon (*see course schedule for specific times*).
- 6) Attend the Virtual Podiatric X-Ray Assistant course from 9:00 a.m. - 4:00 p.m. on Saturday, July 18, 2020. **You must attend the entire course to earn continuing education contact hours (CECH), as well as successfully complete the course exam, prior to** applying for licensure as a Podiatric X-Ray Assistant.
- 7) Once the Virtual course ends, complete the **online X-Ray Assistant course exam**. A link to the online exam will be provided to you via email.
- 8) Complete the two-hour **online Medical Errors course** and course exam. You will receive a link to the online course via email and will be provided with a coupon code to access the course.
- 9) Complete the one-hour **online Human Trafficking course** and course exam. You will receive a link to the online course via email and will be provided with a coupon code to access the course.
- 10) Wait to receive a **confirmation email** from FPMA indicating the CECH you earned taking the required courses listed above have been submitted to CE Broker **prior to** completing/submitting the Podiatric X-Ray Assistant license application and fulfilling the necessary requirements.