



Submitting Academic Courses for Credit Distribution | Gail Jacobs Cohen, R.T. (R)(ARRT)

What is a Credit Distribution

- A breakdown of how course content is assigned to specific educational categories
- Determines how continuing education (CE) credits are applied
- Ensures alignment with certification and credentialing standards

What is Structured Education (SE)

- Includes defined learning objectives and assessment or evaluation
- Required for meeting ARRT standards

Continuing Qualifications Requirements (CQR)

- Includes assessment of knowledge gaps
- Requires completion of assigned prescription credits

Types of Courses

- Academic (college/university courses)
- CE through institutional CE Division
- CE through institution where CE department is accredited through regional accreditor
- Dual Credit Course
- ARRT recognized certificate program

Submitting New Courses

- Complete required fields

Syllabus Requirements

- Course title and number
- Detailed content description

CE Coordinator Review

- Review submission prior to assigning for credit distribution

Credit Distribution Agent Role

- First review and initial credit distribution
- Second review and finalizing credit distribution

Restore Search Visibility

- Update changes to course
- Submit for new credit distribution if more than 3 years from previous CD

Yearly Updating Courses

- May 1 through July 31
- Update changes to course
- Submit for new credit distribution if more than 3 years from previous CD

Understanding Credit Distribution and Approve/Reject

- Mapping credit to different disciplines
- Year of content spec implementation
- Breakdown of credit
- Accepting or rejecting CD

Student Process

- Steps students take when reporting structured education credit to sit for exam