

ARRT[®] Continuing Education Requirements for Renewal of Registration



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SECTION 1. INTRODUCTION

The Board of Trustees of the American Registry of Radiologic Technologists (ARRT) announced in 1991 that it would begin phasing in continuing education requirements for renewal of registration of certificates. In 1995, CE became a mandatory requirement for renewal or reinstatement of registration. This document describes the CE requirements. The requirements are subject to change as the need arises. **Terminology** used in the text is defined in **Section 20** of this document.

SECTION 2. RATIONALE FOR CONTINUING EDUCATION

Certification is a method of assuring the medical community and the public that an individual is qualified by knowledge and skills to practice within the profession. After initial certification, advancing technology and changing job responsibilities may require technologists to update their knowledge and skills consistent with any new developments in medical imaging, radiation therapy, and interventional procedures.

Continuing education (CE) provides a mechanism for technologists to fulfill their responsibility to maintain competence and prevent professional obsolescence. Participation in continuing education demonstrates accountability to peers, physicians, healthcare facilities, and the public. It also reinforces the Code of Ethics jointly endorsed by The American Registry of Radiologic Technologists and The American Society of Radiologic Technologists (ASRT).

ALL Registered Technologists are required to comply with the CE requirements regardless of their employment or registration status (except if officially designated as retired or disabled by the ARRT). Registered Radiologist Assistants are held to additional requirements that are identified in Section 19.

The CE requirements apply to **all** ARRT Registered Technologists and Registered Radiologist Assistants who are actively practicing in the profession **and** to technologists who are not currently practicing (inactive), but who either plan to return to active practice or think that return to active practice is a possibility.

SECTION 3. RENEWAL OF REGISTRATION OF A CERTIFICATE

When an ARRT certificate is first issued, it is registered through the end of the technologist's next birth month

Thereafter, the certificate holder must complete the application for renewal of registration on an annual basis corresponding with their birth month.

During the month prior to a technologist's birth month, an application for renewal of registration is mailed by the ARRT. The renewal process requires completion of the renewal application on which the applicant supplies current information and agrees to continue to practice according to the *Standards of Ethics*. In addition, every other year, the technologist must document participation in CE by listing on the renewal form the CE activities completed during the past reporting cycle. The technologist has until the end of his or her birth month to return the completed application.

SECTION 4. BIENNIUM REPORTING CYCLE

The CE requirements are linked to a two-year cycle (biennium) that is defined in relation to a registrant's birth month. The biennium begins on the first day of the registrant's birth month. The biennium extends for two years to the end of the month prior to the birth month. Each registrant's biennium dates are identified in the lower right corner of the annual Application for Renewal of Registration and are printed on the pocket credential card after renewal of registration is complete. Biennium dates may also be verified by accessing the ARRT Directory on the ARRT website (www.arrt.org) or through the interactive telephone system by selecting option 1, Education and Registration Information. All CE credits must be completed between these dates. The renewal of registration will continue on an annual basis, with the CE requirements being reported every other year. The two-year CE cycle was selected to allow flexibility in fulfilling the requirements (i.e., if no CE can be earned in the first year, the second year is still available to complete the credits). The completion of one biennium will mark the beginning of the next biennium. **Credits earned in one biennium cannot be carried forward into the next biennium.**

Biennium Reporting Cycle

Example 4.1: A registrant who has a February birth month is assigned a biennium from February 1, 2009, through January 31, 2011. To comply with the CE requirements, 24 CE credits must be reported with the application for renewal in February 2011. The next biennium starts February 1, 2011, and extends to January 31, 2013. While registration renewal is required every year, reporting of CE compliance is only required every other year. An additional 24 CE credits must be reported with the application for renewal in February 2013.

SECTION 5. CE REQUIREMENTS FOR NEWLY CERTIFIED REGISTRANTS

Technologists who have recently passed their first ARRT certification exam will begin the mandatory CE requirements on the first day of their next birth month after the examination.

Example for New Registrants

Example 5.1: New registrants who passed an initial certification examination in 2009 began their first CE biennium on the first day of their next birth month and will be required to report CE compliance with their renewal two years later. For example: A new registrant has an October birth date and passes the initial certification examination in June 2009. Their assigned biennium will begin on October 1, 2009 and continue to September 30, 2011.

Registrants who become registered in additional modalities will maintain the CE schedule established with their initial certification.

SECTION 6. OPTIONS FOR SATISFYING CE REQUIREMENTS DURING A BIENNIUM

There are three options for meeting the CE requirements. Only one option must be met to satisfy the requirements. The options are: (1) earn 24 CE credits that meet the criteria set forth by the ARRT; or (2) pass a primary examination in a discipline not previously passed and for which the individual is eligible; or (3) pass one of the post-primary examinations not previously passed and for which the individual is eligible. Each of these options is described in further detail in Section 7 and Section 8.

SECTION 7. SATISFACTION OF CONTINUING EDUCATION REQUIREMENTS BY EARNING CE CREDITS

One option for satisfying the CE requirements is to earn 24 credits of continuing education during the biennium. A minimum of 12 credits must be from Category A or A+ activities. The other 12 credits may be from Category A, A+, or B activities. A maximum of 12 Category B credits may be claimed in a biennium. **Effective January 1, 2008 – ARRT will no longer accept Category B credits completed after January 1, 2008 to meet CE requirements.** A maximum of 12 CE credits per biennium may be claimed for tumor boards. (See Section 20 for more information concerning tumor boards.) **Note: Effective January 1, 2011, the maximum number of CE credit for applications training will be capped at 8.0 category A credits.** Directed readings, home study courses, or Internet activities reported in a biennium may not be repeated for credit in the same or any subsequent biennium. Lecture presentations may not be repeated for credit in the same biennium.

The distinction between Category A, A+ and B activities is not based on the nature of the activity itself, but rather is based upon whether the activity has been submitted to, reviewed by, and approved by a Recognized Continuing Education Evaluation Mechanism (RCEEM) or a RCEEM+. A RCEEM is a quality control mechanism for CE activities. A RCEEM+ is a RCEEM with authorization to approve CE at the radiologist extender level. **ARRT- approved RCEEMs are identified in Section 20.**

All technologists should select CE topics that are related to their area of practice and that will address the needs of the patient and of the Registered Technologist or the Registered Radiologist Assistant. The continuing education requirement is **not** dependent on the number of ARRT certificates held by an individual. For example, a

technologist certified in both radiography and mammography need earn only 24 credits per biennium for the ARRT. The credits do not have to be specific to radiography or mammography but must be relevant to the radiologic sciences and/or patient care as it relates to the radiologic sciences. NOTE: This does not address the CE requirement for the Mammography Quality Standards Act (MQSA) of the Food and Drug Administration (FDA). If you have questions regarding the FDA MQSA requirements, please contact the FDA Mammography Helpline at (800) 838-7715 or www.fda.gov/CDRH.

SECTION 8. SATISFACTION OF CONTINUING EDUCATION REQUIREMENTS BY PASSING AN EXAMINATION

Within a biennium, technologists who become certified in an additional primary or post-primary discipline have met the CE requirement for the current reporting cycle.

Examples of primary examinations that have been approved by the ARRT are:

- (1) Radiography through ARRT,
- (2) Nuclear Medicine Technology through ARRT or NMTCB,
- (3) Radiation Therapy through ARRT,
- (4) Sonography through ARRT,
- (5) Magnetic Resonance Imaging through ARRT,
- (6) Dosimetry through MDCB,
- (7) Diagnostic Medical Sonography, Vascular Technology or Diagnostic Cardiac Sonography through the ARDMS (initial certification only; exams in additional specialty areas do not qualify for ARRT credit),
- (8) Radiology Administration through AHRA.

Examples of approved post-primary examinations are:

- (1) Mammography through ARRT,
- (2) Computed Tomography through ARRT,
- (3) Magnetic Resonance Imaging through ARRT,
- (4) Quality Management through ARRT,
- (5) Sonography through ARRT,
- (6) Vascular Sonography through ARRT,
- (7) Bone Densitometry through ARRT,
- (8) Vascular-Interventional Radiography through ARRT,
- (9) Cardiac-Interventional Radiography through ARRT,
- (10) Breast Sonography through ARRT,
- (11) Radiologist Assistant through ARRT,
- (12) Nuclear Cardiology through NMTCB,
- (13) Positron Emission Tomography through NMTCB,
- (14) Certified Imaging Informatics Professional through ABII.

NOTE: CE credits will not be awarded for re-examination in a discipline in which an individual holds certification.

SECTION 9. CE PROBATION STATUS: APPLICANTS FOR RENEWAL WHO FAIL TO MEET THE MANDATORY CE REQUIREMENTS

A technologist who applies for renewal of registration of a certificate, but who fails to meet the CE requirements within the previous biennium, will automatically be transferred to a "CE probation" status. Additionally, individuals whose CE Report forms are incomplete will be assigned to the CE probation designation. Individuals who have been assigned to probation due to failure to meet the CE requirements will receive a credential card indicating CE probation. This status

will be reported in response to any inquiries regarding the technologist's standing with the ARRT.

Registrants, who are not in compliance during the CE biennium, will be placed on CE probation. The CE probation period will begin on the first day of the birth month and extend until the last day of the sixth month. During the CE probation period, registrants will be allowed to complete the credits that they were lacking during the biennium with no additional penalty credits. A credential card will be issued indicating "CE Probation" and will be valid for the probation period. When the CE probation credits are completed, the registrant must submit a CE Probation Report Form along with a \$50 administrative fee. When compliance is confirmed, the CE probation designation will be removed and a new credential card issued. If the individual is not in compliance with the probation requirements by the end of the probation period, registration will be dropped. Eligibility to reinstate will follow the existing policies (i.e., re-examination or re-qualification) depending upon the length of time since the end of the probation cycle.

Technologists who have annually registered, but are classified as being on probation due to not meeting the CE requirements, may be removed from probation status by successfully completing **one** of the following options **during the first 6 months of the biennium**: a primary examination in a different discipline for which they are eligible; **or** a post-primary examination for which they are eligible; **or** continuing education credits. If the continuing education option is used, the registrant will be required to complete the number of credits lacking from the 24 credits required during the previous biennium. All CE probation credits must meet the ARRT's definition of Category A or A+ credit. In addition to the continuing education credits that are required during the **first 6 months** of the next biennium for removal from probation status, **an additional 24 CE credits must be completed by the end of the biennium** in order to remain in compliance with the requirements. **CE credits used to satisfy the probation requirements cannot be used for the biennium requirements.**

Example of the Number of CE Credits Required for Removal from CE Probation Status

Example 9.1:

CE Credits Reported in the Biennium	Probation Credits Required
22	2
15	9
12	12
5	19

Example of Probation Status for a Biennium Not in Compliance

Example 9.2:

24 credits required between 6/1/2007 and 5/31/2009.
June 1, 2009 – A registrant with a June birth month completed 19 CE credits of the 24 required for the past biennium (lacking 5 credits) and paid the annual registration fee. Placed on probation status.

November 30, 2009 – The registrant completed a total of 5 CE probation credits or passed an exam between June 1, 2009, and November 30, 2009, and paid the probation administrative fee. Removed from probation status.

May 31, 2011 – During the 2009-2011 biennium (in addition to the probationary CE requirements) the registrant must complete an additional 24 credits of CE or pass an additional exam, and pay the annual fee to remain registered.

A certificate placed on CE probation that has *not* been brought into complete compliance to the satisfaction of the ARRT within 6 months will be dropped and considered as no longer registered by the ARRT. Reinstatement of registration will be allowed only after successful re-examination and/or re-qualification. (See Section 11 for information on reinstatement requirements.)

SECTION 10. FAILURE TO RENEW REGISTRATION OF A CERTIFICATE

A technologist who fails to apply for renewal of registration or who does not pay the annual fee or who does not meet the CE probation requirements is dropped and considered no longer registered by the ARRT. Present or prospective employers or state licensing agencies inquiring about the status of such a person will be told that the individual is not registered by the ARRT. Since information for those who do not annually register can quickly become outdated, and since providing such information is a service reserved only for registrants, no information on the person (other than that they are not registered by the ARRT) will be provided. (See Section 11 for information on reinstatement requirements.)

SECTION 11. REINSTATEMENT OF REGISTRATION OF A CERTIFICATE

All ARRT-certified technologists, including registered and non-registered technologists, were assigned a CE reporting cycle in 1995 or upon initial certification. Determining what continuing education will be required if a technologist requests reinstatement will be based upon these assigned dates. (See Section 4 for information on the assignment of the biennium cycle.)

CE will be required as follows:

(1) Reinstatement requested prior to the biennium ending date.

If the technologist meets all eligibility requirements for registration, reinstatement will be allowed without reporting CE until required with the renewal. CE credits must be reported with the Application for Renewal at the **end** of the biennium.

(2) Reinstatement requested within 6 months after the biennium ending date.

(a) Report 24 CE credits completed during the previously assigned biennium.

OR

(b) Apply for reinstatement under CE probation. CE credits completed during the previous biennium should be reported to determine the number of credits required under the probation status. (See Section 9 for information on removal from CE probation.)

(3) Reinstatement requested more than 6 months after the biennium ending date.

(a) ARRT will not accept CE credits for reinstatement that were completed more than three years before the date reinstatement is requested. Reinstatement will not be allowed without successful re-examination in a primary discipline (radiography, nuclear medicine technology, radiation therapy, sonography, or magnetic resonance imaging) for which the technologist is eligible. Upon reinstatement, a new biennium reporting cycle will begin on the first day of the technologist's next birth month.

(b) Individuals seeking reinstatement by re-examination must successfully complete re-examination in each category being reinstated. If reinstating a post-primary category, individuals must first complete re-examination in the primary supporting category before re-examination in the post-primary category.

Individuals seeking reinstatement by re-examination who gained eligibility for certification in a post-primary category by using a non-ARRT supporting certification must either: (1) document to ARRT's satisfaction that the non-ARRT supporting certification has been maintained continuously through a certification organization having CE requirements consistent with ARRT's renewal of registration requirements; or (2) successfully complete an ARRT examination in the supporting category before becoming eligible for re-examination in the post-primary category. These individuals will not be awarded ARRT certification in the primary supporting category.

(c) Three Attempts in Three Years Rule

Applicants for reinstatement by re-examination will be limited to three attempts to pass the examination. The three attempts must be completed within the three-year period that commences when the applicant is determined to have met all other qualifications based upon the application submitted by the applicant. An individual not passing the examination within the "three attempts in three years" limit will be deemed no longer eligible for reinstatement by re-examination, and may regain eligibility only by re-qualifying for all eligibility requirements for certification in effect at the time, as described in Article II of the *ARRT Rules and Regulations*.

(4) Reinstatement requested more than five years after the CE Probation ending date.

Individuals will be required to re-qualify and re-examine in all categories being reinstated. Re-qualification requires re-satisfying all education, ethics, and examination eligibility requirements for a certification category in effect at the time, as described in Article II of the *ARRT Rules and Regulations*. Reinstatement in a post-primary category will require re-qualification and re-examination in the primary supporting category as well as the post-primary category.

Individuals seeking reinstatement by re-qualification and re-examination who gained eligibility for certification in a post-primary category by using a non-ARRT supporting certification must either: (1) document to ARRT's satisfaction that the non-ARRT supporting certification has been maintained continuously through a certification organization having CE requirements consistent with ARRT's renewal of registration requirements; or (2) successfully complete re-qualification and re-examination in the ARRT primary supporting category and in the post-primary category. These individuals will be awarded ARRT certification in the primary category.

SECTION 12. DISABLED OR RETIRED STATUS

Registrants who are *permanently* disabled or *permanently* retired from the profession of radiologic technology may apply for a disabled or retired status. Registrants seeking the retired status must meet one of the following requirements: be at least 55 years old, have been certified by ARRT for at least 20 years, or have a combined age and years certified by ARRT of 70. Eligibility for the disabled or retired status requires that the technologist sign an agreement **not** to engage to any extent whatsoever in actual patient contact in: the provision of medical imaging (covers all areas of imaging, including sonography), radiation therapy, or possibly in other healthcare positions that may involve patient contact in an imaging or radiation therapy environment; in management of medical imaging or radiation therapy services; in education of persons involved or seeking to become involved in medical imaging or radiation therapy; in commercial sales, services, or applications with respect to any aspect of medical imaging or radiation therapy, or items, services, or devices used in that technology. Registered Technologists who are awarded the disabled or retired status may designate themselves as "R.T. (*) (Disabled) (ARRT)" or "R.T. (*) (Retired) (ARRT)" and are exempt from the CE requirements so long as they remain on the disabled or retired status. Registered Radiologist Assistants who are awarded the disabled or retired status may designate themselves as "R.R.A. (Disabled) R.T. (*) (Disabled) (ARRT)" or "R.R.A. (Retired) R.T. (*) (Retired) (ARRT)" where the asterisk is the letter designating the category or categories of registration as described in Section 1.03 of the *ARRT Rules and Regulations*. They are exempt from the CE requirements so long as they remain on the disabled or retired status. **To maintain registration under the disabled or retired status, the annual Application for Renewal and fee must still be submitted.** To return to non-disabled registration status a technologist would be required to comply with the reinstatement procedures outlined in Section 11. To return to non-retired registration status, a technologist would be required to re-examine if within five years of the date they were last in compliance with the CE requirements. If more than five years has elapsed, ARRT requires re-qualification prior to re-examination. (See Section 11 for information on reinstatement requirements.)

SECTION 13. REQUIREMENTS FOR CONTINUING EDUCATION ACTIVITIES

All activities applied toward the CE requirements must meet the ARRT's definition of a continuing education activity. The definition states that a learning activity must be planned, organized, and administered to enhance the knowledge and skills underlying the professional performance that a technologist uses to provide services to patients, the public, or the medical profession. Activities meeting this definition may qualify as either Category A or A+ credit, depending upon whether they have been submitted to and reviewed and approved by a RCEEM or a RCEEM+. The RCEEM acts as a quality-control mechanism for the CE activities. **Effective January 1, 2008, ARRT will no longer accept Category B credits completed after that date to be used to meet the CE requirements.**

The individual participating in the CE activity does not submit the activity to a RCEEM for approval. Instead, the individual is responsible for selecting activities that the sponsor has already submitted to a RCEEM or RCEEM+ for Category A or A+ credit.

Activities meeting ARRT's definition of an Approved Academic Course are not required to be submitted to a RCEEM to qualify for Category A credit. (See Section 20 for Approved Academic Course).

Advanced CPR certification (such as ACLS, PALS, Instructor, Instructor Trainer) through the Heart Association, Red Cross, or the American Health & Safety Institute are not required to be submitted to a RCEEM for Category A credit. **Effective January 1, 2007, ARRT no longer accepts CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after this date.**

All other CE activities must be approved by a RCEEM or RCEEM+ in order to be assigned Category A or A+ credits. The ARRT recognizes that some states have legislation requiring CE credits in order to maintain a state license to practice in the profession. An ARRT registrant who completes CE activities in the state in which he or she is licensed as part of his or her state's licensing requirements may count the CE credit as Category A if the state regulatory agency is mandated by law to evaluate CE activities for licensing purposes and has approved the activity for CE credit. **The state licensing agencies currently approved as meeting ARRT criteria are Florida, Illinois, Iowa, Kentucky, Massachusetts, New Mexico, Oregon, and Texas.**

Activities that an individual intends to use for Category B credit must satisfy the ARRT's definition of a continuing education activity even though they have not been submitted to a RCEEM for approval. The activity must be a legitimate continuing education activity regardless of whether it is or is not reviewed by a RCEEM. (See Section 20 for the definition of Continuing Education Activity). **Effective January 1, 2008, ARRT will no longer accept Category B credits completed after that date to be used to meet the CE requirements.**

Activities relevant to the radiologic sciences and/or patient care as it relates to the radiologic sciences that have been approved by the American Medical Association (AMA Category 1) or the American Nurses Association (ANA) through the American Nurses Credentialing Center (ANCC) may be used as Category B credit if completed before January 1, 2008. **Effective January 1, 2007 – Hospital accreditation (Joint Commission) and federal government (OSHA) education requirements such as fire safety, lifting procedures, patient restraints, etc., that are completed after this date will no longer be allowed CE credit unless approved by a RCEEM.**

SECTION 14. AWARDING OF CE CREDITS

Category A and A+ activities as identified in Section 13 are awarded the number of CE credits assigned by the evaluation mechanism (i.e., RCEEM, RCEEM+, state licensing agency) or as specified in this section. Activities not submitted to a RCEEM for approval, but which meet the ARRT's definition of a CE activity, will be awarded one CE credit for each contact hour. A contact hour is defined as being equal to 50 to 60 minutes. Activities longer than one hour should be assigned whole or partial CE credit based on the 50-minute hour. Educational activities of 30 to 49 minutes in duration will be awarded one-half CE credit. An activity that lasts less than 30 minutes will receive no credit.

Directed readings, home study courses, or Internet activities reported in a biennium may not be repeated for credit in the same or any subsequent biennium. These activities are not considered to be complete until the post-test has been submitted and the sponsor has issued the certificate of participation. The date on the certificate is the date of completion.

Activities meeting the definition of an approved academic course (See Section 20) will be awarded credit at the rate of 12 CE credits for each academic **quarter** credit or 16 CE credits for each academic **semester** credit. An official transcript must include **both** the month and year the course was completed. An indication that the class was passed (pass/fail) or a grade of "C" or better is required to receive CE credit for an academic course.

ACLS, PALS, **or** Instructor, **or** Instructor Trainer CPR certification will be awarded a maximum of six CE credits with a valid advanced CPR card from the Red Cross, the Heart Association, or the American Safety and Health Institute. The advanced CPR certification can be used only **once** per biennium. The total number of credits from advanced CPR certification is limited to six CE credits per biennium. **ARRT no longer accepts CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.**

SECTION 15. DOCUMENTATION AND REPORTING PROCEDURES

All registrants are required to maintain proof of participation in continuing education activities. At the end of the reporting period, the ARRT will provide a CE Report Form along with the Application for Renewal of Registration. The registrant will be required to list completed CE activities on the CE Report Form and attest to the truthfulness of the information. Failure to complete the CE Report Form in its entirety may result in the assignment of CE probation status. Individual CE documentation forms verifying participation should NOT be returned with the renewal form.

When the CE Report Form is received in the ARRT office, a sample of registrants will be selected and asked to provide copies of documentation of CE participation. (See Section 20 for definition of Audit). This documentation will be used to verify the CE activities that were reported. The ARRT reserves the right to make necessary adjustments to CE status after the review is completed. **ARRT will drop the registration of an individual who does not respond to a request for an audit by submitting documentation of CE participation. Reinstatement will be required.** There is no limit on the number of times a registrant may be audited. The ARRT reserves the right to request original documentation when in its sole opinion there is any question regarding authenticity. If original documentation is requested, it will be returned at the end of the inquiry. **The technologist is responsible for keeping the original documents for one full year after the end of the biennium reporting cycle or eighteen (18) months after the end of the probation reporting cycle.** A registrant may decide to have documentation maintained by an ARRT-approved record-keeping mechanism. Several such mechanisms exist and are

provided by various national societies either as a service to members or at a fee to non-members. The ARRT currently recognizes the CE record provided by the **ASRT, SDMS, and SNMTS**. The ARRT accepts the records from the state licensing agencies in **Florida, Iowa, and Kentucky** only for the technologists licensed by that state.

It remains the responsibility of the individual technologist to see that records are maintained properly. Errors made by a record-keeping mechanism are **not** acceptable reasons for failure to provide appropriate documentation.

Documentation of participation in Category A and Category A+ CE activities must be on a certificate or in written form that clearly indicates the information needed to identify the activity as having been approved by a RCEEM or RCEEM+. Documentation must include name of the participant, dates of attendance, title and content of the activity, number of contact hours for the activity, name of the sponsor, signature of the instructor or an authorized representative of the sponsor issuing the documentation, and CE reference number provided by the RCEEM. A copy of a college transcript and a course description serve as sufficient documentation for approved academic courses as defined by the ARRT. (See Section 20 for definitions of an Approved Academic Course).

Documentation of participation in Category B activities must be in the form of a certificate of completion **or** on an itemized form and **must** include name of participant, dates of attendance, title and content of the activity, number of contact hours for the activity, name of sponsor, **and** the signature of the instructor or an authorized representative of the sponsor issuing the documentation. **Effective: January 1, 2008 – ARRT will no longer accept Category B credits completed after this date to be used to meet the CE requirements.**

SECTION 16. ELECTRONIC TRANSFER OF CE RECORDS

The ARRT will accept electronic transfer of CE credits from record-keeping organizations that have been approved by the ARRT.

- If you completed your required CE credits **at least two months prior to the end of your biennium** and your records were successfully transferred, ARRT will not send you a CE Report Form. A notice of the transfer will be printed on the renewal form.
- If you complete the paper renewal form, you must list ALL CE credits completed during the biennium. Do not assume any transfer of credits.
- If you renew online, the transferred CE credits will appear on your online CE Report Form. You can add other CE credits that you completed to demonstrate compliance. Do not assume that CE credits you completed were transferred if you do not see them on the online form.

SECTION 17. REQUIREMENTS FOR CE SPONSORS

Sponsors of continuing education activities are the owners or authorized representatives of the owners of the CE activity and are responsible for the content, quality, and integrity of the educational activity. Sponsors plan, organize, support, endorse, subsidize, and/or administer educational activities. Sponsors are also responsible for documenting attendee participation for possible verification at a later date. Sponsors may be, but are not limited to: national, regional, state, and district professional societies; academic institutions;

healthcare agencies; healthcare facilities; and federal, state, and local government agencies or individuals. Sponsors must apply for and receive approval from a RCEEM or RCEEM+ in order to award Category A or A+ credit for activities. CE sponsors may not receive credit for completing activities that they have developed. CE sponsors/instructors may not receive credit for courses that they teach as part of their job responsibilities.

SECTION 18. RESPONSIBILITIES OF THE REGISTERED TECHNOLOGIST

Compliance with the CE requirements is ultimately the individual's responsibility. If an activity is intended for use as Category A credit, the technologist is responsible for contacting the sponsor of the CE activity if there are questions as to whether the activity has been approved by a RCEEM for Category A credit. If the examination option is going to be attempted for CE credit, the technologist must make sure that sufficient time is available to comply with the CE requirements in the event that the examination is not passed.

The technologist is responsible for maintaining proper documentation on activities even if an ARRT-approved record-keeping mechanism is being used to track credits. As noted in Section 15, the technologist is also responsible for providing proper documentation at the request of the ARRT for validation of CE participation.

SECTION 19. CE REQUIREMENTS FOR THE REGISTERED RADIOLOGIST ASSISTANT (R.R.A.)

(1) The R.R.A. is required to complete 50 CE credits within a biennium.

The 50 CE credits must satisfy several criteria as noted below:

- A minimum of 25 of the 50 CE credits must be earned through activities designated as Category A or Category A+. Category A credits are those approved by a RCEEM as being appropriate for R.T.s. Category A+ credits are intended for the radiologist extender and approved by a RCEEM+. Current RCEEM+ approvers are ASRT, RSNA and SNMTS. Certain activities available to R.R.A.s (see AMA/ACCME, AAPA, and AAFP below) are not classified as either Category A or Category A+ but may be used in the manner described below.
- A minimum of 25 of the 50 credits must be earned through activities intended for the radiologist/physician extender or the radiologist/physician. Activities meeting this requirement include:
 - Activities designated as Category A+ (i.e., activities intended for the radiologist extender and approved by a RCEEM+ authorized by ARRT to evaluate such activities.)
 - Activities approved by the AMA/ACCME (Accreditation Council for Continuing Medical Education) for Category I credit. These are not Category A+ credits because AMA/ACCME is not a RCEEM or RCEEM+.
 - Activities approved by the AAPA (American Academy of Physician Assistants) for Category I credit. These are not Category A+ credits because AAPA is not a RCEEM+.
 - Activities approved by the AAFP (American Academy of Family Physicians) for Category I credit. These are not Category A+ credits because AAFP is not a RCEEM+.

- A minimum of 35 of the 50 CE credits must be discipline or specialty specific to the R.R.A. area of practice. The area of practice is defined as the role generally performed by R.R.A.s as opposed to the specific role of an individual R.R.A.
 - The individual R.R.A. will monitor this requirement. ARRT will check compliance through the CE audit process.
- General Requirements:
 - Sponsor of the CE activity must be able to verify the individual's participation.
 - The activity must be a minimum of 30 minutes in length.
 - A maximum of 12 CE credits for tumor board activities may be used.
 - Category A+ credit must initially meet the same approval and documentation requirements as Category A credit. Additional requirements may apply only to Category A+ activities.

CE requirements for the R.R.A will be integrated into the requirements needed to maintain the R.T. designation; that is, earning 50 CE credits that meet the criteria described above will satisfy the requirements to maintain both the R.T. and the R.R.A. The R.R.A. will maintain the same CE reporting cycle that was assigned when the individual became an R.T. R.R.A. CE requirements will begin on the first day of an individual's next biennium after obtaining the R.R.A. certification.

NOTE: RCEEMs that wish to review and approve R.R.A. level CE activities must receive approval from ARRT before the evaluated CE activities will be accepted as R.R.A. level CE or Category A+ credit. Interested RCEEMs may request application information by contacting ARRT. If approved, ARRT will designate these RCEEMs as RCEEM +.

(2) CE Probation for the R.R.A.

R.R.A.s who are not in compliance with the CE requirements during the CE biennium, will be placed on CE probation. The CE probation period will begin on the first day of the birth month and extend until the last day of the sixth month. For example, CE probation for a registrant born in January would be from January 1 through June 30. During the CE probation period, registrants must complete the credits that they were lacking during the biennium with no additional penalty credits. A credential card will be issued indicating "CE Probation" and will be valid for the probation period. When the CE probation credits are completed, the registrant must submit a CE Probation Report Form along with a \$50 processing fee. When compliance is confirmed, the CE probation designation will be removed and a new credential card issued. If the individual is not in compliance with the probation requirements by the end of the probation period, registration will be dropped. Eligibility to reinstate will follow the existing policies (i.e., see re-examination or re-qualification in Section 11) depending upon the length of time since the end of the probation cycle.

(3) Reinstatement through Re-Examination for the R.R.A.

R.R.A.s who fail to comply with the CE requirements during the biennium and the probation periods will have their registrations dropped and will be required to reinstate by re-examination. Effective January 1, 2009, individuals seeking reinstatement by re-examination must successfully complete re-examination in each category being reinstated. Since the primary supporting category for the R.R.A. is registration in Radiography, individuals must first complete re-examination in Radiography before completing re-examination for the R.R.A. category.

(4) Reinstatement through Re-Qualification and Re-Examination for the R.R.A.

Individuals seeking reinstatement more than five years after the CE Probation ending date will be required to re-qualify and re-examine in all categories being reinstated. Re-qualification requires re-satisfying all education, ethics, and examination eligibility requirements for a certification category in effect at the time, as described in Article II of the *ARRT Rules and Regulations*. Reinstatement in the R.R.A. category will require re-qualification and re-examination in the primary supporting category of Radiography as well as in the R.R.A. category.

SECTION 20. DEFINITION OF TERMS

Terminology used within this document is defined as follows:

AAFP: American Academy of Family Physicians, phone: (913) 906-6000 or (800) 274-2237, website: www.aafp.org.

AAPA: American Academy of Physician Assistants, phone: (703) 836-2272, website: www.aapa.org.

ABII: American Board of Imaging Informatics, phone: (651) 994-6410, website: www.abii.org.

ACCME: Accreditation Council for Continuing Medical Education, phone: (312) 527-9200, website: www.accme.org.

ACR: American College of Radiology, 1891 Preston White Drive, Reston, VA 20191, phone: (800) ACR-Line or (800) 227-5463, website: www.acr.org.

AHRA: American Healthcare Radiology Administrators, 490-B Boston Post Road, Suite 200, Sudbury, MA 01776, phone: (978) 443-7591 or (800) 334-2472, website: www.ahraonline.org.

AIUM: American Institute of Ultrasound in Medicine, 14750 Sweitzer Lane, Suite 100, Laurel, MD 20707, phone: (301) 498-4100, website: www.aium.org.

Approved Academic Course: A formal course of study that is relevant to the radiologic sciences and/or patient care as it relates to the radiologic sciences and is offered by a post-secondary educational institution accredited by a mechanism recognized by the ARRT. Relevant courses in the biologic sciences, physical sciences, radiologic sciences, health and medical sciences, social sciences, communication (verbal and written), mathematics, computers, management, or education methodology will be accepted. Some subject areas that will **NOT** be applicable include courses in archeology, astronomy, fine arts, geology, geography, history, music, philosophy, and religion.

ARDMS: American Registry for Diagnostic Medical Sonography, phone: (800) 541-9754, website: www.ardms.org.

ARRS: American Roentgen Ray Society, 44211 Slatestone Court, Leesburg, VA 20176-5109, phone: (703) 648-8900 or (800) 347-7748, website: www.ars.org.

ARRT Website Address: Information on the ARRT can be found at www.rrt.org.

ASNC: American Society of Nuclear Cardiology, 4550 Montgomery Ave, Suite 780 North, Bethesda, MD, 20814-3304, phone: (301) 215-7575, website: www.asnc.org.

ASRT: American Society of Radiologic Technologists, 15000 Central Avenue SE, Albuquerque, NM, 87123-3909, phone: (505) 298-4500 or (800) 444-2778, website: www.asrt.org.

Audit: An official verification of CE credits reported to ARRT. The ARRT can request individual CE records and/or certificates of participation that are used to validate the CE credits reported to the ARRT. As of January 1, 2006, ARRT will drop the registration of an individual who does not respond to a request for an audit by submitting documentation of CE participation. Reinstatement will be required. (See Section 15.)

AVIR: Association of Vascular and Interventional Radiographers, 12100 Sunset Hills Road, Suite 130, Reston, VA, 20190, phone: (757) 439-4336, website: www.avir.org.

Biennium: A period of time spanning two years. As used in the ARRT renewal process, the start of the technologist's birth month every other year marks the beginning of a biennium. Because the ARRT's renewal process is linked to a technologist's birth month, the biennial period is likewise linked to a technologist's birth month.

CAMRT: Canadian Association of Medical Radiation Technologists, 1000 - 85 Albert Street, Ottawa, Ontario, Canada K1P 6A4, phone: (613) 234-0012 or (800) 463-9729 (Canada only), website: www.camrt.ca.

Category A Credit: An activity that qualifies as a Continuing Education Activity as defined in this document and that meets one of the following criteria, is awarded Category A credit.

1. *Activities approved by a RCEEM, (see listing of RCEEMs in this section),*

2. *Approved Academic Courses (See references to an approved academic course in this section and in Section 14).*

3. *Advanced CPR Certification in ACLS, PALS, Instructor, or Instructor Trainer through the Heart Association, the Red Cross, or the American Safety and Health Institute. **Effective: January 1, 2007 – ARRT will no longer accept CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after this date.***

4. *State Licensing Agency: Registrants who are licensed by and have completed CE requirements to maintain their license in the following states may designate the CE activities that are evaluated and approved by their state licensing agency as Category A credit (see Section 13):*

Florida	Illinois	Iowa
Kentucky	Massachusetts	New Mexico
Oregon	Texas	

Note: ARRT no longer accepts courses approved solely by AMA or ANCC for Category A credit if completed after January 1, 2003.

Category A+ Credit: Continuing Education Activities (as defined in this document) that contains content relevant to the radiologist extender and that have been approved by a RCEEM+ are awarded Category A+ credit.

Category B Credit: All continuing education activities considered relevant to the radiologic sciences as defined in this document that have not been submitted for Category A credit. Category B credit will **not** be given for activities in cases where the sponsor attempted to obtain Category A credit and failed. The distinction between Category A and Category B activities is not based on the nature of the activity itself, but rather is based upon whether the activity has been reviewed and approved by a RCEEM. **Effective: January 1, 2008 – ARRT will no longer allow Category B credits completed after this date to be used to meet the CE requirements.**

Certification: The process of granting a certificate attesting to the demonstration of qualifications in a profession. A technologist receives a certificate after successfully passing an ARRT examination and meeting all other educational and moral character requirements for eligibility. After initial certification by the ARRT, the certification is registered on an annual basis.

CIIP: Certified Imaging Informatics Professional. Credential awarded by the ABII in Imaging Informatics.

Contact Hour: Equal to 50-60 minutes and awarded one continuing education credit.

Continuing Education Activity: A learning activity that is planned, organized, and administered to enhance the professional knowledge and skills underlying professional performance that a technologist uses to provide services for patients, the public, or the medical profession. In order to qualify as continuing education, the activity must be planned and organized and provide sufficient depth and scope of a subject area.

Continuing Education Credit: Unit of measurement for continuing education activities. One continuing education credit is awarded for one contact hour (50-60 minutes). Activities longer than one hour are assigned whole or partial credits based on the 50-60 minute hour. Educational activities of 30-49 minutes duration will be awarded one-half of one CE credit. An activity that lasts less than 30 minutes will receive no credit.

CPR: Category A credit will be awarded for valid advanced level CPR certification. Advanced level CPR certification is limited to the following: Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Instructor, or Instructor Trainer. Only **one** certification may be claimed per biennium. Six Category A credits will be awarded on the date of certification or re-certification. A copy of a valid certification card issued by the Red Cross, the Heart Association, or the American Safety & Health Institute will serve as documentation.

Effective: January 1, 2007 – ARRT will no longer accept CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after this date.

Documentation: Proof of participation in a particular educational activity. May be submitted in the form of a certificate of completion or an itemized list from the sponsor. **All** documentation must include: name of participant, dates of attendance, title and content of the activity, number of contact hours for the activity, name of sponsor, signature of the instructor or an authorized representative of the sponsor issuing the documentation, and a reference number if the activity has been approved by a RCEEM.

Inservice Presentation: Inservice presentations that are general in content and apply to a wide audience of technologists would be considered a CE activity. Inservice presentations that are specific to a facility will **not** be awarded CE credit.

Example 20.1: A course on universal precautions would be applicable for any technologist.

Example 20.2: A course on how the radiograph file folder is completed is specific to that facility and does not meet the definition of a CE activity.

MDCB: Medical Dosimetrist Certification Board, 15000 Commerce Parkway, Suite C, Mt. Laurel, NJ, 08054, phone: (856) 439-1631 or (866) 813-6322, website: www.mdcb.org. NOTE: Re-examination in Dosimetry by the MDCB does not count for additional CE credits.

NMTCB: Nuclear Medicine Technology Certification Board, phone: (404) 315-1739, website: www.nmtcb.org.

Presentation: An educational activity in which the presenter develops and orally presents a topic. With proper documentation, a presenter may receive CE credits for developing a presentation that has been evaluated and approved by a RCEEM or a RCEEM+. Although the developer of the activity must present the activity in order to receive CE credit, no credit is awarded for actual presentation. Two CE credits are awarded for the development of each contact-hour of lecture. Presenters do not earn credit for courses that have been developed by another individual. Multiple presenters are awarded credit based upon the portion of the lecture they develop. Each presentation can be used only once for credit. This total must not exceed 12 credits per biennium.

Probation Status: Failure to comply with the biennium CE requirements will result in CE Probation being assigned to the registration status. (See Section 9.)

Radiologic Technology: The health profession comprised of certified technologists and therapists who provide services for physicians, patients, and the public. This "umbrella" term encompasses the imaging and therapeutic modalities in medical radiology, including the radiologist assistant.

RCEEM and RCEEM + (Recognized Continuing Education Evaluation Mechanism): A mechanism for evaluating the content, quality, and integrity of an educational activity. The evaluation must include a review of educational objectives, content selection, faculty qualifications, and educational methods and materials. Among the requirements for qualification as a RCEEM, an organization must be national in scope, non-profit, radiology based, and willing to evaluate CE activities developed by any technologist within a given discipline. The organization must demonstrate the need for an additional RCEEM and supply evidence of sufficient experience and resources to provide for the valid and reliable

evaluation of CE activities. The **RCEEM+** has all of the responsibilities of a RCEEM in addition to the evaluation and approval of radiologist extender level CE activities. The RCEEM+ is authorized to award both Categories A and A+ credit depending on the content level of the activity.

Organizations with current **RCEEM** status include:

American College of Radiology
American Healthcare Radiology Administrators
American Institute of Ultrasound in Medicine
American Roentgen Ray Society
American Society of Nuclear Cardiology
*******American Society of Radiologic Technologists*
Association of Vascular and Interventional Radiographers
Canadian Association of Medical Radiation Technologists
Medical Dosimetrist Certification Board
*******Radiological Society of North America*
Society of Diagnostic Medical Sonography
Section for Magnetic Resonance Technologists
*******SNM Technologist Section*
Society for Vascular Ultrasound

****** Identifies organizations with **RCEEM+** status.

NOTE: RCEEMs that wish to seek approval from ARRT to review radiologist extender level CE should contact ARRT and request the criteria for recognition as a RCEEM+.

Registration: After initial certification, the ARRT annually registers the certificates of technologists who comply with the *ARRT Rules and Regulations*, the *ARRT Standards of Ethics*, and the *Continuing Education Requirements for Renewal of Registration*.

Reinstatement: A technologist who fails to renew the registration of a certificate or fails to comply with the CE requirements for renewal of registration will be dropped and no longer registered by the ARRT. In order to become registered again, the technologist must apply for reinstatement of the registration of the certificate and meet other requirements as set by the ARRT. (See Section 11.)

Reinstatement by Re-Examination: Non-compliance with the CE requirements for a period of 2.5 or more years from the beginning of a biennium will require reinstatement by means of re-examination. Reinstatement will not be allowed without successful re-examination in a primary discipline in which the technologist is eligible (radiography, nuclear medicine technology, radiation therapy, sonography, or magnetic resonance imaging).

Re-qualification: Non-compliance with the CE requirements for a period of 5 or more years from the ending date of probation will require reinstatement by re-qualifying and re-examining in all categories being reinstated. Re-qualification requires re-satisfying all education, ethics, and examination eligibility requirements for a certification category in effect at the time, as described in Article II of the *ARRT Rules and Regulations*. To reinstate individuals must successfully re-qualify and re-examine in each primary discipline in which they desire to be registered. Once the individuals have the primary certification needed as a supporting discipline, they may successfully re-qualify and re-examine in each of the post-primary disciplines they wish to reinstate.

RSNA: Radiological Society of North America, 820 Jorie Boulevard, Oak Brook, IL 60523-2251, phone: (630) 571-2670 or (800) 381-6660 (US and Canada), website: www.rsna.org.

SDMS: Society of Diagnostic Medical Sonography, 2745 Dallas Parkway, Ste 350, Plano TX, 75093-8730, phone: (214) 473-8057 or (800) 229-9506, website: www.sdms.org.

SMRT: Section for Magnetic Resonance Technologists of the International Society for Magnetic Resonance in Medicine, 2030 Addison Street, 7th Floor, Berkeley, CA 94704, phone: (510) 841-1899, website: www.ismrm.org/smrt.

SNMTS: SNM Technologist Section, 1850 Samuel Morse Drive, Reston, VA 20190, phone: (703) 708-9000, website: www.snm.org.

Sponsor: The owner or authorized representative of the owner of the CE activity. The sponsor is an individual or an organization responsible for the content, quality, and integrity of the educational activity. A sponsor plans, organizes supports, endorses, subsidizes, and/or administers educational activities. (*See Section 17.*)

SVU: Society for Vascular Ultrasound, 4601 Presidents Drive, Suite 260, Lanham, MD 20706, phone: (301) 459-7550, website: www.svunet.org.

Tumor Boards: Sometimes referred to as chart rounds or cancer conferences, tumor boards are limited to 12 credits per biennium. Tumor boards are typically a general review of a specific tumor to include anatomy, physiology, pathology, symptoms, and treatment options. CE credit is not to be awarded for activities during which the treatment plan for a specific individual is discussed.

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