

# ARRT<sup>®</sup> Continuing Education Requirements



Last Revised: September 1, 2014

Published: September 1, 2014

## 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 certification and registration. In 1995, Continuing Education (CE) became a mandatory requirement for renewal or reinstatement of certification and 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 and registration 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 and registration, 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.

The purpose of the Continuing Education (CE) Requirements is to provide a mechanism for Registered Technologists to fulfill their responsibility to maintain competence in their categories of certification and registration. Participation in CE 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 (R.T.s) are required to comply with the CE Requirements. Registered Radiologist Assistants (R.R.A.s) and Registered Sonographers are held to additional requirements that are identified in **Sections 18 and 19 respectively**.

## SECTION 3. RENEWAL OF CERTIFICATION AND REGISTRATION OF A CERTIFICATE

When an ARRT certificate is first issued, it is registered through the end of the R.T.s next birth month. Thereafter, R.T.s must complete the *Application for Renewal of Certification and Registration* on an annual basis corresponding with their birth month.

Two months prior to an R.T.'s birth month, an application for renewal of certification and registration is available online and may be accessed on the ARRT website at [www.arrt.org](http://www.arrt.org). During the month prior to an R.T.s birth month, an *Application for Renewal of Certification and Registration* is mailed to the address of record 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 R.T. must document participation in CE by listing on the renewal form the CE activities completed during the past

reporting period. The R.T. has until the end of his /her birth month to complete the application.

## SECTION 4. BIENNIUM REPORTING PERIOD

The CE Requirements are linked to a two-year period (biennium) that is defined in relation to the R.T.'s birth month. The biennium begins on the first day of the R.T.'s birth month. The biennium extends for two years to the end of the month prior to the birth month. Biennium dates are identified in the lower right corner of the annual Application for Renewal of Certification and Registration and are printed on the pocket credential card after renewal of certification and registration is complete. Biennium dates may also be verified by accessing the Verify Credentials tab on the ARRT website or through the interactive telephone system by selecting option 1, Continuing Registration Information. All CE credits must be completed between these dates. The renewal of certification and registration will continue on an annual basis, with the CE Requirements being reported every other year. The two-year CE period 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 end 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 Period

---

*Example 4.1: An R.T. who has a February birth month is assigned a biennium from February 1, 2014, through January 31, 2016. To comply with the CE Requirements, 24 CE credits must be reported with the application for renewal in February 2016. The next biennium starts February 1, 2016, and extends to January 31, 2018. While certification and registration renewal is required every year, reporting of CE compliance is only required every other year. 24 CE credits must be reported with the application for renewal in February 2018.*

---

## SECTION 5. CE REQUIREMENTS FOR NEW CERTIFIED AND REGISTERED TECHNOLOGISTS

R.T.'s who have recently earned their first ARRT certification and registration will begin the mandatory CE Requirements on the first day of their next birth month after the examination administration.

### Example for New R.T.s

---

*Example 5.1: New R.T.s who earn initial certification and registration in 2014 begin 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 R.T. has an October birth date and initial certification and registration in June 2014. His/her biennium will begin on October 1, 2014 and continue to September 30, 2016.*

---

R.T.s who become certified and registered in additional disciplines will maintain the biennium reporting period established with their initial certification and registration.

## 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) earn certification and registration in a primary discipline not previously held and for which the individual is eligible and which the ARRT recognizes for this purpose; or (3) earn post-primary certification and registration not previously held and for which the individual is eligible and which the ARRT recognizes for this purpose. Each of these options is described in further detail in Section 7 and Section 8.

## SECTION 7. SATISFACTION OF CE REQUIREMENTS BY EARNING CE CREDITS

One option for satisfying the CE Requirements is to earn 24 Category A or A+ credits of continuing education evaluated by a Recognized Continuing Education Evaluation Mechanism (RCEEM) or RCEEM+ during the biennium. A maximum of 12 CE credits per biennium may be claimed for tumor boards. (See Section 20 for more information concerning tumor boards.) **Effective January 1, 2011, the maximum number of CE credit for applications facility training will be capped at 8.0 Category A credits per biennium.** 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.

CE activities (as defined in this document) that contain content relevant to the radiologist extender and have been approved by a RCEEM+ are awarded Category A+ credit. **ARRT approved RCEEMs+ are identified in Section 20.**

CE activities accepted by other credentialing organizations may not satisfy ARRT's CE Requirements (e.g., clinical instructorship, AMA, nursing CE).

**R.T.s and R.R.A.s should select CE topics that are related to their area of practice and that will maintain their competence and prevent professional obsolescence.**

The CE requirement is **not** dependent on the number of ARRT certificates held by the R.T. For example, an R.T. certified and registered 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. 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 Hotline at (800) 838-7715 or www.fda.gov.**

## SECTION 8. SATISFACTION OF CE REQUIREMENTS BY PASSING AN EXAMINATION

Within a biennium, R.T.s who become certified and registered in an additional primary or post-primary discipline have met the CE Requirement for the current reporting period. In order to use an additional primary or post-primary certification and registration, R.T.s must first receive official notification from

ARRT that they have successfully passed the examination and have become certified and registered in the new discipline. On-site scores are not considered official notification.

*Examples of primary certifications and/or registrations 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 - that is passing both SPI and a specialty exam) is awarded 24 CE credits; exams in additional specialty areas, will qualify for 16 ARRT CE credits with CE bienniums beginning on or after January 1, 2013),
- (8) The Certified Radiology Administrator (CRA) certification program is sponsored by the AHRA and independently managed by the Radiology Administration Certification Commission (RACC).

*Examples of approved post-primary certifications and/or registrations 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.

CE credits will not be awarded for an initial ARRT primary certification and registration exam or re-examination for reinstatement of certification and registration.

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

An R.T. who applies for renewal of certification and registration, but who fails to meet the CE Requirements within the previous biennium or is non-compliant at the time of renewal, will automatically be assigned to a "CE Probation" status. Additionally, R.T.s whose CE Report Forms are incomplete will be assigned to the CE Probation status. R.T.s 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 R.T.'s standing with the ARRT.

The CE probation period will begin on the first day of the birth month and extend until the last day of the following sixth month. During the CE probation period, R.T.s will be allowed to complete the credits that they were lacking during the biennium with no additional penalty credits. When the CE probation credits are completed, the R.T. must submit a CE

Probation Report Form along with a \$50 fee. When CE compliance is confirmed, the CE Probation status will be removed and a new credential card issued. **If the individual is not in compliance with the CE Probation Requirements by the end of the probation period, certification and registration will be discontinued.** Eligibility to reinstate will follow the existing polices as noted in the *ARRT Rules and Regulations*.

R.T.s who have annually renewed, but are classified as being on CE probation due to not meeting the CE Requirements, may be removed from CE probation status by successfully completing **one** of the following options **during the first 6 months of the biennium**: a primary certification and registration examination in a different discipline for which they are eligible; **or** a post-primary certification and registration examination for which they are eligible; **or** completion of CE credits. If the CE option is used, the R.T. 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 CE 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 new 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:*

<i>CE Credits Reported in the Biennium</i>	<i>Probation Credits Required</i>
22	2
15	9
12	12
5	19

**Example of CE Probation Status for a Biennium Not in Compliance**

*Example 9.2:*

**24 credits required between 6/1/2012 and 5/31/2014.**

**June 1, 2014**– An R.T. with a June birth month reported 19 CE credits of the 24 required for the past biennium (lacking 5 credits) and paid the annual renewal fee. Placed on CE probation status.

**November 30, 2014**– The R.T. completed a total of 5 CE probation credits or passed an exam between June 1, 2014, and November 30, 2014, and paid the CE probation fee. Removed from CE probation status.

**May 31, 2015**– During the 2014-2016 biennium (in addition to the probation CE Requirements) the R.T. must complete an additional 24 credits of CE or pass an additional certification and registration exam, and pay the annual renewal fee to remain certified and registered.

**SECTION 10. FAILURE TO RENEW CERTIFICATION AND REGISTRATION**

An individual who fails to apply for renewal of certification and registration or who does not pay the annual fee or who does

not meet the CE probation requirements is no longer certified and 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 certified and registered by the ARRT. Since information for those who do not annually renew can quickly become outdated, and since providing such information is a service reserved only for R.T.s, no information on the person (other than that they are not certified and registered by the ARRT) will be provided. Reinstatement of certification and registration will be allowed only after successful completion of the reinstatement requirements as noted in the *ARRT Rules and Regulations*.

**SECTION 11. RETIRED AND DISABLED**

R.T.s who are permanently retired from active practice in medical imaging, interventional procedures, and/or radiation therapy who no longer wish to meet the Continuing Education Requirements may apply for retired recognition in accordance with the provisions of Section 5.06 of the *ARRT Rules and Regulations*.

R.T.s who are permanently disabled and who no longer wish to meet the Continuing Education Requirements may apply for disabled recognition in accordance with the provisions of Section 5.07 of the *ARRT Rules and Regulations*.

**SECTION 12. REQUIREMENTS FOR CE ACTIVITIES**

All activities applied toward the CE Requirements must meet the ARRT’s definition of a CE activity. The definition states that a learning activity must be planned, organized, and administered to maintain and enhance the knowledge and skills underlying the professional performance that an R.T. 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 reviewed, and approved by a RCEEM or a RCEEM+.

The R.T. participating in a CE activity does not submit the activity to a RCEEM for approval. Instead, the R.T. is responsible for selecting activities that the CE 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 and PALS) through the American Heart Association, Red Cross, or the American Health & Safety Institute are not required to be submitted to a RCEEM for Category A credit. **CPR Instructor or Instructor Trainer no longer receives CE credit with CE bienniums beginning on or after January 1, 2015. ARRT no longer accepts CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.**

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 R.T. 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 have been approved by the American Medical Association (AMA Category 1) will not be accepted for CE credit except for the R.R.A. as described in Section 18. **Hospital accreditation (Joint Commission) and federal government (OSHA) education requirements such as fire safety, lifting procedures, patient restraints, etc., that are completed after January 1, 2007 are not recognized by ARRT unless approved by a RCEEM.**

### SECTION 13. AWARDING OF CE CREDITS

Category A and A+ activities as identified in Section 12 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. 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 complete until the post-test has been submitted and the sponsor has issued the certificate of participation. The pre-printed date on the certificate is the date of completion; and must be applied by the CE sponsor. R.T.s may not alter this date.**

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. A transcript (official or student copy) must include **both** the month and year the course was completed is acceptable documentation for a CE audit. 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 or PALS certification will be awarded a maximum of six CE credits. A valid advanced CPR card from the Red Cross, the American Heart Association, or the American Safety and Health Institute is acceptable documentation for a CE audit. The advanced CPR certification (ACLS or PALS) can be used only **once** per biennium. The total number of credits from advanced CPR certification is limited to six CE credits per biennium.

**CPR Instructor or Instructor Trainer no longer receives CE credit with CE bienniums beginning on or after January 1, 2015. ARRT no longer accepts CE credit for basic CPR (i.e., BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.**

CE activities accepted by another credentialing organization may not comply with ARRT's CE Requirements (e.g., clinical instructorship).

### SECTION 14. DOCUMENTATION AND REPORTING PROCEDURES

R.T.s are required to maintain proof of participation in CE activities. At the end of the reporting period, the ARRT will provide a CE Report Form along with the Application for Renewal of Certification and Registration. The R.T. 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 will 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 R.T.s 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 adjustments to CE status after the review is completed. **ARRT will discontinue the certification and registration of an individual who does not respond to a request for a CE audit by submitting documentation of CE participation. Reinstatement will be required.** 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 R.T. is responsible for keeping the original documents for one full year after the end of the biennium reporting period or eighteen (18) months after the end of the CE probation reporting period.** An R.T. 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 their members or at a fee to non-members. The ARRT currently recognizes the CE record provided by the **ASRT, SDMS, SNMMI-TS, and SMRT**. The ARRT accepts the CE records from the state licensing agencies in **Florida, Iowa, and Kentucky** only for the R.T.s licensed by those states.

It remains the responsibility of the R.T. 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, pre-printed dates of attendance (**handwritten dates are not accepted**), title and content of the activity, Category A or A+ designation, 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, and identification of approving RCEEM.

Approved academic courses, as defined by the ARRT, may be used for compliance with the CE Requirements (See Section 20 for definitions of an Approved Academic Course). A copy of a college transcript (official or student) that includes **both** the month and year the course was completed is acceptable documentation for a CE audit. 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. There is no limit on the number of times an R.T. may be audited.

## SECTION 15. 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 16. REQUIREMENTS FOR CE SPONSORS

Sponsors of CE 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 developed. CE sponsors/instructors may not receive credit for courses that they teach as part of their job responsibilities.

## SECTION 17. RESPONSIBILITIES OF THE REGISTERED TECHNOLOGIST (R.T.)

**Compliance with the CE requirements is ultimately the individual R.T.'s responsibility.** If an activity is intended for use as Category A credit, the R.T. 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 or RCEEM+ for Category A or A+ credit. If the certification and registration examination option is going to be attempted for CE credit, the R.T. must make sure that sufficient time is available to comply with the CE Requirements in the event that the certification and registration is not achieved.

The R.T. is responsible for maintaining proper documentation on activities even if an ARRT-approved record-keeping mechanism is being used to track credits. R.T.s should retain a copy of the ARRT CE Report Form submitted for renewal of certification and registration. R.T.s should list ALL Category A and A+ CE credits earned, even if the total is more than 24 credits. Once the CE Report form is submitted, changes cannot be made. CE Probation status will be assigned if reported and compliant CE credits are less than the minimum 24 required – even if time remains in the CE biennium. As noted in Section 14, the R.T. is also responsible for providing proper documentation for validation of CE participation at the request of the ARRT.

## SECTION 18. 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, AVIR and SNMMI-TS. 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 activities are designated as Category P credits for the R.R.A. 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 activities are designated as Category P credits for the R.R.A. 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 activities are designated as Category P credits for the R.R.A. These are not Category A+ credits because AAFP is not a RCEEM+.
  - A maximum of 12 CE credits per biennium may be claimed for tumor boards. (See Section 20 for more information concerning tumor boards.)
- 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 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 period 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 and registration.

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 biennium requirements 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 following sixth month. For example, CE probation for an R.R.A. born in January would be from January 1 through June 30. During the CE probation period, R.R.A.s 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 R.R.A. must submit a CE Probation Report Form along with a \$50 fee. When compliance is confirmed, the CE probation status will be removed and a new credential card issued. If the R.R.A. is not in compliance with the CE Probation Requirements by the end of the probation period, certification and registration will be discontinued. Reinstatement of certification and registration will be allowed only after successful completion of the reinstatement requirements as noted in the *ARRT Rules and Regulations*.

## SECTION 19. CE REQUIREMENTS FOR ARRT CERTIFIED AND REGISTERED SONOGRAPHERS

**(1) Effective January 1, 2013, those holding the ARRT R.T. (S)(ARRT) credential, are required to complete a minimum of 16 sonography-specific CE credits as part of the required 24 CE biennial credits.**

CE Requirements for sonographers will be integrated into the requirements needed to maintain the R.T. designation; that is, the 16 CE credits specific to sonography will count towards the 24 CE credits that are required each biennium. Sonographers will maintain the same CE reporting period that was assigned when the individual became an R.T. CE activities accepted by other credentialing organizations may not satisfy ARRT's CE requirements (e.g., clinical instructorship, AMA, nursing CE).

- **Sonography RCEEMs (i.e., AIUM, SDMS, SVU)**  
CE activities approved by these RCEEMs will be accepted as compliant with the sonography-specific CE requirement.\*
- **Non-Sonography RCEEMs (i.e., AHRA, ASRT, SNMMI-TS) and State Licensing Agencies (SLAs)**  
CE activities approved by these RCEEMs and/or SLAs that have the words "Sonography" or "Ultrasound" in the title will be accepted as compliant with the sonography-specific CE Requirement.
- **Certification Exams**  
ARRT Breast Sonography (24 CE credits)  
ARRT Vascular Sonography (24 CE credits)  
ARDMS initial certification (24 CE credits)

ARDMS specialty certification following initial certification (16 CE credits with CE bienniums beginning on or after January 1, 2013.)

- **Academic Courses**  
Courses that meet ARRT's academic criteria and Sonography Content Specifications:  
12 CE credits per 1 quarter hour course  
16 CE credits per 1 semester hour course.

*\*Must follow ARRT's Continuing Education Requirements.*

## **(2) CE Probation for the R.T.(S)(ARRT)**

Sonographers who are not in compliance with the CE Requirements by the end of their 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 sonographer born in January would be from January 1 through June 30. During the CE probation period, the sonographer must complete the credits that were lacking during the biennium. 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 sonographer must submit a CE Probation Report Form along with a \$50 fee. The total number of CE credits completed during the 30 months prior to the end of the CE probation period (that is, 24 month CE biennium period plus 6-month CE probation period) must be 24 with at least 16 of the total specific to sonography. When compliance is confirmed, the CE probation designation will be removed and a new credential card issued. If the sonographer is not in compliance with the CE probation requirements by the end of the probation period, certification and registration will be discontinued. Reinstatement of certification and registration will be allowed only after successful completion of the reinstatement requirements as noted in the *ARRT Rules and Regulations*.

## 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](http://www.aafp.org).

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

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

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

**ACR:** American College of Radiology, phone: (800) 227-5463, website: [www.acr.org](http://www.acr.org).

**Advanced Level 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), or Pediatric Advanced Life Support (PALS). 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 American Heart Association, or the American Safety & Health Institute will serve as documentation. **CPR Instructor or Instructor Trainer no longer receives CE credit with CE bienniums beginning**

**on or after January 1, 2015. ARRT does not accept CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.**

**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 or (800) 638-5352, website: www.aium.org.

**AMA:** Activities approved by the American Medical Association (AMA Category 1) may not be used by R.T.s to satisfy CE requirements unless also approved by a RCEEM or a RCEEM+. They may be used by R.R.A.s as described in Section 18.

**ANA:** Activities approved by the American Nurses Association **may not be used** by R.T.s or R.R.A.s to satisfy CE requirements unless also approved by a RCEEM or a RCEEM+.

**ANCC:** Activities approved by the American Nurses Credentialing Center **may not be used** by R.T.s or R.R.A.s to satisfy CE requirements unless also approved by a RCEEM or a RCEEM+.

**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. Accreditation mechanisms currently recognized by the ARRT are: Middle States Commission on Higher Education, New England Association of Schools and Colleges, North Central Association of Colleges and Schools Higher Learning Commission (HLC), Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission on Colleges, Western Association of Schools and Colleges Accrediting Commission of Community and Junior Colleges (ACCJC), Senior College Commission (SCC), and the Accrediting Bureau of Health Education Schools (ABHES) for courses completed on or after January 20, 2014. Relevant courses in the biologic sciences, physical sciences, radiologic sciences, health and medical sciences, social sciences, communication (verbal and written), mathematics, computers, management, or post-secondary adult education methodology will be accepted. Some subject areas that will **NOT** be applicable include, but not limited to, clinicals, independent study; courses in archeology, astronomy, fine arts, geology, geography, history, music, philosophy, and religion. CE is awarded for dissertations and thesis when published in a peer-reviewed journal or is listed in MEDLINE.

Academic courses completed on or after January 1, 2015, must be accredited by mechanisms recognized by the USDE or CHEA, and the institution must be authorized to grant degrees by the U.S. Congress, state government or a recognized sovereign Indian tribe.

**ARDMS:** American Registry for Diagnostic Medical Sonography, 51 Monroe Street, Plaza East One, Rockville, MD 20850, phone: (800) 541-9754, or (301) 738-8401 website: www.ardms.org.

**ARRT:** American Registry of Radiologic Technologists, 1255 Northland Drive, St. Paul, MN 55120-1155, phone (651) 687-0048, website: www.rrt.org.

**ASNC:** American Society of Nuclear Cardiology, 4340 East-West Highway, Suite 1120, Bethesda, MD, 20814, 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 (CE):** 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 discontinue the certification and registration of an individual who does not respond to a CE audit by submitting documentation of CE participation. Reinstatement will be required. (See Section 14.)

**AVIR:** Association of Vascular and Interventional Radiographers, 2201 Cooperative Way, Suite 600, Herndon, VA 20171, phone: (571) 252-7174 website: www.avir.org.

**Biennium:** A period of time spanning two years. As used in the ARRT renewal process, the start of the R.T.'s birth month every other year marks the beginning of a biennium. Because the ARRT's renewal process is linked to the R.T.'s birth month, the biennial period is likewise linked to an R.T.'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 CE 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 13).
3. Advanced CPR Certification in ACLS or PALS, through the American Heart Association, the Red Cross, or the American Safety and Health Institute. **ARRT no longer accepts CE credit for basic CPR (BLS, BLS with AED, Healthcare Provider CPR) completed after January 1, 2007.**
4. State Licensing Agency: R.T.s 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 12):

Florida	Illinois	Iowa	Kentucky
Massachusetts	New Mexico	Oregon	Texas

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

**Category P Credit:** CE activities (as defined in this document) that contain content relevant to the radiologist extender and have been awarded Category I credit by the AMA/ACCME, AAPA, or the AAFP. Category P credits may only be used for CE compliance by the R.R.A.

**CE Probation Status:** Failure to comply with the CE Requirements will result in CE probation being assigned. (See Section 9).

**Certification and Registration:** The process of 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 ethics requirements for eligibility. 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*.

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

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

**Continuing Education (CE) Activity:** A learning activity that is planned, organized, and administered to 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. Activities meeting this definition may qualify as either Category A or A+ credit depending upon whether they have been submitted to review and approval by a Recognized Continuing Education Evaluation Mechanism (RCEEM or RCEEM+).

**Continuing Education (CE) Credit:** Unit of measurement for CE activities. One CE 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.

**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 CE sponsor. All documentation must include: name of the sponsor issuing the documentation, and a reference number issued by a RCEEM. (see Section 14)

**In-service Presentation:** In-service presentations that are general in content and apply to a wide audience of technologists would be considered a CE activity. In-service presentations that are specific to a facility will **not** be awarded CE credit. In-service presentations must be approved for Category A CE credit by a RCEEM or recognized state licensing agency.

---

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

*Example 20.2: A course on how radiographic procedures are finalized is specific to that facility and does not meet the definition of a CE activity.*

---

**MDCB:** Medical Dosimetrist Certification Board, 1120 Rt. 73, Suite 200, Mt. Laurel, NJ, 08054, phone: (856) 439-1631 or (866) 813-6322, website: [www.mdc.org](http://www.mdc.org). NOTE: Re-examination in Dosimetry by the MDCB does not count for additional CE credits.

**NMTCB:** Nuclear Medicine Technology Certification Board, 3558 Habersham at Northlake, Building I, Tucker, GA 30084, phone: (404) 315-1739, website: [www.nmtcb.org](http://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.

**RACC:** The Radiology Administration Certification Commission, 490-B Boston Post Road, Suite 200, Sudbury, MA 01776, phone: (978) 443-7591, website: [www.crainfo.org](http://www.crainfo.org).

**Radiologic Technology:** The health profession comprised of certified and registered technologists and radiation 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 (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.

Organizations with current **RCEEM** status include:

- American College of Radiology*
- American Healthcare Radiology Administrators*
- American Institute of Ultrasound in Medicine*
- 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

\*\* Society of Nuclear Medicine and Molecular  
Imaging-Technologist Section  
Society for Vascular Ultrasound

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

**Reinstatement:** An individual who fails to renew certification and registration or fails to comply with the CE Requirements for renewal will be discontinued and is no longer certified and registered by the ARRT. In order to become certified and registered again, the individual must apply for reinstatement of registration and meet other requirements as described in the *ARRT Rules and Regulations*.

**R.R.A.:** ARRT awards the designation "Registered Radiologist Assistant" or "R.R.A." to radiologist extenders who meet and continue to meet certification and registration requirements as designated in the *ARRT Rules and Regulations*.

**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](http://www.rsna.org).

**R.T.:** ARRT awards the designation "Registered Technologist" or "R.T." to those who meet and continue to meet certification and registration requirements as designated in the *ARRT Rules and Regulations*.

**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](http://www.sdms.org).

**SLA:** State Licensing Agency, the following states may designate the CE activities that are evaluated and approved by their state licensing agency as Category A credit (see *Section 12*):

Florida	Illinois	Iowa	Kentucky
Massachusetts	New Mexico	Oregon	Texas

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

**SNMMI-TS:** Society of Nuclear Medicine and Molecular Imaging-Technologist Section, 1850 Samuel Morse Drive, Reston, VA 20190, phone: (703) 708-9000, website: [www.snmmi.org](http://www.snmmi.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 16.*)

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

**Tumor Boards:** Sometimes referred to as chart rounds or cancer conferences, tumor boards are limited to 12 credits per biennium and must be RCEEM or SLA approved. 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 patient is discussed.

---

The American Registry of Radiologic Technologists®  
1255 Northland Drive  
St. Paul MN 55120  
(651) 687-0048, ext. 8540  
[www.arrt.org](http://www.arrt.org)