ARRT® STAKEHOLDER DOCUMENT

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®

Purpose:
The purpose of this document is to share ARRT educational policies and processes with external users.

Scope:
The scope of this document includes policies and processes that are related to external entities that partner with ARRT to support individuals seeking to obtain and/or maintain ARRT certification and registration.

Intended Audience:
Key audience members for this document include: CE Sponsors, ARRT recognized CE Partners (i.e., RCEEMs, SLAs), Accreditation Mechanisms (e.g., JRCERT, CAAHEP, Regional Accreditors) for Educational Programs, and CPR/BLS Providers. Individuals seeking to obtain and maintain ARRT certification and registration may find this document useful to supplement the information available in the *ARRT Education Requirements for Obtaining and Maintaining Certification and Registration* Governing Document

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1.0 EDUCATIONAL ACCREDITATION

1.1 Professional Program Accreditation

At ARRT, education is part of our equation for excellence. We rely on accreditation agencies (sometimes called mechanisms) to determine the quality of educational institutions, their programs, and their courses.

As part of the requirements for ARRT certification and registration, candidates need to complete an ARRT-approved educational program and an academic degree (associate's or higher) that is accredited by one of the mechanisms ARRT recognizes to obtain ARRT certification and registration. Individuals also may complete an academic course to meet ARRT education requirements to maintain ARRT certification and registration. The academic institution offering the course must be accredited by one of the agencies listed on the [ARRT website](#).

If your educational accrediting organization is interested in becoming an ARRT-approved accreditation mechanism, your educational accrediting organization must be recognized by the U.S. Department of Education (USDE) and/or the Council for Higher Education Accreditation (CHEA).

To submit your request:
- Provide your formal request on organizational letterhead
- Include documentation that your organization is currently recognized by USDE and/or CHEA
- Include the primary contact information (i.e., name, mailing address, email address, phone number)
- Mail your request to: ARRT Director of Education Requirements
  1255 Northland Drive
  St. Paul, MN 55120

1.2 R.R.A program Recognition

To ensure the needs of the students and the employers hiring R.R.A.s, ARRT has a recognition program for RA educational programs. Educational programs that wish to be recognized by ARRT must complete the initial recognition progress and seek continued recognition to maintain the ARRT recognition.

The materials for an educational program to seek recognition are available on the [ARRT website.](#)

1.3 Advanced CPR provider Recognition

1.3.1 Recognition of CPR/BLS Criteria

The following criteria will be used for CPR/BLS or advanced CPR certifications to meet ARRT education requirements:

- CPR/BLS certification must be specific to healthcare providers (e.g., prehospital providers like paramedics, medical students, in-facility healthcare providers);

- Curriculum for training must be based on AHA/ILCOR guidelines;

- Initial CPR/BLS certification and renewal of CPR/BLS certification must include cognitive assessment and physical skill evaluation;

- Acceptable educational methods for CPR/BLS certification include:
  o Classroom instruction including a physical skills evaluation
  o Blended learning using online didactic presentation or modules and a physical skills evaluation
  o Blended learning using online didactic presentation or modules and skills evaluation using a simulator with immediate feedback capabilities

- Only advanced level CPR (i.e., ACLS, PALS, NALS) will be accepted to meet the following requirements:
  o Structured Education for ARRT's postprimary eligibility pathway
  o Biennial Continuing Education
  o Continuing Qualifications Requirements (CQR)

1.3.2 Recognition of CPR/BLS Provider Criteria

The following evaluation criteria for CPR/BLS providers seeking acceptance by ARRT for each individual course offering:
- Training curriculum that demonstrates the AHA/ILCOR guidelines are followed;
- Learning objectives;
- The educational methods used to provide the course (e.g., in-person classroom, online-blended learning model, physical skill assessment using simulator with immediate feedback);
- Length of time the CPR/BLS certification is valid for;
- Differences between initial CPR/BLS certification and renewal CPR/BLS certification courses;
- A sample of the certification documentation awarded that could be submitted to ARRT by the course participant to verify completion;
- Indication if online verification of awarded certificates is available.

To submit your request:
- Provide your formal request on organizational letterhead
- Include the primary contact information (i.e., name, mailing address, email address, phone number)
- Mail your request to: ARRT Director of Education Requirements
                          1255 Northland Drive
                          St. Paul, MN 55120

1.4 Continuing Education Partner Recognition

The materials for an entity to seek ARRT recognition to review and approve CE activities for Category A or A+ credit are available on the [ARRT website](#).
(Note: ARRT is not currently evaluating recognition materials for additional entities seeking ARRT recognition to approve CE activities.)

2.0 CONTINUING EDUCATION CREDIT DISTRIBUTION

2.1 Purpose

R.T.s that pursue ARRT credentials using the postprimary eligibility pathway and individuals completing the CQR process that receive a CE Prescription will need to choose educational activities linked to the content outline for the respective discipline.

To help individuals find these targeted activities, ARRT assigns a credit distribution to each activity submitted by CE Sponsors or educational program directors. These activities are then added to a database. The credit distributions align with the content categories in our discipline-specific content outlines (view the outlines).

3.0 CONTINUING EDUCATION (CE) ACTIVITY EVALUATION

3.1 CE Activity Definitions

3.1.1 See Section 4.3 of the ARRT Education Requirements for Obtaining and Maintaining Certification and Registration document for **CE Activity, CE Credit, Category A, Category A+ Credit** definitions.

3.1.2 Live lecture:
CE activities delivered in a monitored group environment.

3.1.3 Self-learning:
CE activities are delivered in a non-monitored environment.

3.2 CE Activity Evaluation and Approval
ARRT's policies related to CE Approvers (i.e., CE activity evaluation and approval) are minimum standards that can be exceeded by the CE Approvers.

3.3 Formula Utilization to Determine CE Values
All RCEEM(s), RCEEM(s)+, and SLA(s) will use the CE formulas where indicated to determine the CE credits that will be awarded to an activity. Utilization of the formulas should be paired with effective learning objectives that communicate what participants should be able to do upon completion of the activity and assessment questions based on the learning objectives. Assessment should provide a method for measuring achievement of a representative number of the learning objectives for the learning activity.

Variations of the following formula have been assigned to the different types of CE activities that are accepted by the ARRT. Defining criteria for the formula have been provided.

$$\text{Total CE Credits Awarded} = \frac{(\text{\# of words} \div 140) + (\text{Video time in minutes}) + (\text{\# of ?s} \times 1.85)}{50}$$

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

Defining Word Count:

INCLUDED IN THE WORD COUNT	NOT INCLUDED IN THE WORD COUNT
Main text (body)	Title page
Headings	Table of Contents
Sub-Headings	Reference list or bibliography

In-text citations	Appendices
In-text referencing	**Text for assessment questions (post-test)
Tables, figures, charts, graphs, legends	
Footnotes	
Text for embedded or interactive questions/activities that will not be part of the formal assessment to determine successful activity completion	**Text for assessment questions (post-test) not included in the word count because of separate consideration in the formula multiplied by a factor of 1.85

Determining Video/Audio Time
- The activity should be timed for the actual video/audio portion (discount media/technology system errors that lock-ups viewing functionality). Consider downloading for evaluation rather than streaming.
- The time tracking feature can be used.
- Time for interactive question/activities should not be included in the video/audio portion of the formula if presented in a text format. (i.e., text formatted interactive questions/activities will be calculated as part of the word count.)

** Maximum limits for embedded or interactive questions/activities is 2 questions/activities per each 15 minutes of view time.

3.3.1 Online Activity Containing A Video and/or Audio Component
Credit should be calculated based upon timing of the audio portion of the activity. Video/Audio Online Activity which is a live presentation recorded for later viewing will be calculated as:

$$\text{Total CE Credits Awarded} = \frac{(\text{Video time in minutes}) + (\text{\# of ?s} \times 1.85)}{50}$$

Hybrid Online Activity which is a text-based presentation with video segments will be calculated as:

Text-based segments – use word count and include embedded question(s) if written
Audio segments – use video timing and include embedded question(s) if verbal

$$\text{Total CE Credits Awarded} = \frac{(\text{\# of words} \div 140) + (\text{Video time in minutes}) + (\text{\# of ?s} \times 1.85)}{50}$$

3.3.2 Awarding CE Credit for Interactive Testing
CE activities may include interactive components in which the participant responds to questions concerning the content of the learning exercise. For each incorrect response to these questions, the participant is offered an immediate opportunity for review of applicable activity content or is provided feedback regarding the correct response. Interactive components are part of the learning process for that activity and may be included in the formula for calculating awarded CE credit.

CE credit determination for interactive textbooks will be considered hybrid activities and will be calculated as:

$$\text{Total CE Credits Awarded} = \frac{(\text{\# of words} \div 140) + (\text{Video time in minutes}) + (\text{\# of ?s} \times 1.85)}{50}$$

Text-based segments – use word count and include embedded question(s) if written
Audio segments – use video timing and include embedded question(s) if verbal

The number of interactive activities allowed is two activities (maximum) per each 15 minutes of viewing time. Interactive textbook chapters require a post-test per published chapter to demonstrate participation.

3.3.3 CE Credit for Post-test
The post-test is a means to verify participation in a CE activity and provide an opportunity to learn. CE credit will be awarded for the post-test content as part of the formula calculation by multiplying the number of post-test items by a factor of 1.85.

$$\text{Total CE Credits Awarded} = \frac{(\text{\# of words} \div 140) + (\text{Video time in minutes}) + (\text{\# of ?s} \times 1.85)}{50}$$

3.3.4 Textbook or E-Book Chapter CE Activities
Effective no later than January 1,2023 (Some CE Approvers have already implemented this policy)
CE activities that are based on a textbook or E-Book must be submitted and approved on a per chapter basis, as published in the textbook, rather than approving sections or the entire textbook or E-Book as one activity. Each textbook or E-book chapter activity will be required to have a post-test and be assigned a unique reference number.

CE awarded will be calculated as:

$$\text{Total CE Credits Awarded} = \frac{(\text{\# of words} \div 140) + (\text{Video time in minutes}) + (\text{\# of ?s} \times 1.85)}{50}$$

3.4 Awarding of CE Credits
Category A and A+ CE activities 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. CE activities must be evaluated and approved by a RCEEM, RCEEM+, or state licensing agency in order to be awarded CE credit; or meet ARRT's requirements for CE credit (i.e., approved academic courses).

CE credit will not be awarded for CE activity types that are not listed in this document.

3.5 Activities Differing from CE Requirements
CE credit will not be awarded for activities in which the goals, objectives, and/or purpose are different from the ARRT CE Requirements. Activities must maintain and enhance the professional knowledge and skills underlying professional performance that a technologist uses to provide services for patients, the public, or the medical profession.

3.6 CE Activity Inconsistent with Recognized Criteria
When the approval of a CE activity is inconsistent with recognized criteria, the ARRT will notify the CE Approver (i.e., RCEEM, RCEEM+, SLA) so that appropriate policies can be clarified. The ARRT will investigate the impacts on an individual(s) that reported the CE credits.

3.7 Development of Alternative Methods of Delivering CE

Development of alternative methods of delivering CE such as through the Internet or distance learning is supported as long as the activity meets the ARRT definition of CE and participation is verified.

3.8 CE Activity Completed Over an Extended Period of Time

Some CE activities require participation for an extended period of time (i.e., academic courses, 40-hour workshops). CE credit will only be awarded at the completion of the entire activity if the activity is assigned a single reference number to ensure that technologists attend the full activity.

3.9 Full-Day or Multi-Day Conferences

Full-day or multi-day conferences should have more than a single reference number. Courses that run concurrently will be assigned separate reference numbers to document which course(s) the technologist attended.

When a CE activity spans the end of one month and the beginning of the next month (i.e., 30th, 31st, 1st and 2nd), the CE Sponsor should award certificates of participation on a daily basis to avoid reporting problems for the participant whose biennium ends at the close of the month.

RCEEM(s), RCEEM(s)+, and SLA(s) should encourage CE Sponsors to seek single day or single CE activity approvals rather than one reference number for a multi-day seminar. If a multi-day seminar is approved under one reference number, the technologist is required to complete the entire multi-day seminar to receive any credit. ARRT will accept the last day of the seminar as the date of completion.

Only the full credit as designated by the RCEEM/SLA during the CE approval process may be claimed by a participant in the activity. If a CE activity does not run for the entire RCEEM/SLA-awarded time, but all CE content that was evaluated as part of the CE approval process is delivered in a shorter period of time than the RCEEM/SLA-awarded time, the full approved CE amount should be awarded. If all planned content is delivered, the opportunity to learn the content has been provided for the participants. When a CE activity does not run for the entire RCEEM/SLA-awarded time, the CE Sponsor should report this information to the RCEEM or SLA that approved the activity. RCEEMs and SLAs will be responsible for monitoring and identifying CE Sponsors that routinely have CE activities that do not run for the entire RCEEM/SLA-awarded time. The approving RCEEM/SLA that identifies a CE Sponsor consistently not meeting the RCEEM/SLA-awarded time should follow the appropriate remediation procedures for non-compliant CE Sponsors. RCEEMs and SLAs will be required to report the CE activities that do not run for the entire RCEEM/SLA-awarded time during the annual reporting process that is part of the CE Approver, CE Tracker, and CE Transferor Recognition Process.

No partial credit is to be awarded to individuals who do not attend a CE activity for the entire length of time for which it was approved. If all planned content is delivered, but an individual does not attend the entire CE activity, the opportunity to learn all content as considered during the CE approval process is not possible. CE Sponsors should not issue a certificate of participation or activity completion documentation for the CE activity.

3.10 Awarding CE Credits for Self-Learning Materials

These activities are not considered to be complete until the R.T. submits the post-test and the CE sponsor issues the certificate of participation. The date on the certificate is the "date of completion."

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. CE approval organizations may set stricter passing score criteria if desired. See additional post-test requirements.

3.10.1 Post-test: Number of Questions and Passing Scores

After using the formula to calculate the CE credit value, 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 activity's CE value will be 1.5 CE credits, then 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 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. CE approval organizations may set stricter passing score or number of correct items criteria if desired. Refer to the chart below for ARRT scoring criteria:

    2 correct questions out of   2 questions asked
    3 correct questions out of   4 questions asked
    6 correct questions out of   8 questions asked
    9 correct questions out of 12 questions asked
    12 correct questions out of 16 questions asked

See additional information on post-test requirements.

3.10.2 Directed/Journal Readings with Answers

CE credit will not be awarded for directed/journal readings which have the answers printed in the same issue.

3.11 Online Modules

Online activities can encounter issues with computer speed, internet speed etc. The activity should be timed for the actual audio segment (discount lock-ups, etc.) The time tracking feature can be used. For most reliability, request a version that can be downloaded. The version must mirror the online CE activity.

3.12 Requirements for Webinars, Podcasts, and Videos
Webinars, podcasts, and videos can be evaluated as live lectures. If the webinar, podcast, or video is presented in a monitored group environment, no post-test is needed. Attendance verification (e.g., sign-in sheets, stamp, stickers, tickets, electronic means) is required. If a webinar, podcast, or video is not completed in a monitored group environment, then it is considered a self-learning activity and requires post-test completion, submission, and passage for CE credit.

Both delivery methods (i.e., live lecture, self-learning activities) will have the same reference numbers. The multiple format disclaimer will be used for these activities, so participants are aware they may not complete and report the same activity with the same reference numbers during a CE biennium or to meet CE requirements for CQR or structured education.

3.13 Multiple Titles/Topics as One Presentation
The ARRT definition of a continuing education activity includes the following: "In order to qualify as CE, the activity must be planned, organized, and provide sufficient depth and scope of a subject area." If the multiple titles/topics combined into one presentation meet this definition when combined into one presentation, CE may be awarded for participants.

3.14 Presentations Relating to ARRT's Requirements
ARRT Board Members, staff, designees, and other qualified individuals approved by ARRT may present CE activities regarding ARRT's Requirements (e.g., Ethics, CE, CQR) for CE credit at national, state, and local professional organizations.

CE activities regarding ARRT requirements that are developed and presented by other qualified individuals must provide a disclaimer that the individuals are not official representatives of ARRT; have not been authorized by ARRT to speak on its behalf, and that only ARRT can provide definitive information on its education requirements.

3.15 CE Activities with a Psychomotor Component ("Hands On")
In addition to other applicable CE policies for determining CE value for didactic content, all CE Approvers will use the following as part of their CE approval process to identify the required elements and criteria for determining the CE credit value for a CE activity that addresses the psychomotor domain ("hands-on"). NOTE: This policy is not applicable for academic courses with a psychomotor component.

"Hands-on" interaction is defined as active personal physical involvement by the CE activity participant.

The CE activity must include actionable learning objectives that are measurable and linked to the job tasks typically performed by R.T.s as determined by ARRT's practice analysis process. CE Approvers should consult the current Task Inventory document on ARRT.org for the related discipline as a resource to determine if the learning objectives submitted by the CE Sponsor link to the job tasks typically performed by R.T.s as determined by ARRT.

There must be ample time allowed for each CE activity participant to demonstrate skill development for each actionable learning objective submitted by the CE Sponsor.

To receive CE credit for the "hands-on" portion of a CE activity, the CE Sponsor must identify a maximum number of CE participants that may earn credit during the CE activity offering.

This standardization should be based on the average time utilized by a number of learners to complete the measurable and actionable learning objectives.

* Documentation of participation for the CE activity must list the actionable learning objectives that every CE participant has the opportunity to demonstrate during the CE activity.

The use of simulation in a CE activity to provide the participant with an opportunity to gain identified psychomotor skills is acceptable.

CE credit awarded for didactic components and psychomotor components of a CE activity have the same per unit of time value. That is, if the same amount of time is spent on the didactic component as is spent on the psychomotor component, each component should receive equal CE credit. For example, if a CE activity is scheduled for three hours total and two hours will be a didactic component and one hour will be a psychomotor component, the credit awarded for the activity should be three CE credits total.

* NOTE: Entities that provide CE completion tracking and transferring to ARRT will be responsible for verifying that the CE participation documentation includes the list of actionable learning objectives that the CE participant demonstrated while completing the CE activity as approved.

3.16 Applications Training
3.16.1 CE Credits for Demonstration and Positioning
CE credit may be awarded for the formal lecture part of the training program. The lecture must meet the same criteria (i.e., content outline, objectives, attendance and length) as any other lecture. The content may be company specific but should not be site specific.

No CE credits should be awarded for training that involves the review of the equipment operations manual.

Hands-on demonstrations act to reinforce, demonstrate, or apply learning in various situations. These situations enhance critical thinking, which involves asking questions about subject matter, making informed decisions, and carrying out actions in a controlled environment.

If the CE activity has a psychomotor component which involves participants physically performing positioning, refer to CE Policy 3.15 CE Activities with a Psychomotor Component ("Hands On") and follow the required criteria for determining the CE credit value for this portion of the CE activity.

3.16.2 Applications Participants
Following the requirements defined in CE Policy 3.15 CE Activities with a Psychomotor Component ("Hands On") any technologist will be able to attend the lecture part of the training program. However, the training specialists may limit the number of attendees in order to promote a more effective learning experience. The training specialists may also establish prerequisites for lecture attendance, such as previous work in the discipline, so that the education and experience level of the participant is appropriate for the course content.

3.16.3 CE Credits for Application Training or User Group Meetings
CE credit may be awarded for the formal lecture part of the training program. The lecture must meet the same criteria (i.e., content outline, objectives, attendance and length) as any other lecture. The content may be company specific but should not be site specific. No CE credits should be awarded for training that involves the review of the equipment operations manual.

For the psychomotor component of the CE activity which involves participants physically participants physically participating, refer to CE Policy [3.15 CE Activities with a Psychomotor Component ("Hands On")](#) and follow the required criteria for determining the CE credit value for this portion of the CE activity.

3.16.4 Interactive Computer-Based Training (Hybrid of online & onsite training)
Interactive computer-based training will be evaluated using the evaluation criteria for a live lecture. Participants are not required to complete a post-test for CE credit. The CE Sponsor must supply a content outline, learning objectives, and identify any portions of the CE activity that are demonstrated. This type of education when offered as applications training is not capped.

3.16.5 CE Credit Cap for Applications Training
Effective January 1, 2011, the maximum number of CE credit for applications facility (on-site) training that a technologist can report will be capped at 8.0 Category A credits per biennium. Applications training conducted at the corporate office, webinar, and user's meetings or online will not be limited.

3.16.6 Simulation Training
Simulation training is defined as interactive activities using equipment that "simulates" real episodes and outcome. Simulation training, as part of applications training, will be approved when completed as an instructor led participation activity.

For the psychomotor component of the CE activity which involves participants physically participating, refer to CE Policy [3.15 CE Activities with a Psychomotor Component ("Hands On")](#) and follow the required criteria for determining the CE credit value for this portion of the CE activity.

3.16.7 Reference Numbers for Applications Training
Any RCEEM, RCEEM+ or state that approves applications training should use an identifier to designate capped or non-capped applications training. The reference number should end in "C" for corporate training provided at the vendor's corporate site which is not capped and "F" for training conducted at the employing facility which is capped. The designations are useful to RCEEMs that transfer CE to ARRT as well as ARRT staff in their review of the CE reports.

3.16.8 Assigning CE Credit for Applications Training
Other credentialing organizations or licensing states may allow unlimited credits for applications training. The courses can be approved for the full amount of CE credit to aid the R.T. with their other CE responsibilities; ARRT will cap the credits when reviewing the CE reports; RCEEMS or RCEEMs+ with CE credit transfers to ARRT will track and transfer CE credits according to CE policy.

3.16.9 Certificates of Participation
Vendor representatives who are recognized CE Sponsors of applications training will not leave incomplete certificates of participation with the facility. The facility is not authorized to distribute any certificates of participation to technologists who have been trained by co-workers who completed the formal applications training program.

3.17 Continuing Education Classes through Colleges
Continuing education courses offered through an academic continuing education department may not be awarded Category A credit unless it has been evaluated and approved by a RCEEM, RCEEM+, or SLA. Continuing education departments may not be evaluated as a part of the academic accreditation review process. The RCEEM, RCEEM+ or SLA will use following criteria to evaluate and approve CE courses offered through an academic continuing education department:

1) Evaluate the content for accuracy and relevancy using the same information found in other CE Policy statements and the ARRT Education Requirements.
2) Review the educational objectives to ensure they are meaningful and related to the content.
3) Review the course outline to ensure the educational objectives will be covered during the course.
4) Evaluate the faculty qualifications to ensure they have the knowledge necessary to teach the course.
5) Evaluate the educational methods and materials (e.g., in-person course, distance learning, material quality).
6) Review signed documentation that the institution has permission to use any copyrighted material.
7) The continuing education division of the post-secondary institution is accredited by an accreditation mechanism recognized by ARRT.
    a. Determine if the accreditation of the continuing education division is the same or different from the accreditation of the post-secondary institution as a whole.
    b. Refer to the list of recognized accreditation mechanisms on the ARRT website to ensure the accreditor of the continuing education division is listed.
8) The following process must be used to determine the CE value awarded for the course.
    a. The post-secondary institution requesting approval will need to provide the CE Approver with the number of academic credits the course would receive if the course were not being offered as continuing education and identify if the credits would be quarter or semester credits.
    b. The CE Approver will assign credits at the rate of:
        • 12 Category A CE credits for each academic quarter credit.
        • 16 Category A CE credits for each academic semester credit.
    c. If the post-secondary institution reports the academic value in competency credits (units), the post-secondary institution will need to provide the necessary information to convert competency credits (units) into academic quarter or semester credits so the CE Approver may calculate the CE value for the activity.

3.18 Basic or Review Courses
CE credits may be awarded for basic or registry review courses if the courses meet the definition of a CE activity.

ARRT requires current RCEEM, RCEEM+ or SLA review procedures already in place for such courses. The following should be taken into consideration:
- Must contain educational content
- Sections on "How to study" or "How to examine" must have depth and scope that enhances the professional knowledge and skills underlying professional performance that a candidate or technologist uses to provide services for patients, the public, or the medical profession.
- Q and A must be followed by annotated discussion. Pure Q and A should not be approved

3.19 CE Credit for Training Instructors (e.g., Application Trainers, CPR Instructors, Clinical Instructors)

It is reasonable to educate the instructor/trainer to teach and improve their outcome effectiveness when they deliver instruction/training (e.g., teaching methods to increase participant engagement, adult learning methods). CE will be awarded to recipients (i.e., course participants, attendees) for education-focused CE activities that will help the recipient educate others in the future.

CE credit will not be awarded for specific education to educate the instructor/trainer on vendor products, clinical instructorship, or CPR/BLS certification they are responsible for teaching or performing as part of their job.

3.20 CE for Committee Participation

CE credits are not to be awarded to consultants for participation on committees.

3.21 CE for Sales Courses

CE credits will not be awarded to commercial representatives for job related sales courses specific to their product.

3.22 Software Development

Software development is predominantly job related and would not be eligible for CE credit. ARRT will assist CE approval organizations with these on an individual basis.

3.23 Editorial Review

CE credit will not be awarded to individuals for serving on the editorial review board of a journal.

3.24 Panel Discussions

A panel discussion is a specific format used in a meeting, conference or convention. It is a live or virtual discussion about a specific topic amongst a selected group of panelists who share differing perspectives in front of an audience.

CE credit may be awarded for panel discussions. If there are learning objectives, a content outline, or a formal organized presentation presented by the panelists.

3.25 CE Credit for Student Papers

Attendees at presentations of medical imaging, interventional procedures, and radiation therapy student technologist papers can be awarded CE credit if the activities are approved by a RCEEM, RCEEM+, or SLA. As part of the approval process the program director or

faculty must attest to mentoring the student and verify the content is valuable for the certified and registered technologist.

A certificate of participation must be issued to attendees that meets the documentation requirements found in the [ARRT Education Requirements for Obtaining andMaintaining Certification and Registration](#) document.

3.26 Interactive Mock Review
These activities may be awarded CE credit if the following criteria are met:
The assigned time is not spent on individually completing an actual mock exam; and
The review is at the conclusion of a multi-day seminar to cover materials learned during the sessions; and the questions are discussed in a group setting with the potential for additional learning; and CE credit is not awarded for the time spent completing the exam.

3.27 Tumor Boards, Chart Rounds, Cancer Conferences
3.27.1 Tumor Boards
Sometimes referred to as chart rounds or cancer conferences. Tumor boards are typically a general review of a specific tumor to include anatomy, physiology, pathology, symptoms, and treatment options. With this content all four major content categories of the universal outline may be addressed within the activities.

3.27.2 CE Credit for Chart Rounds (or equivalent)
Chart rounds must be evaluated and approved by a RCEEM, RCEEM+, or SLA for Category A credit. If the chart rounds activity includes discussion of Patient A, Patient B, and Patient C that will be treated/examined this week, the activity is job related and should not be awarded CE credit. If the discussion is of Disease 1, Disease 2, and Disease 3, the topics are general in nature. Therefore, these topics would be considered CE and awarded CE credit. If someone from another facility attends the activity, will there be tangible educational benefits for this person as well? If yes, the activity is CE. If no, then the activity is not CE.

The CE value for Chart Rounds (or equivalent) should be determined by the same criteria used for live lectures.

3.27.3 Tumor Boards (or equivalent) Approved by a RCEEM or RCEEM+, or SLA
RCEEM(s), RCEEM(s)+, or SLA(s) only approve tumor boards for Category A credit if the RCEEM, RCEEM+, SLA has the evaluation information (objectives, content outline, date, length, speaker, etc.) prior to the date of the presentation. This reinforces the requirements that a CE activity is organized and planned.

3.28 Mammography
3.28.1 Mammography Procedures/MQSA
CE credits will not be awarded for completion of mammography procedures (examinations) used to qualify for the MQSA rules or to comply with MQSA accreditation requirements.

Category A CE credits will not be awarded to the instructor or the student for remedial training required by MQSA.

3.28.2 Facility Inspections / MQSA audits

Providing CE credit for taking part in an inspection or an audit is not appropriate. These activities do not meet the definition of a CE activity primarily because the activity is not structured. Inspections or audits at varying facilities will cover different areas providing information on the noted deficiencies. It is a governmental requirement that an inspection or an audit be conducted; it is a job responsibility. A review of records is not education.

3.29 CE Relevancy

3.29.1 Courses Approved

Additional content areas that should be reviewed and may be awarded CE credit if related to medical imaging, interventional procedures, or radiation therapy.

- Animal Assisted Therapy: Presentations on Animal Assisted Therapy should be evaluated on a case-by-case basis.
- Alternative Medicine: The number of courses available in the area of "Alternative Medicine" is increasing. Some of the course content areas in alternative medicine are being used in Radiation Therapy and could be considered relevant.
- Computer Courses: CE credit should be awarded for computer content-based courses designed for the "user." Important content areas for computer user courses are PACS, RIS, computed radiology, image post processing, billing and coding for the user.
- Veterinary radiography (equipment, protection issues, physics and positioning)
- Industrial radiography
- Nutrition/dietary (determination should be made on a case-by-case basis as it relates to patient care.) For example: The effects of radiation therapy on nutrition and diet.
- Additional language courses or a foreign language course specific to medical professionals
- Cultural competency applicable to medical professionals
- Casting and Bracing/Orthotics (must relate to technical factors, positioning or image evaluation)
- Breast Prosthesis
- Gastric By-Pass Surgery
- Acupuncture
- Sexuality / Sexual Intimacy for the Cancer Patient
- Organ and Tissue Donation
- Art Therapy
- Roentgen History (x-ray history)
- Forensic Anthropology
- Physicist Assistant
- Nutrition
- Archeology Imaging (Mummies)
- Military/War (Radiology in a War Zone)
- Bioterrorism/Chemical Warfare/Weapons of Mass Destruction (patient care)
- Comparison of Military to Civilian Radiology
- Radiology Limited to Military Practice and Procedure
- Consumable Radiation (Radiation in Consumer Products)
- Medical Missionary Work

3.29.2 Courses Denied
- Alcohol and Drug Assessment: Outside the scope of practice for a certified and registered technologist and will not be awarded CE credit
- Computer Courses: CE credit will not be awarded for computer courses on developing programs used by imaging and therapy professionals.
- Personal Finance: Presentations on personal finance should not be awarded CE credit
- Spirometry: Outside the scope of practice for a Radiologic technologist and should not be awarded CE credit
- Digital photography
- Airport security
- Art (drawing, painting)
- Explorations in movement
- Drumming/Group drumming
- Yoga
- Tai Chi Massage
- Therapeutic Touch

3.29.3 Foreign Travel Lectures
The content of a lecture about foreign travel must address one of the following in order to be determined relevant:
- Remote health care delivery
- Diseases
- Patient care
- Cultural diversity and how to put into practice
- Speaking to morals or ethics
- Compassion
- Medical issues related to medical imaging, interventional procedures, or radiation therapy
- Understanding immigrants

CE activities should be evaluated on a case-by-case basis. If the educational activity meets the definition of continuing education, CE credit may be awarded. CE credit will not be awarded for travelogue-type presentations.

3.29.4 Personal Development Activities
Personal development activities can be approved by a RCEEM, RCEEM+, or SLA for CE credit if it applies to the workplace. Examples are death and dying, conflict management and stress (related to work).

3.29.5 Miscellaneous CE Activities
CE credit may be awarded for educational activities in miscellaneous areas such as veterinary and chiropractic medicine if the activity is relevant to medical imaging, interventional procedures, or radiation therapy. In order for Category A credits to be awarded by the CE Sponsor, the activity must be approved by a RCEEM, RCEEM+, or SLA.

3.30 RCEEM or RCEEM+ vs. State Approved Activities
3.30.1 Credit
If a home study program has already been approved by a RCEEM or RCEEM+, SLAs should accept the assigned credit for these pre-approved activities rather than reviewing

and re-assigning credit. An SLA should not assign CE credit to a home study program unless the activity's original CE Sponsor is submitting it for approval.

3.30.2 Credit Disparity for Same Activity
ARRT should be notified when there is a disparity of credits awarded for the same activity by different CE Approvers (i.e., RCEEMs, RCEEM+s, SLAs). ARRT will discuss the approval mechanism with both involved organizations and counsel the CE Partners as needed. All CE Approvers will add a question to their request for approval (RFA) forms to determine if the CE course was approved by another CE Approver previously.

3.30.3 Expiration Date
CE evaluation mechanisms place an expiration date on the approval of activities. In some situations, an SLA and a RCEEM or RCEEM+ may have identified different expiration dates for the same activity. If the activity is approved for Category A credit by any agency acceptable to the ARRT, then the activity is valid for Category A credit under the rules for that mechanism.

(i.e., After the expiration date set by a RCEEM or RCEEM+, Category A credit will only be awarded to licensed participants who complete the activity for state licensing requirements, up to the date set by the state agency.)

3.31 CE Evaluation Considerations
3.31.1 Approval Periods
Each RCEEM, RCEEM+, and SLA has requirements for CE activity evaluation and approval. There is not a need at this time for ARRT to regulate the approval period length. Each CE activity will go through a re-evaluation for renewal and revisions to ensure that correct, up-to date information is provided. Digital media will be viewed prior to awarding CE credits for revisions or a renewal by the approving organization. Non-changing topics such as anatomy may not need a full re-evaluation.

3.31.2 Review of Activity Responsibilities
It is not necessary for the RCEEM, RCEEM+, or SLA to note each grammatical error. If there are gross grammatical errors, incorrect images or inaccurate information, the RCEEM, RCEEM+, or SLA will send the CE activity back to the CE Sponsor for review and correction.

3.31.3 Review of Activities for Renewal or Revision
A 50% or greater change in the CE activity requires assignment of a new reference number. Each RCEEM, RCEEM+, or SLA has approval standards that may include a grace period or strict adherence to approval end dates. Either method is acceptable to ARRT.

3.31.4 Previously Approved CE Activity
The request for approval information will include a question regarding whether the CE activity was previously approved/denied by another approving agency. RCEEM(s), and RCEEM(s)+ and SLA(s) are encouraged to contact the ARRT if they have any concerns.

3.31.5 Presentation of Falsified Participation/Course Documentation to a CE Approver or CE Tracker
CE Approvers (i.e., RCEEMs, RCEEM+s, SLAs) are responsible for auditing 10% of the CE activities they approve to determine compliance with ARRT policies, including the accuracy of the participation/course documentation provided to CE activity participants. If the CE

Approver identifies potentially falsified participation/course documentation, the documentation should be turned over to the ARRT for investigation as a possible ethics violation.

CE Trackers (i.e., RCEEMs, RCEEM+s, SLAs) are responsible for the accuracy of the records they track; therefore, the problem of falsified participation/course documentation should be identified by the CE Tracker. Potentially falsified participation/course documentation should be turned over to the ARRT for investigation as a possible ethics violation.

4.0 CE SPONSOR INFORMATION

4.1. CE Sponsor Defined

CE Sponsors are the owners or authorized representatives of the owners of a CE activity and are responsible for the accuracy and relevance of content, quality, and integrity of delivery and timely process of the educational activity. CE Sponsors plan, organize, support, endorse, subsidize, and/or administer educational activities.

CE Sponsors are also responsible for documenting attendee participation in the CE activities that they Sponsor for possible verification at a later date. CE Sponsors may be, but are not limited to national, regional, state, and district professional societies; academic institutions; healthcare agencies; healthcare facilities; federal, state, and local government agencies; or individuals.

CE Sponsors must submit information on a sponsored CE activity for which they wish to offer Category A or Category A+ credit. In addition to providing the learning objectives and course outlines, CE Sponsors shall also provide the RCEEM, RCEEM+, or SLA documentation that identifies the CE owner and/or authorized representative of the CE owner.

4.2. CE Owner:

The person or legal entity (e.g., corporation, nonprofit organization, limited liability company, partnership, or doing business as) recognized as having the ultimate control over and the right to develop, plan, organize, support, endorse, subsidize, and/or administer a continuing education activity.

4.3 CE Sponsor:

The CE owner or the individual/entity authorized by the CE owner as their representative.

4.4 CE Presenter:

A qualified individual designated by a CE Sponsor to develop and/or deliver a continuing education activity. The CE presenter may be the CE Sponsor (i.e., CE owner, authorized representative of the CE owner) or other individual.

4.5 CE Sponsor Eligibility

Anyone can be a CE Sponsor provided that they are qualified and willing to carry out the responsibilities of a CE Sponsor and are not otherwise prohibited.

4.6 CE Sponsor Qualifications

Evaluation of the educational qualifications of CE Sponsors will not be required.
(e.g., No requirement to have teaching credentials.)

4.7 CE Sponsor Responsibilities
CE Sponsors are responsible for the accuracy and relevance of content, quality, and integrity of delivery and timely process of the educational activity. The CE Sponsors plan, organize, support, endorse, subsidize, and/or administer educational activities. ARRT may discontinue accepting CE activities provided by CE Sponsors found to be noncompliant with these responsibilities. CE Sponsors/CE presenters may not receive credit for courses that they teach as part of their job responsibilities.

4.8 ARRT Requirements for Approval of CE Activities
CE Sponsors shall apply for and receive approval from a RCEEM, RCEEM+, or SLA for each individual CE activity for which Category A or A+ credit is to be awarded. A CE activity must be approved for Category A or A+ credit prior to the CE Sponsor offering the CE activity for credit. Additionally, if a CE activity was previously approved in one format, but the CE Sponsor would like to offer the same CE activity in another format, the CE Sponsor must apply for and receive approval from a RCEEM, RCEEM+, or SLA for the CE activity in the new format prior to offering the CE activity for credit.

The evaluation of the CE activity by the RCEEM, RCEEM+, or SLA shall include the following:
- The CE activity title shall match the title under which it was submitted on the CE credit application form.
  - For CE renewal applications, the title shall match the title approved by the RCEEM, RCEEM+, or SLA.

The CE activity content shall:
- Support the stated objectives; and
- Be current and accurate; and
- Provide sufficient depth and scope of the subject matter; and
- Be appropriately identified and referenced if taken from copyrighted materials.
- Documentation of appropriate permission for use of reprinted materials shall be clearly referenced. The copyright responsibility lies with the CE Sponsor. All supporting materials (e.g., images, photos, diagrams, charts, tables and text) shall be legible (capable of being read) and labeled correctly.
- Acronyms shall be spelled out with the first use or a glossary of terms provided.
- Credit awarded for the CE activity shall be determined by the length of time it takes to complete the activity or as otherwise identified in this document.
- The CE application materials shall include a description of the grading (for self-learning CE activities) and verification of participation process. A copy of the certificate of participation to be awarded shall be included
- The RCEEM, RCEEM+, or SLA shall review their database to determine if the CE Sponsor has offered the same program under different formats. Efforts shall be made to maintain the same reference number and same number of CE credits for all similar course content from the same CE Sponsor. The assigned credit is based upon the format awarding the least amount of credit.
- CE activities that were not developed by the CE Sponsor applying for credit shall indicate the following information on the application:
  - The name of the individual or organization that developed the CE activity or materials (e.g., textbook) used in CE activity.
  - Affirmation statement that the developer of the CE activity has granted the CE Sponsor permission to use and distribute the CE activity.

- For all formats of any CE activity and at all sites, the RCEEM, RCEEM+, or SLA shall be provided with access (i.e., user ID and password) in order to evaluate the CE activity in the manner in which it is being presented prior to the CE activity being made available for use by customers.

4.8.1. General Format for CE Activities
*Indicates requirements for only self-learning CE activities
Opening page(s)/introduction of the CE activity must include the following:
- Name of the activity CE Sponsor
- Documentation identifying the CE owner and/or authorized representative of the CE owner
- Name of the CE presenter, if different than the CE activity Sponsor
- Name/title of the CE activity. The title when presented and/or advertised must be the same as approved by the RCEEM, RCEEM+, or SLA
- CE activity/course description
- CE activity learning objectives and course outline
- Other references or source materials required for the activity
- CE activity instructions: "In order to receive CE credit, you must first complete the CE activity content. When completed, go to the last page of the activity to access the post-test."*
- Post-test instructions: "Submit the completed answers to determine if you have passed the post-test. You must obtain a score of 75% to receive the CE credit. You will have no more than 3 attempts to successfully complete the post-test."*
- Number of CE credits awarded for successful completion of the CE activity.
- RCEEM, RCEEM+, or SLA: "Approved by (RCEEM, RCEEM+, or SLA name) for ARRT Category A (or A+) credit."
- **The approval reference number shall not be printed anywhere other than on the certificate of participation**

*Statement about repeating a CE activity: "ARRT will accept CE credits for CE activities that have similar content. However, the credits cannot be for the same CE activity completed from different formats, in the same biennium. For example, two different courses on Radiation Protection would be acceptable. Two courses with the same content would not be acceptable." The following statement shall be included on the certificate: "This CE activity may be available in multiple formats or from different CE Sponsors. ARRT does not allow self-learning CE activities (e.g., Internet courses, home study programs, directed readings) to be repeated for CE credit in the same CE biennium."

- Statement about multiple CE reference numbers: Depending on the situation, a CE activity may be awarded credit through multiple evaluation programs for use by different credentialing organizations. Different reference numbers are then awarded to the same activity. In such a situation, the following statement shall be included on the certificate: "Some organizations may not allow CE credit to be awarded for completing the CE activity a second time even if the CE activity is presented in a different format such as: lecture, home study, or webinar. You should check with the organization requiring the CE credit for information specific to your professional credential requirements."
- CE Sponsor contact information must be provided for the participant who has questions regarding the CE activity.

4.9 Post-test for Self-learning CE Activities
4.9.1 Purpose
The purpose of the CE post-test is to verify participation in a CE activity and provide an opportunity to learn. Correct answers to the post-test shall not be provided until after the post-test has been passed or after three unsuccessful attempts. All post-tests received should be date/time stamped. The date stamp is used to determine the date the activity was completed.

4.9.2 Format
Post-tests must have a minimum number of questions based upon the number of CE credits awarded to the CE activity.

When submitted for evaluation, the information within the content of the CE activity that answers the post-test questions shall be identified with paragraph and page numbers. If the CE Sponsor is using a test item bank, all questions and answers that a participant might see must be provided to the RCEEM, RCEEM+, or SLA for review.

4.9.3 Scoring
A maximum of three attempts to pass the post-test is allowed. No CE credit will be awarded if there are three failed attempts. If a participant fails to score a 75% on the post-test, the number of incorrect answers or the percent correct may be provided to the individual, but the specific questions answered incorrectly must not be identified. Correct answers to the post-test must not be provided until after the post-test has been passed or after three unsuccessful attempts.

4.10. CE Documentation
4.10.1 Certificate of Participation Purpose
The CE Sponsor or CE presenter is required to issue a certificate of participation to document the R.T.'s successful completion of the CE activity.

Certificates of participation shall be awarded only after successful completion of the CE activity. The participant shall not be able to alter the information for the certificate of participation (i.e., hard copy, online) in any way before printing. Duplicate online certificates may be made available by the CE Sponsor for re-printing.

Any request for CE credits may be refused if appropriate documentation of participation is not provided. See Section 2.5 of the ARRT Education Requirements for Obtaining and MaintainingCertification and Registration for information on CE documentation requirements.

4.10.2 Incomplete Certificates of Participation
It is the responsibility of CE Sponsors and/or CE presenters to assure that incomplete certificates of participation are not left with the facility. The facility is not authorized to distribute any certificates of participation to technologists who have been trained by co-workers who completed the formal training program since the co-worker's qualifications to present the training was not part of the RCEEM, RCEEM+, or SLA evaluation process when the activity was approved.

4.10.3 Use of a State Stamp for the Authorized Signature
An official stamp from a state society can be substituted for an authorized signature on the documentation of individual activity participation when appropriate. The state society, as the CE Sponsor, must be identified on the certificate and must be able to verify attendance.

4.10.4 Awarding Certificate of Participation to Self
A CE Sponsor (i.e., presenter) shall not issue a certificate of participation, with their signature, for themself. The CE Sponsor shall obtain a co-signature of the CE presenter or CE owner. If the CE Sponsor is also the presenter, they will not receive CE credit for the CE activity.

For self-learning activities a CE Sponsor shall not issue their self a certificate of participation due to the accessibility to the answers to the post-test.

4.11 Attendance Verification Mechanisms
CE Sponsors are responsible for documenting attendee participation for verification at a later date. A CE Sponsor shall not use an honor system for recording participation in activities by attendees. Attendance verification shall be maintained by the CE Sponsor for a minimum of five years. Post-test and answer sheets for self-learning CE activities, whether paper or electronic, shall be stored by the CE Sponsor for a minimum of five years to facilitate verification of participation.

Paper documents may be electronically scanned and stored. The scanned information must be able to be retrieved and printed. Paper documents, once scanned, can be discarded.

Examples of live lecture acceptable attendance verification mechanisms include, but are not limited to sign-in sheets, stamps, stickers, tickets, RFIDs (Radio Frequency Identifying Devices), or other electronic means. Post-tests are used to verify participation in self-learning CE activities.

4.12 Verification with a CE Sponsor
Any participation/course documentation that appears to be altered will be verified with the activity CE Sponsor for authenticity. If a violation is found and appears to be on the part of the participant, the documentation will be given to the Ethics Requirements Department for additional inquiry.

If the violation appears to be on the part of the CE Sponsor, ARRT will follow-up for invalid participation/course documentation being issued by the CE Sponsor as part of ARRT investigating CE Sponsors for noncompliance.

4.13 Noncompliant or Unsatisfactory CE Activities
It is the CE Sponsor's responsibility to notify the CE Approver (i.e., RCEEM,RCEEM+,SLA) if the speaker evaluation is poor or if the lecture does not meet the CE requirements. The CE Approver will then work with the CE Sponsor to determine the appropriate action to take. If the CE Approver is notified by a third party of issues with a CE activity, the CE Approver will contact the CE Sponsor and take action as appropriate for the situation.

If follow-up action is needed and will result in the CE Sponsor issuing new documentation for participation, ARRT should be notified with information about the participants that will be receiving new documentation. The information should at minimum include:

- Name of CE Sponsor
- Name of CE Activity
- Reference Number assigned to the CE Activity
- Name of CE Approver
- List of participants that includes – name, date of birth or ARRT ID number

If the CE Sponsor is noncompliant in addressing the issues, the CE Approver will contact ARRT to address the issues with the CE Sponsor.

4.14 Uncooperative CE Sponsors

ARRT will discontinue accepting CE activities provided by uncooperative CE Sponsors if the CE Sponsor fails to rectify all identified issues related to providing CE activities to ARRT's satisfaction within an acceptable time frame.

4.14.1 Revoked CE Owner and/or CE Sponsor

An individual who has had their certification and registration revoked by ARRT, or is no longer licensed by the state to practice, or is not currently "in good standing" with their professional organization may not award CE credit or sponsor CE activities. ARRT will not accept CE credits awarded by an individual who has had their certification and registration revoked. The individual so revoked may present CE activities, however, CE Sponsor responsibilities must be assigned to someone else. RCEEMs, RCEEMs+, and State Licensing Agencies shall be notified of the restriction after a revocation becomes final.

Whenever ARRT restricts sponsorship of CE activities through this policy, staff will make accommodations for R.T.s who have already taken or are scheduled to take a CE activity from the revoked CE Sponsor. If a revocation has been removed and certification and registration reinstated for a previously revoked CE Sponsor, ARRT will notify the RCEEM, RCEEM+, and State Licensing Agency and then resume accepting CE credits they offer. These CE activities must be approved by a RCEEM, RCEEM+, or State Licensing Agency prior to acceptance for CE compliance.

If the revoked CE Owner and/or CE Sponsor has had their certification and registration revoked by ARRT as a result of noncompliance with CE Sponsor responsibilities this policy does not apply. The CE Owner and/or CE Sponsor will need to submit a Request for Reconsideration and applicable fee after following the procedures to have their sanction removed following the procedures in the ARRT Standards of Ethics. The Board will review the Request for Reconsideration and determine if ARRT will again accept CE activities they sponsor. If the reconsideration is granted, ARRT will resume accepting CE activities provided by the CE Sponsor.

4.15 CE ACTIVITIES SOLD OR RENTED TO A NEW CE SPONSOR

The original CE Sponsor may sell, rent or license a CE activity (along with the RCEEM, RCEEM+, or SLA approval and reference number) to another CE Sponsor
- The content, post-test and approval (valid reference number) may be sold to another CE Sponsor (the activity may be hosted on a completely different site/server).
  - The original CE Sponsor/developer of the CE activity, attached to the reference number, is responsible for maintaining all attendance/completion documentation.
  - The original CE Sponsor or CE owner shall ensure that participants are aware that they cannot receive credit for completing self-learning activities more than once in a CE biennium.

- This can be accomplished by including the following language in the activity: "This CE activity may be available in multiple formats or from different CE Sponsors. ARRT regulations state that an individual may not repeat a self-learning CE activity for credit if it was reported in the same CE biennium."
  - The original CE Sponsor/developer of the activity (attached to the reference number) is responsible for renewing the RCEEM, RCEEM+, or SLA approval.
- The content and post-test (without the RCEEM, RCEEM+, or SLA approval or reference number) of any CE activity may be sold, rented or licensed to a new CE Sponsor (so the activity may be hosted on a completely different site/server).
  - The new "host" or CE Sponsor is responsible for applying for Category A approval from a RCEEM, RCEEM+, or SLA.
  - Once approved, the CE activity will receive a reference number exclusive to the new CE Sponsor.
  - The new CE Sponsor shall ensure that participants are aware that they cannot receive credit for completing the self-learning CE activity more than once in a CE biennium.
  - This is accomplished by including the following language in the CE activity: "This CE activity may be available in multiple formats or from different CE Sponsors. ARRT regulations state that an individual may not repeat a self-learning CE activity for credit if it was reported in the same CE biennium."
  - The original CE Sponsor of record is removed from any responsibility of duplicate credit from participants completing the activity through the new CE Sponsor's site.
  - The new CE Sponsor of the activity (attached to the reference number) is responsible for renewing the RCEEM, RCEEM+, or SLA approval.

5.0 DEFINITION OF TERMS

Category A Credit: See Section 4.3 of the Education Requirements for Obtaining and Maintaining Certification and Registration.

Category A+ Credit: See Section 4.3 of the Education Requirements for Obtaining and Maintaining Certification and Registration.

Category P Credit: See Section 4.3 of the Education Requirements for Obtaining and Maintaining Certification and Registration.
NOTE: Category P credits will no longer be accepted by ARRT for any CE activities completed January 1, 2023, or later.

Clinical Instructorship: A clinical instructor is responsible for teaching students the art and science of medical imaging, interventional procedures, and/or radiation therapy. The clinical instructor will not be awarded CE credit for an activity that is considered a job responsibility.

Continuing Education (CE) Activity: See Section 4.3 of the Education Requirements for Obtaining and Maintaining Certification and Registration.

Continuing Education (CE) Credit: See Section 4.3 of the Education Requirements for Obtaining and Maintaining Certification and Registration.

[CE Owner](#)

[CE Presenter](#)

[CE Sponsor](#)

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

Fractional CE Credit: A CE credit value that is not a whole number.

Tumor Boards: Sometimes referred to as chart rounds or cancer conferences. Tumor boards are typically a general review of a specific tumor to include anatomy, physiology, pathology, symptoms, and treatment options. With this content all four major content categories of the universal outline may be addressed within the activities.

[Panel Discussion](#)

RCEEM (Recognized Continuing Education Evaluation Mechanism): A mechanism for evaluating the content, quality, and integrity of an educational activity to determine if Category A CE credit will be awarded.

RCEEM+ (Recognized Continuing Education Evaluation Mechanism+): A mechanism for evaluating the content, quality, and integrity of an educational activity to determine if Category A or A+ CE credit will be awarded. The RCEEM+ has all of the responsibilities of a RCEEM in addition to the evaluation and approval of radiologist extender level (R.R.A.) CE activities. The RCEEM+ is authorized to award both Categories A and A+ credit depending on the content level of the activity.

SLA (State Licensing Agency): An ARRT recognized state licensing agency that may evaluate the content, quality, and integrity of an educational activity to determine if Category A CE credit will be awarded for technologists licensed in that state.