



CRA Recertification: Continuing Education Requirements

Version: October 7, 2025

The continued proficiency of professionals is a major interest of the Radiology Administration Certification Commission (RACC).

The goal of recertification is to evaluate the continued competence of a Certified Radiology Administrator (CRA). Recertification should seek to ensure, through periodic evaluations, the professional's continued competence in radiology administration. Recertification should encourage certified professionals to continue those educational activities essential to the maintenance of competence in their certificate area.

Requirements to recertify by CE credits

The RACC requires 36 qualifying continuing education (CE) credits every 3 years to renew CRA certification.

CE credits for the CRA credential must relate to management-level skills and knowledge in one or more of the 5 management domain (content) areas tested on the CRA examination:

1. Human Resource Management
2. Asset Resource Management
3. Fiscal Management
4. Operations Management
5. Communication and Information Management

A detailed list of the domain tasks and associated skills and knowledge sets listed by domain is available on our website, [here](#).

No more than 18 credits used on each renewal can be applied in any one domain. There is no minimum credit per domain requirement and no domain distribution requirement beyond this 18 credit per domain maximum.

First Renewal

On the first CRA renewal, candidates who have successfully passed the CRA examination will be awarded 12 CRA CE credits. The 12 credits are considered part of the 36 credits necessary to maintain the CRA credential in the first triennium, and they do not count toward the 18 credit per domain maximum.

CRA Recertification Application

It is the responsibility of the individual CRA to maintain CE certificates and records for the CRA Recertification Application, accessed [here](#). In each application, a CRA CE Tracker Sheet needs to be submitted. This form is available for download on our website, [here](#). It requires the date of completion of CE activities, the activity title or topic, the number of credits earned, and the CRA domain to which they apply.

Credits earned through AHRA need not be listed in detail and are summarized at the top of the tracker sheet. You can find a list of your completed AHRA CE credits online, [here](#).

***IMPORTANT:** It is important to save CE credit certificates and information in a personal file not tied to your employment so that you have access to your CE credits if you leave your current facility.*

Recertification Application Audits



It is the responsibility of the individual CRA to verify that all credits used toward CRA Recertification from all sources meet the CRA recertification requirements and that the total number of CE earned through all sources is sufficient to renew the credential.

All applications are subject to audit. CRAs whose applications are selected for audit will be contacted to submit required supporting documentation to prove completion of their CE activities. Copies or original documentation are acceptable. CRAs who are not able to pass the audit will be stripped of their CRA credential and must retest to regain their CRA status. Renewal fees will not be refunded.

Recertification Application Fees

Recertification Fee	\$175
Reinstatement Fee	\$75

Recertification Dates and Deadlines

Prior to a CRA's recertification deadline, CRA program staff send an electronic letter containing CRA recertification documents and instructions. The CRA recertification deadline is 3 years from the end of the month in which a candidate passed the CRA examination and every 3 years thereafter.

Example:

CRA Test Date: July 8, 2013		
First Renewal	July 31, 2016 deadline	Credits accrued between Aug 1, 2013 and July 31, 2016
Second Renewal	July 31, 2019 deadline	Credits accrued between Aug 1, 2016 and July 31, 2019
Third Renewal	July 31, 2021 deadline	Credits accrued between Aug 1, 2019 and July 31, 2021

CRA Probation Status

If you miss your recertification deadline and wish to maintain your CRA, you have 90 days to reinstate the CRA credential with an additional \$75 reinstatement fee.

If you have not met the CE requirements for recertification by your deadline, you can request for CRA Probation within 90 days of your CRA expiration. If placed on CRA Probation Status, you must complete all CEs required during the Certification Period plus an additional 6 CEs within 6 months of being granted Probationary Status. The Probationary Status will be lifted upon submitting proof of the completion of the required CEs along with the required Reinstatement Fee established by the RACC.

If you do not reinstate in 90 days and have not been granted CRA Probation Status, you must retake the CRA exam with a passing score to regain the CRA credential.

Example:

Renewal deadline	July 31, 2024	36 credits accrued between Aug 1, 2021 and July 31, 2024
90-day grace period	Oct 29, 2024	36 credits accrued between Aug 1, 2021 and July 31, 2024
CRA Probation Status (6-month extension)	Jan 31, 2025	42 credits accrued between Aug 1, 2021 and Jan 31, 2025



Accepted CE Credit Activities

All CE activities must relate to management-level skills and knowledge in one or more of the 5 management domain areas tested on the CRA examination (a detailed list of the domain tasks and associated skills and knowledge sets listed by domain is available on our website, [here](#)).

CE credits can be earned through the following activities:

- Completion of courses by continuing education providers
- Completion of college and university credits
- Development of presentations that have been evaluated and approved for CRA CE credits
- Authoring of peer-reviewed professional journal articles, home-studies and directed readings that have been approved for CRA CE credits, textbooks or textbook chapters
- Completion of other administrative certifications through approved professional organizations

CRAs should note that the 18 CE per domain maximum applies to all CE activities. Detailed descriptions of each activity category follow, with information on the amount of credits awarded and supporting documentation requirements.

Continuing Education

All CE opportunities sponsored by AHRA have been evaluated for CRA domain and these domains (where applicable) are listed in AHRA's promotional materials and on [AHRA's CE Letters](#).

Credits that are not earned through AHRA may be acceptable if the course topic relates to management-level skills and knowledge in one or more of the 5 management domain areas tested on the CRA examination.

CE Conversion: Activities less than 15 minutes earn no credit. Activities longer than one hour are assigned whole or partial CE credit based on the guidelines below for minutes above whole hour(s).

- 15-29 minute activities earn 0.25 CE credits
- 30-44 minute activities earn 0.50 CE credits
- 45-49 minute activities earn 0.75 CE credits
- 50-60 minute activities earn 1.00 CE credit

Supporting Documentation: CE that is not earned through AHRA must confer a certificate of completion with the following information.

- Name of participant
- Title of activity
- Date of activity
- Number of contact hours (or CE when published hour-to-CE conversion information is available)
- Name of sponsor
- Signature or emailed statement of authorized representative or instructor

Additionally, if your application is selected for audit, a course description may also be required to verify CRA domain or topic applicability.

College and University Credit

Credits from college and university courses may be acceptable if they relate to management-level skills and knowledge in one or more of the 5 management domain areas tested on the CRA examination. A grade of C or better (or "Passed" designation for Pass/Fail courses) is required to receive credit for an academic



course. College and university courses must be completed during the CRA's most recent triennium credit earning period—course start date does not determine which triennium a course falls under.

CE Conversion: 12 CEs for each academic quarter credit and 16 CEs for each academic semester credit

Supporting Documentation: A copy of your grade report or transcript showing course grade issued and credits granted by the college or university. A course description may also be required to verify CRA domain or topic applicability.

CE Credits for Speakers

A CRA that is a presenter may receive CE credits for the development of a presentation that has been evaluated and preapproved for CRA renewal credit. Presentation topics must relate to management-level skills and knowledge in one or more of the 5 management domain areas tested on the CRA examination.

CE Conversion: 3 CE credits are awarded for the development of each contact hour of lecture. No CE credit will be awarded for the actual presentation. Each presentation can only be used once for credit.

Supporting Documentation: A copy of the program brochure with the name of the speaker(s) and a copy of the course content summary.

CE Credits for Authors

Authors of peer reviewed professional journals (such as those journals found in Index Medicus), home-studies and directed readings that have been preapproved for CRA renewal credit, textbooks or a textbook chapter may receive CE credit toward CRA recertification. Textbooks, chapters, directed readings, self-learning activities, and published papers must relate to management-level skills and knowledge in one or more of the 5 management domain areas tested on the CRA examination.

CE Conversion:

- 24 credits for authoring an original textbook
- 4 credits for authoring an original textbook chapter
- 4 credits for revision to an original textbook
- 1 credit for revision to a textbook chapter
- 4 credits for authoring a directed reading published in a peer reviewed professional journal or other self-learning activities approved for preapproved for CRA renewal credit
- 2 credits for publication of a scholarly paper in a peer reviewed periodical such as those journals found in Index Medicus (e.g. AHRA's Radiology Management, ASRT's Radiologic Technology)

Supporting Documentation: A copy of the title page of the journal, home-study, or book which features the author's name and date of publication plus the first page of the actual document are considered proper documentation. A published summary or additional pages of the authored piece may also be required to verify CRA domain or topic applicability.

CE Credits for Completion of Other Administrative Certifications

The RACC will award CE credits for the completion and award of advanced administrative credentials through specific professional organizations during a CRA's triennium. Approval of such advanced administrative credentials shall be granted by the RACC upon its acceptance as an advanced managerial and/or administrative credential that attests to a level of professionalism and experience as offered by the CRA.

CE Conversion: At this time, the initial certification of the following advanced administrative credentials are approved by the RACC and awarded twelve (12) CE credits.



- Certified Imaging Informatics Professional (CIIP)
- Fellow of American Academy of Medical Administrators (FAAMA)
- Fellow American College of Healthcare Executives (FACHE)
- Project Management Professional (PMP)

RACC Approval of Additional Advanced Administrative Credentials

Upon written request, from an active CRA, the RACC shall determine its approval or disapproval of awarding CE credits for additional advanced administrative credentials, based on a review of the Professional Focus and Eligibility Requirements of the requested credential as follows:

Eligibility Requirements: The eligibility for the credential should follow a similar path as the CRA, including required Minimum Education (Bachelors or Masters Level), Administrative Experience, Proctored Testing and Continuing Education.

Professional Focus of Credential: The intent of the advanced executive credential should be focused toward at least three of the five CRA domains within the field of healthcare leadership.

Supporting Documentation: A copy of your certificate or verification letter from the certifying body.



CE Activity Chart

Category	Activity	CE Conversion	Supporting Documentation
<i>Continuing Education Credit</i>	AHRA-provided CE	• 15-29 minute activities earn 0.25 CE credits	n/a
	Other CE offerings	• 30-44 minute activities earn 0.50 CE credits • 45-49 minute activities earn 0.75 CE credits • 50-60 minute activities earn 1.00 CE credit	A certificate of completion with name of participant, title of activity, date of activity, number of contact hours awarded, name of sponsor, and signature or statement of authorized representative or instructor.
<i>College and University Credit</i>	Completion of course credits during CRA triennium	12 credits for academic quarter	A copy of your grade report or transcript showing course grade issued and credits granted by the college or university.
		16 credits for academic semester	
<i>Speaker Credit</i>	Development of presentations approved for CRA credits	3 credits for each contact hour awarded by the presentation	A copy of the program brochure with the name of the speaker(s) and a copy of the course content summary.
<i>Author Credit</i>	Authoring of an original textbook	24 credits	A copy of the title page with the author's name and date of publication plus the first page of the actual document.
	Authoring of an original textbook chapter	4 credits	
	Revision of an original textbook	4 credits	
	Revision of a textbook chapter	1 credit	
	Authoring of a directed reading published in a peer-reviewed journal or other self-learning activities approved for CRA credits	4 credits	
	Publication of a scholarly paper in a peer-reviewed periodical	2 credits	
<i>Other Administrative Certifications</i>	Completion of initial certification during CRA triennium	12 credits	A copy of your certificate or verification letter from the certifying body.