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## SECTION 1. INTRODUCTION

Continuing Education (CE) is a mandatory requirement for renewal or reinstatement of certification. This document describes the ABII's CE Requirements. The requirements are subject to change as the need arises.

## SECTION 2. RATIONALE FOR CONTINUING EDUCATION

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

The purpose of the CE Requirements is to provide a mechanism for Certified Imaging Informatics Professionals (CIIPs) to fulfill their responsibility to maintain competence in their certification and registration. Participation in CE demonstrates accountability to peers, physicians, healthcare facilities, and the public.

All CIIPs are required to comply with the CE Requirements.

## SECTION 3. RENEWAL OF CERTIFICATION

When an ABII certificate is first issued, it is valid through the end of the calendar year. Thereafter, CIIPs must complete the renewal process annually on or before December 31.

The renewal process requires that the diplomate supply current information, agree to continue to practice according to the *ABII Rules and Regulations* and be in compliance with all other requirements as determined by the ABII.

The diplomate has until December 31 of the end of their biennium to complete the CE requirements for the renewal process.

## SECTION 4. BIENNIUM REPORTING PERIOD

In addition to annual renewal, every other year, the diplomate must document participation in CE, by reporting CE activities completed, in the diplomate's ABII online record. The CE Requirements are linked to a two-year period (biennium) that begins January 1 in the year following initial certification. The biennium extends for two years to December 31. Biennium dates are identified in the diplomate's ABII online record. All CE credits must be completed within the biennium dates.

The renewal of certification will continue on an annual basis, with the compliance of CE Requirements being reported every other year. The end of one biennium will mark the beginning of the next biennium. **Credits earned in one biennium cannot be reported in the next biennium.**

## **SECTION 5: RENEWAL WHEN NOT COMPLIANT WITH BIENNIAL CE**

A diplomate who fails to meet the CE Requirements within the previous biennium will be allowed a three-month extension to complete the required number of CE credits and will be placed into a “pending” status until all requirements for CE and payment are satisfied. The diplomate’s record will show as valid through December 31 of the prior year in response to any inquiries regarding the diplomate’s standing with ABII during the pending status period.

The pending status will begin on January 1 of the year following the end of the diplomate’s biennium and extend until the last day of March in the same year. During this time period, diplomates must complete and report any additional CE credits not completed during the biennium period.

After all the required CE credits have been reported, the diplomate will be able to pay the prior year’s annual renewal fee plus the late fee as noted in *ABII Rules and Regulations*. The prior biennial CE, annual renewal payment and late fee must be submitted no later than March 31.

When CE compliance is confirmed, the “pending” status will be removed and the “valid through date” will be updated to December 31 of the current year.

The CIIP certification will be discontinued for diplomates who fail to complete the prior biennial CE and pay the annual renewal fee and late fee on or before March 31. Online verification of CIIP status will result in the diplomate not being listed as a CIIP.

Individuals who have had their CIIP certification discontinued for non-compliance with biennial CE requirements, may request to reinstate and the request and required CE must be submitted on or before December 31 in the year following non-compliance with biennial CE requirements. The individual will be required to meet the CE requirements as explained above, pay the prior year’s annual renewal fee, and a late fee of \$150. When the annual renewal payment and late fee are received, the discontinued status will be removed and the “valid through date” will be updated to December 31 of the current year.

The individual will be required to submit the renewal payment for the current year on or before December 31 to avoid “pending” status for non-payment of the annual renewal in following year.

If the biennial CE requirement is more than 12 months in arrears, the individual is no longer eligible to request reinstatement and will be required to re-qualify and re-test to reinstate certification.

**The diplomate’s CE biennium dates will not change when put into “pending” status or certification has been discontinued. In addition to the CE credits that are required to satisfy the prior CE biennium, 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 CE requirements during the “pending” status or discontinued certification cannot be used for the next biennium requirements.**

## **SECTION 6. FAILURE TO RENEW CERTIFICATION**

An individual who fails to apply for renewal of certification or who does not pay the annual fee, or who does not meet the CE requirements is no longer certified by the ABII. 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 by the ABII. Since information for those who do not annually renew can quickly become outdated, and since providing such information is a service reserved only for diplomates, no information on the person (other than that they are not certified by the ABII) will be provided. Reinstatement of certification will be allowed only after successful completion of the reinstatement requirements as noted in the *ABII Rules and Regulations*.

## **SECTION 7. REQUIREMENTS FOR CONTINUING EDUCATION (CE) ACTIVITY**

All activities applied toward the CE Requirements must meet the ABII's definition of a CE activity. A CE activity is a learning activity that is planned, organized, and administered to maintain and enhance the knowledge and skills underlying professional performance of an imaging informatics professional. In order to qualify as CE, the activity must be planned, organized and provide sufficient depth and scope of a subject area found on the *ABII Test Content Outline*.

## **SECTION 8. DEFINITION OF CONTINUING EDUCATION (CE) CREDIT**

CE credits may be earned using the following unit of measurement for the CE activity:

- 1) One CE credit is awarded for one contact hour of education directly related to the *ABII Test Content Outline* (one contact hour is defined as 50 - 60 minutes of activity).
- 2) Partial credit will be allowed in 30 minute increments (0.5 contact hours is defined as 30 minutes of activity).
- 3) One CME (continuing medical education credit approved by an agency or society that accredits for healthcare clinical continuing education) = one contact hour.
- 4) One CEU (continuing education unit) = ten contact hours, so 0.1 CEU = one contact hour. This conversion will usually be listed on the CE certificate.
- 5) College courses for CE are accepted if the course is successfully completed and is directly related to the *ABII Test Content Outline*. The accepted CE will be calculated as follows. (Successful completion is indicated by a grade of "C" or better or a "pass" in a pass/fail course.)
  - a. One college semester credit = 16 contact hours = 16 CE credits (example: three credit course = 48 contact hours)
  - b. One college quarter credit = 12 contact hours = 12 CE credits (example: three credit course = 36 contact hours)

Diplomates may claim continuing education credit once per biennium for each activity completed. Diplomates may not claim continuing education for completing the same activity multiple times in the same biennium.

*\* Note: The abbreviation "e.g." is used in this document to indicate examples, but the examples are not a complete list.*

## **SECTION 9. DOCUMENTATION AND REPORTING PROCEDURES**

Diplomates are required to maintain proof of participation in CE activities. During the CE biennium reporting period diplomates must submit information on compliance with the CE requirements in the diplomate's ABII

online record. Failure to submit complete information may result in submitted CE being denied. Individual CE documentation forms verifying participation should **not** be submitted unless specified by ABII.

It remains the responsibility of the diplomate 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 must include the name of the participant, pre-printed dates of attendance (**handwritten dates are not accepted**), title of the activity, number of contact hours, name of the CE sponsor, CE reference number provided by the CE sponsor, and expiration date of CE activity.

A full 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. For individuals enrolled in an academic course for the sole purpose of gaining CE to meet the educational requirements (i.e., enrolled, but not for academic credit), a certificate of participation that includes all ABII-designated information for such certificates and stating that the same course requirements as specified for those enrolled for academic credit were met is acceptable documentation. The certificate of participation must be on institutional letterhead.

## **SECTION 10. RESPONSIBILITIES OF DIPLOMATE**

**Compliance with the CE requirements is ultimately the individual diplomate's responsibility.** If an activity is intended for use as CE, the diplomate is responsible for contacting the CE sponsor of the CE activity if there are questions as to whether the activity meets the requirements as outlined in the *ABII Continuing Education Requirements*.

## **SECTION 11: CE AUDIT**

The ABII can request individual CE records and/or certificates of participation that are used to validate the CE credits reported to the ABII.

When the documented CE compliance information is received by the ABII, a sample of diplomates will be selected and asked to provide copies of documentation of CE participation. This documentation will be used to verify the CE activities that were reported. The ABII reserves the right to make adjustments to CE status after the review is completed. **The ABII may discontinue the certification of an individual who does not respond to a request for a CE audit by submitting documentation of CE participation. Reinstatement may be required.** The ABII reserves the right to request original documentation when in its sole opinion there is any question regarding authenticity. **The diplomate is responsible for keeping the original documents for one full year after the end of the biennium reporting period.**

## **SECTION 12. ACCEPTABLE CONTINUING EDUCATION ACTIVITIES**

The following outlines educational activities that are and are not accepted by the ABII to satisfy CE Requirements:

<b>ACTIVITY TYPE</b> All reported CE must be linked to a primary area of content on the TCO	<b>VERIFYING DOCUMENTS</b> Only submitted upon request for audit purposes	<b>REFERENCE OR COURSE NUMBER</b>	<b>CE CALCULATION</b>
<b>Lecture:</b> Attend live lecture <i>with</i> certificate of participation awarded	Certificate copy	Provide assigned course number if available	Equal to contact hours for activity
<b>Lecture:</b> Attend live lecture <i>without</i> certificate of participation awarded	<u>Standardized form</u> completed by diplomate for records	Provide assigned course number if available	Equal to contact hours for activity
<b>Lecture:</b> Prepare <i>and</i> present - live lecture, webinar, podcast, video	<u>Attendee list</u> including first and last names, with syllabus or presentation materials	Provide assigned course number if available	Two times the contact hours for presentation of the activity (e.g., 50-minute activity = Two CE credits)
<b>Webinar:</b> Participate in live webinar (e.g., SIIM webinar series)	Webinar registration and document of participation (e.g., screen shot from conclusion of webinar)	Provide assigned course number if available	Equal to contact hours for webinar
<b>Webinar:</b> View archived webinar (e.g., SIIM webinar series)	<u>Standardized form</u> completed by diplomate for records	Provide assigned course number if available	Equal to contact hours for webinar
<b>Self-Learning:</b> Review material with quiz to document participation (e.g., directed / journal reading)	Certificate of participation	Provide assigned course number if available	Assigned credit value from sponsor that evaluated activity
<b>Online training:</b> Complete training modules	Certificate of participation or email verification of completion	Provide assigned course number if available	Equal to contact hours for completion
<b>Applications training:</b> Complete instructor-led onsite training	Certificate of participation or email verification of completion from the training provider to include number of contact hours and date(s) of participation	Provide assigned course number if available	Assigned credit value from sponsor that evaluated activity
<b>Applications training:</b> Complete training at provider's facility / classroom	Certificate of participation or email verification of completion from the training provider to include number of contact hours and date(s) of participation	Provide assigned course number if available	Assigned credit value from sponsor that evaluated activity
<b>Academic Course:</b> Complete entire course for credit in an accredited educational institution (e.g., online, classroom)	Transcript showing passing grade in a pass / fail course or a grade of "C" or better	Provide academic course number assigned by educational institution	One semester credit = 16 contact hours One quarter credit = 12 contact hours
<b>Academic Course:</b> Prepare and present an academic course in an accredited educational institution	<u>Attendee list</u> including first and last names, with syllabus or presentation materials with date(s) of course offering	Provide academic course number assigned by educational institution	Two times contact hours for actual presentation
<b>Training / User Group:</b> Participate in facility training / user group meetings	Syllabus that shows linking to ABII Test Content Outline	Provide assigned course number if available	Equal to contact hours for training / meeting
<b>Training / User Group:</b> Prepare and lead facility training/user group meetings	<u>Attendee list</u> with first and last names	Provide assigned course number if available	Two times the contact hours for presentation of the training / meeting
<b>Testing:</b> Participate in standards body testing (e.g., IHE Connectathon)	Certificate or email verification of completion	Provide assigned course number if available	Equal to contact hours for completion

<b>ACTIVITY TYPE</b> All reported CE must be linked to a primary area of content on the TCO	<b>VERIFYING DOCUMENTS</b> Only submitted upon request for audit purposes	<b>REFERENCE OR COURSE NUMBER</b>	<b>CE CALCULATION</b>
<b>Scientific Poster:</b> Develop <i>and</i> provide live presentation at a professional society meeting (e.g., SIIM conference)	Copy / Image of poster and correspondence from accepting organization	Provide assigned course number if available	Two times the contact hours for live presentation of the poster
<b>Author:</b> Published peer review journal (First or second author only)	Copy of publication	Provide assigned number if available	One hour per published page with a maximum of six hours total per article published
<b>Author:</b> Published chapter in a textbook (First author only)	Copy of book	ISBN	Two hours per published page with a maximum of 12 hours total per chapter published
<b>Item Writing:</b> Writing and submitting items, through the ABII item bank submission system, that meet all the requirements for acceptable items for ABII certification examination(s)	Verification of number of items submitted in ABII's online item submission system	Insert "CIIP Item Writer"	One hour per every six items submitted.
<b>Other CE activities</b> (Note: Must provide a detailed description of the activity.)	Standardized form completed by diplomate for records	Provide assigned course number if available	Equal to contact hours for completion
<b>Viewing scientific posters and demonstrations</b>	No credit accepted	No credit accepted	No credit accepted
<b>Viewing Podcasts</b> (e.g., HIMSS health IT podcasts)	No credit accepted	No credit accepted	No credit accepted
<b>Providing Applications Training</b>	No credit accepted	No credit accepted	No credit accepted
<b>Panel Discussions</b>	No credit accepted	No credit accepted	No credit accepted
<b>Earning Additional Certification Credentials</b>	No credit accepted	No credit accepted	No credit accepted