

CONTINUING EDUCATION EVALUATION PACKET

AHRA: THE ASSOCIATION FOR MEDICAL IMAGING MANAGEMENT HAS BEEN APPROVED AS A
RECOGNIZED CONTINUING EDUCATION APPROVER.

CONTINUING EDUCATION APPROVED THROUGH THIS MECHANISM WILL BE AWARDED
CATEGORY A RECOGNITION BY THE ARRT.

AHRA: THE ASSOCIATION FOR MEDICAL IMAGING
MANAGEMENT

SPONSOR REQUIREMENTS

To have an educational event evaluated for ARRT Category A continuing education (CE) credit by AHRA, the sponsor must:

- 1) Design the educational event to meet the ARRT's definition of a continuing education activity.** ARRT's definition of a continuing education activity is as follows:

A learning activity that is planned, organized and administered to maintain and enhance the knowledge and skills underlying the professional performance that an R.T. uses to provide service to patients, the public, or the medical profession.

(ARRT Continuing Education Requirements, September 2015.)

The sponsor must have their program approved by a Recognized Continuing Education Approver.

AHRA reviews applications for continuing education based on the following eligibility requirements:

- a) The activity must relate to the radiologic sciences profession.
- b) The activity objectives must be attainable given the scope of the subject as described in the outline, and the time frame specified (if applicable).
- c) The faculty must have credentials relevant to the topic presented.

- 1. Apply for evaluation.**

- a. A complete Application for Evaluation (*included in the Appendix*) must be submitted to AHRA at least 45 business days before the educational event. Applications submitted less than 45 days

before the event may not be reviewed. Incomplete or unreadable forms will be returned to sponsors for correction before processing.

- b. Attach all required documents as specified on the application and the payment form.
- c. Upon receipt of a complete application, AHRA will evaluate the event for CE credit, assign a reference number if approved and determine the number of credit(s) to be granted.

2. Verify attendance of participants at the educational event.

- a. Use a mechanism that ensures the participant attended the required contact time for the event. Acceptable forms of attendance documentation include: sign in sheets, admission tickets, bar code scanning. A description of the mechanism used must be included on your application.
- b. Records must document participation by the attendee for possible verification at a later date.
- c. The honor system is not an acceptable form of attendance verification.

3. Maintain list of attendees of the educational event on file for a minimum of 3 years following the event in order to validate participant's attendance. This includes post-tests and answer sheets. *The ARRT requires documents be kept by the technologist for one full year after the end of the biennium.*

4. Provide appropriate documentation to each participant of the educational event.

- Documentation (certificate, letter, etc.) must include:
 - Name of participant
 - Pre-printed date(s) of attendance
 - Title of the activity
 - Pre-printed number of assigned CE credits
 - Name of sponsor
 - Signature of the instructor or an authorized representative of the sponsor issuing the documentation
 - Pre-printed CE reference number as determined by RCEEM
 - Category A or A+ designation
 - Identification of approving RCEEM (AHRA)
 - Expiration date of CE activity

****Certificates with hand-written date of completion, CE credit amount, or CE reference number will not be accepted by the ARRT. ****

5. Per ARRT guidelines, each sponsor must have a “Letter of Attestation” on file with the AHRA. A copy is acceptable as long as the original can be provided in case of an audit. These letters must be updated on an annual, or as needed, basis. A copy of the letter can be found in the [Letter of Attestation](#).

The following are eligible for credit:

- CE activities regarding ARRT requirements as presented by ARRT Board Members, staff, designees and other qualified individuals
- Personal development activities that apply to the workplace such as death and dying and conflict management
- Presentations of student RT papers if the information has been verified by Program Director

The following are NOT eligible for credit:

- Panel discussions
- Courses for the general public
- Lab courses
- *****SEE APPENDIX FOR COMPLETE ARRT CE POLICY FOR SPONSORS *****

EVENT TYPES

LECTURE (ONE EVENT, ONE SUBJECT)

This category refers to a one-time educational event in which only one subject is discussed in a contained time frame. The approval period is for the time frame (i.e. two hours, four hours) of the lecture only. The provider will submit an Application for Evaluation with the necessary attachments and appropriate fee (see Fee Schedule in this packet).

Providers must furnish each participant with documentation of participation (certificate or letter). Sample documentation is included in the Appendix.

SEMINARS (ONE EVENT, MULTIPLE SUBJECTS, NON-CONCURRENT)

This category refers to a one-time educational event. This educational event may contain one or

several non- concurrent presentations in a contained time frame, and may be submitted one of two ways at the sponsor's option:

1. As individual sessions. Participants are eligible to receive credit for the approved portion(s) of the seminar in which they participate. An Application for Evaluation form is submitted for each session of the seminar with appropriate fee (per day fee covers all applications of this type for a single day).
2. As a whole program. This option requires that all participants attend the entire seminar. Partial credit cannot be granted and sponsors are responsible for verifying that the participant attended the entire seminar. One Application for Evaluation form is submitted for the entire seminar.

The approval period is for the time frame (i.e. four hours, one day) of the seminar only. The provider will submit one or several Application(s) for Approval with the appropriate fee (see Fee Schedule in this packet).

Providers must furnish each participant with documentation of participation (certificate or letter) for each session the participant received credit for. Sample documentation is included in the Appendix.

CONFERENCES (ONE EVENT, MULTIPLE CONCURRENT SESSIONS)

This category refers to a one-time educational event with multiple concurrent sessions. An Application for Evaluation must be submitted for **each** individual session. The approval period is for the time frame (i.e. two days) of the conference only. One Application for Evaluation may be submitted for sessions that are to be repeated during the conference. The provider will submit one or several Application(s) for Approval with the appropriate fee. Providers must furnish each participant with documentation of participation (certificate or letter) for each session in which the participant earned credit. Sample documentation is included in the Appendix.

RECURRING EVENTS (SAME EVENT PRESENTED MULTIPLE TIMES)

This category is used in cases where the same event is presented multiple times in one year. A recurring educational event is granted approval for a period of 12-months and is renewable. The event can be repeated an unlimited number of times for the annual fee. Sponsors provide AHRA with a complete schedule for the educational event and must inform AHRA of changes or additions to this list. Multi-year pricing options are available; see Fee Schedule for details.

Providers must furnish each participant with documentation of participation (certificate or letter) for each session the participant received credit for. Sample documentation is included in the Appendix.

APPLICATIONS TRAINING:

CE credit is may be awarded for the formal part of training. The lecture must meet the same criteria (content outline, objectives, attendance and length) as any other lecture. The content may be company specific, but not site specific.

- One half hour of CE credit is permitted for each hour of formal hands on demonstration by the applications specialist. The specialist must be actively teaching or demonstrating a procedure in order for any CE credit to be awarded.
- No CE credit should be awarded for participant hands on portion of the activity.
- No credit should be awarded for training that involves the review of the equipment operations manual
- Reference numbers for Applications Training should be designated by a C or F- "C" is for corporate training provided at vendor's corporate site which is not capped. "F" for training at the employing facility. **Facility training is capped at 8.0 Category A credits per biennium.**

WEBINARS AND PODCASTS

- May be evaluated as live events and Enduring Media
- If the activity is held in a monitored environment- no post-test is needed, but attendance verification is required.
- Activities that are available on demand to be viewed independently are considered self- learning activities and a post-test must be completed.
- A disclaimer must be attached to activities that are available both live and self- learning. **"This activity may be available in multiple formats or from different sponsors. ARRT regulations state that an individual may not repeat an activity for credit if it was reported in the same or any subsequent biennium".**

ENDURING MEDIA

Enduring media are directed readings, home studies, self-study programs, books, audiotapes, videotapes, CD- ROMs, computer software, and Internet-based learning experiences. Complete a separate Application for Evaluation form for each enduring medium. Media will only be considered for approval if you are the developer of the media or have permission from the developer to seek independent approval. The Application for CE Evaluation Release Form may be used to document permission from the developer. Media are approved for one to three years. Price depends on number of credits sought, multi-year pricing options are available; see Fee Schedule for details.

CE values are determined based on the following formula **AND** a minimum of 2 post-test questions per each 0.25 credits awarded for an activity.

$$\text{Total CE Credits Awarded} = \frac{(\# \text{ of eligible words} * \div 140) + (\text{Video time}) + (\# \text{ of questions} \times 1.85)}{50}$$

* eligible word count – see Defining Word Count explanation below

Explanation of Formula Factors

- 140 = average reading speed of adults for technical content
- 1.85 = estimated average completion time per question
- 50 = minutes equal to one (1.0) CE credit per ARRT
- Total minutes not equally divisible by 50 should be rounded down to the nearest quarter credit

After using the formula to calculate the CE credit value to ensure the minimum number of questions required on a post-test for a self-learning activity have been included. **For each 0.25 credits awarded to an activity there must be a minimum of 2 questions.**

For example: if the CE value calculation indicates the activities CE value will be 1.5 CE credits, that post-test must have a minimum of 12 questions.

Some CE Sponsors may elect to have more than the minimum number of post-test questions to receive more CE credits for their activity.

The post-test is comprised of content specific quality questions that address the major topics identified in the learning objectives and presented in the CE activity. The intent of the post-test is to verify participation and provide an opportunity to learn.

ARRT requires a passing score of 75% (minimum) for the CE post-test with a maximum of three attempts. No answers are revealed to the participant until after the final attempt is scored.

Defining Word Count

INCLUDED IN THE WORD COUNT:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Main text (body) • Headings • Sub-Headings • In-text citations • In-text referencing • Tables, figures, charts, graphs, legends | <ul style="list-style-type: none"> • Footnotes • Text for embedded or interactive questions/activities that will not be part of the formal assessment to determine successful activity completion |
|--|---|

NOT INCLUDED IN THE WORD COUNT:

- Title page
- Table of Contents
- Reference list or bibliography
- Appendices
- Text for assessment questions (posttest) **
 - **Text for assessment questions (posttest) not included in the word count because of separate consideration in the formula multiplied by a factor of 1.85

A copy of the media, any study materials or documents, the post-test and answer sheet must accompany the Application for Evaluation. Media submitted will be maintained by AHRA for reference and evaluation purposes only and will NOT be returned (*after the approval period ends, the media may be returned to the sponsor. Please request this at the time of application*).

The post-test shall consist of matching, multiple choice or fill-in-the-blank questions. Grading of the post-test is the responsibility of the publisher/developer of the media. When submitting the post- test, the information within the content of the CE activity that answers the questions must be identified.

CE credits will be awarded based on the time spent to complete the learning portion of the activity only. The primary purpose of the post-tests is verification of participation and they are NOT considered a learning activity and will not be awarded CE credit. Further, answers to the post-test should not be released until after the post-test has been passed or after 3 unsuccessful attempts.

Participants must receive a passing score of **75% or better**. A maximum of 3 attempts to pass the post test is allowed. The following identifies the MINIMUM number of post-test questions for media requiring various amounts of time to complete:

- **2 questions for a .25 credit activity**
- **4 questions for a .50 credit activity**
- **8 questions for a 1.0 credit activity**
- **12 questions for a 1.5 credit activity**
- **16 questions for a 2.0 credit activity**

In order to receive a 75% or better, participants must get

- **2 correct answers out of 2 for .25 credit**
- **3 correct answers out of 4 for .5 credit**
- **6 correct answers out of 8 for 1.0 credit**
- **9 correct answers out of 12 for 1.5 credit**
- **12 correct answers out of 16 for 2.0 credit**

Providers of enduring media must furnish each participant with documentation of participation (certificate or letter). Sample documentation is included in the Appendix.

CE CREDIT FOR SPEAKERS

Effective January 1, 2022, ARRT no longer awards or accepts credits for preparation and presentation of a CE Activity.

CE CREDIT FOR PEER REVIEWED JOURNAL ARTICLES

Peer-reviewed journal articles published in a journal listed in Pubmed (MEDLINE®) or the ARRT-accepted journal list located on the ARRT website will be awarded Category A CE credits as follows:

- 4 Category A CE credits for an article with a single author listed
- 2 Category A CE credits for an article with more than one author listed (each author listed is eligible to receive 2 Category A CE credits for the same article)
- A list of ARRT-accepted journals is located on the ARRT website
<https://www.arrrt.org/pages/resources/maintaining-credentials/continuing-education/arrrt-accepted-journals-for-authorship-credit> .

AN Authorship CE certificate and copy of the title page of the journal which features the author's name and date of publication plus the first page of the actual document are considered proper documentation by ARRT and should be submitted by the technologist to ARRT when renewing registration

CREDIT

Credit is granted based on a 50-60 minute contact hour. Activities longer than one hour shall be assigned whole or partial credit based on the 50-60 min hour. For example:

- <15 minutes = 0 credit
- 15-29 minutes = .25 credit
- 30-49 minutes = 0.5 credit
- 50-74 minutes = 1 credit
- 75-89 minutes = 1.25 credit

60 minutes of formal hands-on demonstration or clinical practice as part of an activity* = 0.5 credit. The specialist must be actively teaching or demonstrating a procedure in order for any CE credit to be awarded.

NO CREDIT WILL BE GIVEN FOR PARTICIPANT HANDS ON PRACTICE.

* Hands-on credits cannot exceed the didactic/lecture credit given the activity.

For educational sessions over one hour, AHRA recommends that a 60-minute hour be used as a guideline to allow for breaks. Break times are NOT included in the awarding of CE points. Credits are awarded only for time spent in the learning event. Allocation of credits will be closely reviewed for accuracy and may be audited to ensure compliance.

AHRA reserves the right to retrospectively deny or reduce credit to any individual or educational activity that had been approved for credit, but which did not meet ARRT requirements at the time the event was conducted. For example, a conference session that ends earlier than scheduled may not meet the time requirements for the number of CE credits for which it was approved. Please be sure that faculty understands the importance of maintaining the time planned for the session to ensure that participants and the educational activity receive full credit.

EDUCATIONAL ACTIVITIES NOT REQUIRING AHRA APPROVAL

The following activities do NOT require approval by AHRA because activities already eligible for ARRT recognition do not require additional approval. This includes:

- Activities **approved by a state regulatory agency** if it is mandated by law to evaluate continuing education activities for licensing purposes. States with licensing agencies that at present meet ARRT criteria are Florida, Illinois, Iowa, Kentucky, Massachusetts, New Mexico, Oregon, and Texas. Personnel participating in continuing education which is only approved by a state licensing agency who are not licensed by that state are ineligible for ARRT Category A credit. For example, a technologist from Missouri who takes a course approved by the Illinois Department of Nuclear Safety is not eligible for ARRT Category A credit unless the course is also approved by an ARRT RCEEM, such as AHRA.
- **Activities that meet ARRT's definition of an Approved Academic Course** (*"A formal course of study that is relevant to the radiologic sciences and/or patient care and is offered by a post secondary educational institution accredited by a mechanism recognized by the ARRT. Relevant courses in the biological sciences, physical sciences, radiologic sciences, health and medical sciences, social sciences, communication (verbal and written), mathematics, computers, management, or education methodology will be accepted."* ARRT Continuing Education Requirements for Renewal of Registration, July 2003.)

STATE-SPECIFIC REQUIREMENTS

States with licensure/certification regulations may have specific requirements concerning credit approval. Sponsors are responsible for applying to the appropriate states for credit approval and for determining what each state requires for documentation. These states include, but may not be limited to: Florida, Illinois, Iowa, Kentucky, Massachusetts, New Mexico, Oregon, and Texas.

Sign-in sheets for these states may need to be submitted to each state in ADDITION to the attendance verification used by the sponsor. The sponsor is responsible for submitting required documentation to the state and administering the complete sign-in process at the meeting.

The sponsor may be able to secure a state's agreement to allow reciprocity for ARRT Category A continuing education credit approved by AHRA. In this case, it would not be necessary to administer a separate sign-in process. To facilitate tracking of credit for these states, be sure to include on the attendance verification form adequate space for the following information:

- Social Security number and/or license number
- A question asking the participant if they maintain a license in any of these states.

FEE SCHEDULE

The following fee schedule should be followed when applying to AHRA for ARRT Category A CE credits. Fees must be pre-paid (for options, please see the payment form in the Appendix).

Event Evaluation	Fee
Lecture	\$55.00
Seminar/Conference (live multiple presentations)	\$55.00 per day + \$5.00 per presentation
Recurring—1 year period	\$115.00
Recurring—2 year period	\$215.00
Recurring—3 year period	\$305.00
Enduring Media (0.25-1 credit)—1 year period	\$120.00
Enduring Media (0.25-1 credit)—2 year period	\$215.00
Enduring Media (0.25-1 credit)—3 year period	\$290.00
Enduring Media (1.25-3 credits)—1 year period	\$165.00
Enduring Media (1.25-3 credits)—2 year period	\$300.00
Enduring Media (1.25-3 credits)—3 year period	\$400.00
Enduring Media (3.25-6 credits)—1 year period	\$255.00
Enduring Media (3.25-6 credits)—2 year period	\$455.00
Enduring Media (3.25-6 credits)—3 year period	\$575.00
Enduring Media (6.25-9 credits)—1 year period	\$340.00
Enduring Media (6.25-9 credits)—2 year period	\$600.00
Enduring Media (6.25-9 credits)—3 year period	\$800.00
Enduring Media (9.25+ credits)—1 year period	\$425.00
Enduring Media (9.25+ credits)—2 year period	\$765.00
Enduring Media (9.25+ credits)—3 year period	\$1,025.00
Textbook – 1 year period	\$150 Base + \$50 per chapter
Textbook – 2 year period	\$225 Base + \$50 per chapter
Textbook – 3 year period	\$300 Base + \$50 per chapter
Review for CRA Approval	\$25.00
TOTAL ORDER	

(Fees Effective May 1, 2024) AHRA reserves the right to change fees at any time.

- * **Fees are not refundable if CE credit is denied or if cancellation is requested after completion of review/approval process**

ADVERTISING AND PROMOTION

A sponsor's advertising or promotional material cannot claim AHRA approval unless the event has received an approved reference number. If an application has been submitted and is awaiting approval from AHRA, the following phrase may be used, "ARRT Category A CE credit is pending approval by the AHRA."

Once AHRA has approved a sponsor's application and assigned a reference number, the sponsor may use the phrase, "Approved for _____(insert number) of ARRT Category A CE credit(s) by AHRA."

CREDIT AUDIT, DENIAL, REVOCATION

The AHRA may at its discretion:

1. Monitor approved educational events to ensure compliance with the submitted application and with the Sponsor Requirements.
2. Deny or withdraw approval of educational events that:
 - a) Falsely represent the material submitted or advertised.
 - b) Do not meet the criteria described in this document.

APPEAL PROCESS

If a sponsor feels the credit level of its educational event was under-valued, or if the activity was not approved for credit, an appeal can be requested.

AHRA must receive a written request to appeal the decision within three (3) business days of the CE credit assignment or denial. The written request should be faxed, mailed or emailed to AHRA at:

2001 K Street, NW, Suite 300 North

Washington, DC 20006

Attn: Executive Director

Email: rapidreview@ahra.org

A volunteer appeals board consisting of three persons with experience in the appropriate radiologic sciences discipline will evaluate the appeal request. Each of these volunteers will independently evaluate the educational event and assign or deny CE credit. An average of the three new scores plus the original score will be the final outcome. The CE credit may be denied, credit hours increased or decreased based on the appeal board assessment. The decision of the appeals board is final.

VERIFYING ATTENDANCE AND EVALUATION OPTIONS

VERIFICATION OF ATTENDANCE AND EVALUATION: THE AHRA WAY

Assuring that technologists receive the full 24 hours of continuing education each biennium required to maintain registration is serious business to ARRT. Based on its many years of experience in addressing the same issues CE program sponsors face with lectures, seminars and conferences, AHRA developed a simple process that has been recognized by ARRT as meeting its attendance verification and evaluation requirements. AHRA is pleased to share this process with program sponsors as a means to assist them in complying with ARRT requirements.

AHRA recommends publishing the process in the program brochure or other program materials so participants know what to expect.

Please feel free to use the following process:

LECTURES:

1. Identify a unique course number for the educational event. The number may be two or three digits.
2. Pass out attendance and speaker evaluation cards or sheets to participants. Those entering more than ten minutes late may not receive a card or sheet and are not eligible for credit.
3. At the conclusion of the session, announce the course number.
4. Collect cards or sheets from participants. Those turned in more than five minutes after the conclusion of the educational event are not valid and the participant is not eligible for credit.

SEMINARS OR CONFERENCES WITH MULTIPLE SESSIONS OR MULTIPLE CONCURRENT SESSIONS:

1. Identify a unique course number for **each** session.
2. Pass out attendance and speaker evaluation cards or sheets to participants at the beginning of each session. Those entering more than ten minutes late may not receive a card or sheet and are not eligible for credit.

3. At the conclusion of the session, announce the course number.
4. Collect cards or sheets from participants. Those turned in more than five minutes after the conclusion of the educational event are not valid and the participant is not eligible for credit.

Program sponsors are responsible for verifying attendance by participants and assuring that a speaker or educational event lasts the full time for which it received Category A credit. ARRT holds its RCEEMs responsible for assuring that sponsors have a mechanism to verify attendance, are holding events that meet the time guidelines set out by ARRT for credit, and have a mechanism to evaluate educational activities. **AHRA may audit educational activities and retrospectively deny or reduce credit for any individual or educational event that does not meet ARRT's requirements.**