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## ELIGIBILITY REQUIREMENTS

Eligibility to take the exam to gain certification as a Certified Imaging Informatics Professional® (CIIP®) is based on a point system that encompasses the categories of experience, formal education, and continuing education. The system is flexible enough to address the various backgrounds of imaging informatics professionals, yet comprehensive enough to assure that candidates are well rounded. Refer to the [ABII Seven-Point Qualification System](#) for details showing the maximum and minimum number of points required from each category

## APPLICATION

Application for certification is done online at [www.abii.org](http://www.abii.org). You must first create an account that includes login identification and an account profile. The online system will guide you through creating a profile, demonstrating eligibility requirements, and submitting payment. Be sure to securely save your login identification and password.

After you've completed the application for certification step in your account profile at [www.abii.org](http://www.abii.org), we'll assign your testing window. **Wait 24 hours before contacting Pearson VUE to allow time for them to receive your authorization information.**

## ADA ACCOMMODATIONS

ABII complies with the Americans with Disabilities Act (ADA) and provides reasonable testing accommodations to candidates who demonstrate that they have an ADA-qualifying disability. Candidates must submit the necessary documentation in order to be considered for accommodations. Processing an ADA request can take up to three weeks after you submit your supporting documentation to Paradigm Testing for review.

### How to Request Accommodations

Start by answering "yes" to the question about testing accommodations on your application for certification. After we receive your application, we'll send you instructions on how to apply for accommodations.

Your application will be on hold until you submit your accommodation request and Paradigm processes it. You won't be able to schedule your test until we send you a decision letter. If you don't submit a request within a year, we'll process your application without accommodations and assign you an exam window. At that point, we can't grant any accommodations.

If you answer “no” to the testing accommodations question on your application, you’ll need to take the exam without them.

## THREE-ATTEMPT, 12-MONTH LIMIT

Candidates who are eligible for CIIP certification are allowed three attempts to pass the test. The three attempts must be completed within the 12-month period that begins when the candidate is determined to have met all other qualifications based upon the application submitted by the candidate. Individuals failing the third attempt or not completing it within the 12-month period will be deemed no longer eligible and may regain eligibility only by completing the application and paying the initial testing fee.

Postponing or canceling an appointment does not alter the beginning of the 12-month time period.

## SCHEDULING

The Imaging Informatics Professional (IIP) certification test is offered on a day and time convenient to your choosing. ABII partners with The American Registry of Radiologic Technologists (ARRT) and contracts with Pearson VUE, an independent testing center with locations throughout the world.

Candidates are responsible for scheduling their test directly with Pearson VUE. You may choose to call the toll-free number at 800.632.9055 or go online to Pearson VUE's website to schedule.

If scheduling online, you will be required to create a personal account with Pearson VUE. When creating an account for the first time, enter your assigned ABII ID number (you’ll receive this during the application process) in the section labeled ARRT ID. You may interpret any mention of ARRT as ABII.

The IIP Test can be taken at a Pearson VUE testing location or online while a remote proctor monitors your progress. For more information for each option see *Taking the IIP Test Using an Online Proctor* and *Taking the IIP Test at a Pearson VUE Testing Location*.

To schedule your appointment, follow the instructions on the [Pearson VUE website](#). Begin by creating a Pearson VUE account or signing in if you already have one.

- **Make sure you select the appropriate time zone and time of day (a.m. or p.m.).** On the Pearson VUE dashboard, select Preferences. Then scroll to the bottom and select the appropriate time zone.
- You should receive an email confirmation from Pearson VUE immediately after you schedule the appointment.
- If you don’t receive a message, your appointment isn’t confirmed. Go back and make sure you confirmed your selection.
- [Contact Pearson VUE](#) right away if you need to make corrections.

The Pearson VUE email contains your appointment date and time, along with other important information. Keep it until you complete your test.

## How to Change or Cancel an Appointment

You may cancel or reschedule your appointment up to 24 hours (one business day – see table below) before your scheduled appointment at a Pearson VUE testing location or up to 30 minutes before your scheduled online appointment using an online proctor – either by phone at 800.632.9055 (leaving a message on an answering machine will not suffice) or at [pearsonvue.com/abii](https://www.pearsonvue.com/abii) (be sure to follow prompts to complete the process). Pearson VUE will send you an email confirmation each time an appointment is made, changed, or canceled. Cancellations not received within the timeframe require the candidate to reapply and pay a re-application fee of \$250.

Pearson VUE charges a \$10 rescheduling fee for test appointments that are canceled or rescheduled.

Pearson VUE collects fees by credit card payment at the time the appointment is canceled or rescheduled. This includes all changes made online or via telephone with Pearson VUE.

If you make or cancel an appointment, but don't receive an email confirmation, follow up by calling Pearson VUE at 800.632.9055 to confirm it. The table below shows that appointments for a given time on a scheduled test day must be canceled by the same time on the preceding business day. Note that national holidays and weekends are not considered business days:

Scheduled Test Day	Cancel/Change Deadline (Same time as appointment)
Monday	Friday of preceding week
Tuesday	Monday of the same week
Wednesday	Tuesday of the same week
Thursday	Wednesday of the same week
Friday	Thursday of the same week
Saturday	Friday of the same week

## Missing an Appointment

If candidates fail to appear for a scheduled appointment and don't reschedule through the prescribed procedure, application fees will be forfeited. To reschedule, candidates will be required to reapply and pay an additional application fee. A missed appointment does not count as an attempt for the three-attempt, 12-month limit policy. Neither ABII nor Pearson VUE is responsible for appointment errors.

## Test Center Closure

If you are unsure whether a test center is closed because of inclement weather or some other factor, call Pearson VUE's Call Center at 800.632.9055. If the test center is open, it is your responsibility to keep the appointment. If it is closed, you will be given the opportunity to reschedule the appointment at no additional cost.

## ID, PHOTO, SIGNATURE, NAME REQUIREMENTS

You must present proper ID with a matching name to be allowed to take the test. If there are discrepancies, you won't be allowed to reschedule and will forfeit your test application fee. If you are admitted with questionable ID, ABII may cancel their score after an investigation.

Your name on the government-issued ID must match the name on your ABII profile. Your ID may contain your full middle name if the middle initial on your application profile matches the first letter of your middle name. **Candidates with a cultural variation must make sure that they have the same variation on their profile and both IDs** (e.g., two last names "Marie Margolles Beran").

If you've changed your name, contact us at [info@abii.org](mailto:info@abii.org) or call us at 651.994.6410 to submit documentation verifying your name change before you schedule your appointment.

### ID Requirements When Taking the Test at a Pearson VUE Testing Location

You are required to show **two forms** of ID, provide a digital signature and a palm scan for palm vein recognition, and be photographed for admission. Both IDs must include the candidate's pre-printed name and signature, and one ID must be a currently valid, official government-issued photo ID. Examples of acceptable forms of ID are listed below.

#### Acceptable Forms of Identification

**Primary:** Must be government-issued with a photo, signature, and not expired

- Driver's license
- State ID
- Passport

**Secondary:** Must have preprinted name, signature, and not expired

- Government-issued IDs (U.S. Social Security, alien registration)
- Employee ID or work badge
- Bank automatic-teller machine (ATM) card
- School ID
- Credit card
- Any form of ID in the Primary list

Permanent registration cards ("green cards") and other IDs that don't include your signature aren't acceptable. If Pearson VUE doesn't accept your ID, you might have to pay a fee to reschedule and take your test.

### ID Requirements When Taking the Test Using an Online Proctor

You must have one form of acceptable, unexpired identification to take your test.

- Your ID must be an official, government-issued ID, such as a driver's license, state ID card, passport, or tribal ID.
- Your ID must include your printed name, your photo, and your signature.

- It must show your signature and printed name **exactly as it appears in your ABII profile**. An exact match includes any cultural variations in your name (for example, the order in which your surname and given name appear).
- Make sure your ID won't expire before you take your test.

Permanent registration cards ("green cards") and other IDs that don't include your signature aren't acceptable. If Pearson VUE doesn't accept your ID, you might have to pay a fee to reschedule and take your test.

## ABOUT THE TEST

The ARRT contracts with Pearson VUE on behalf of ABII. Pearson VUE personnel and scheduling representatives will refer to the ABII as ARRT, and the Imaging Informatics Professional (IIP) certification test as an ARRT test.

### Educational Resources

ABII neither provides nor is involved in developing educational courses or materials to prepare for the test. Test preparation is offered by third parties, and ABII does not endorse any course, vendor, or printed materials. An impartial list of educational resources is available at [www.abii.org/Educational-Resources](http://www.abii.org/Educational-Resources).

### Fee

The IIP test fee is \$500, and the retake fee is \$250. You are allowed three attempts in 12 months to pass the test. Fees are non-refundable and cannot be transferred. The fee may qualify as an employee business expense deduction on your personal taxes.

### Testing Format

The IIP Test can be taken at a Pearson VUE testing location or online while a remote proctor monitors your progress. For complete information on each option see *Taking the IIP Test Using an Online Proctor* and *Taking the IIP Test at a Pearson VUE Testing Location*.

### Composition

The test is composed of 170 questions that cover 10 major knowledge domains. These domains were identified by imaging informatics professionals as being critical to competent performance in the field. The [Test Content Outline](#) provides more detailed information on the subject areas included in the test.

## Timing

The tutorial, non-disclosure agreement, IIP test, and survey can take up to three hours and ten minutes to complete. In addition to the 170 minutes (2 hours, 50 minutes) for the IIP test, twenty additional minutes are allotted for an eight-minute tutorial and a two-minute non-disclosure agreement before the test and 10 minutes for a survey at the end of the test. ABII recommends that you complete the tutorial to familiarize yourself with the testing program.

## Order of Questions

The IIP test presents questions in random order, which is consistent with the purposes of education and evaluation. When a candidate learns an important concept, the intent is that he or she will take that knowledge beyond a specific context or environment and generalize that knowledge to the practice setting.

## Question Format

Most test items are standard multiple-choice with one best answer. Some questions may require that you select multiple answers from a list or select a specific area on an image. The *Computer-Based Testing Overview* section of this guide provides additional information on test question formats.

## Recording Your Answers

An answer must be selected for a question before the computer allows display of the next question. You may flag questions for later review if you are unsure of the answer. For further information on recording your responses, refer to the Overview of Computer-Based Testing in this guide.

## Pacing

It is important to use your time wisely. Time remaining is displayed in the upper right corner of the computer screen. If a question is difficult, guess at the answer, flag the question for review, and go on to the next question. When you have finished the test and there is still time left, go back to the questions that you flagged and review them.

## Guessing

Test scores are based upon the total number of correct answers. You must indicate some response to each question before the computer will proceed to the next question.

## Comments

You may comment on a specific question at any time by clicking on the “comment” icon at the top of the page. No additional testing time is allowed during the test for making comments on questions.

You may comment on the test center in the evaluation survey at the end of the test.

## Statistics

Individuals who pass the test will be eligible to refer to themselves as Certified Imaging Informatics Professionals (CIIP®).

The [IIP Test Statistics](#) page provides information on pass rates and census.

## Re-Examination

If you previously failed the test, you may re-apply online through your ABII online account by submitting the application and test fee.

## PREPARING FOR YOUR TEST DAY

Guidance on the testing process is unique to the format you choose to take the test. Refer to *Taking the Test at a Pearson VUE Testing Location* or *Taking the Test Using an Online Proctor* for complete information on the testing environment, technology requirements, preparing your testing space, requesting assistance, and trouble shooting. You are responsible for reviewing all relevant guidance prior to taking the test.

## COMPUTER-BASED TESTING OVERVIEW

The testing session consists of four segments:

### 1. Introduction, Nondisclosure Agreement, and Tutorial

During this segment the computer will verify your name and allow you to complete a tutorial if you choose.

We strongly urge examinees to spend the few minutes to take the tutorial. You will also be asked to read and approve a nondisclosure clause – it requires that all candidates agree to not copy any test questions or otherwise disclose the content of the test.

You must agree to the terms of the nondisclosure statement; if you do not accept within two minutes, your test session will end, you won't be able to take the test that day, and you'll need to reschedule your appointment.

The entire introductory segment will take from a few minutes up to eight minutes, depending on how much time you spend reviewing the tutorial.

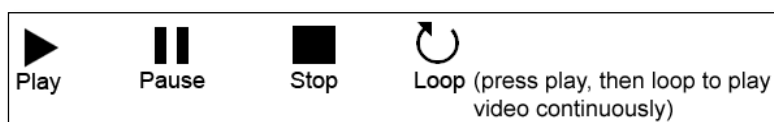
## 2. Test Session

You will be given the test during this period. In addition to answering questions, you can mark questions for later review or even comment on questions.

The clock will be running, so pace yourself. Most questions are in the standard multiple-choice format and require you to select one best answer. In addition, a small portion of the test may consist of the question formats noted below:

- (a) *Select Multiple*: This format consists of a question or statement followed by a list of four to eight response options. You are required to select all options that are correct.
- (b) *Exhibits or Videos*: This format consists of a question accompanied by a medical image, drawing, graphic, or video.

For video items, you will need to read the question, open the exhibit, press the play arrow on the video, watch the video in its entirety, and then answer the question. You will not be able to move forward on the test until you have opened and watched the entire video. The video controls are shown and described below.



- (c) *Hot Area*: This format will ask you to place your cursor over a specified area. As you move the cursor over possible area options, they will highlight. When your cursor is over the highlighted area you want to select, click the mouse. When selected, the area will become outlined and change colors. To change your answer, move the cursor to identify another highlighted area and click the mouse. The final selected area will be recorded as your final answer.

## 3. Question Review and End Review

After responding to all questions, you will have the opportunity to go back and review questions in the time remaining. You can change answers during the review. Once you select the "End Review" button you will no longer be able to go back to the test. A sample review screen appears later in this guide.



## 4. Survey

After the test a short survey will appear. Most people complete it in just a few minutes. The survey is important because it gives you the opportunity to let ABII know about the quality of your testing experience. If something went wrong – or exceptionally right – this is the place to tell us.

The following pages illustrate the approximate appearance of a few of the more important computer screens. Taking a few minutes now to review these pages will help prepare you for test day.

When the test starts, the clock will be set to the time allowed for the test session (see Test Timing to find the time allotted for your test). Test questions are presented in random order. The test consists of a set number of scored questions plus several un-scored pilot questions. The content specifications provide additional information about the number of questions and topics covered.

This button allows you to mark questions for later review. If uncertain of the best answer, then choose your best guess and flag the question for later review by clicking on the box.

The clock indicates the time left to complete the test.

You can comment on specific test questions by clicking on the "Comment" button.

The "Calculator" button gives access to an on-screen calculator (see next page).

The counter indicates which question you are on and the total number of questions on the test.

The Alamo is located in the state labeled as number.

A 1  
 B 2  
 C 3  
 D 4

Here is the test question. Choose one best answer by clicking the appropriate oval or letter (A, B, C, D). If the question requires a graphic, it will also appear on the screen or an exhibit button will be available to click.

Click on these buttons to go back to the previous question or ahead to the next one.

The screenshot shows a test interface with a dark grey top bar. On the right side of the bar, there is a clock icon followed by 'Time Remaining 03:29:20' and a question counter '3 of 180'. Below the bar are three buttons: 'Comment' with a speech bubble icon, 'Calculator' with a calculator icon, and 'Flag for Review' with a flag icon. The main content area has a white background. It contains a question: 'The Alamo is located in the state labeled as number.' Below the question are four radio button options: 'A 1', 'B 2', 'C 3', and 'D 4'. To the right of the options is a map of Texas divided into four numbered regions: 1 (west), 2 (northwest), 3 (north), and 4 (south). At the bottom of the interface is a dark grey bar with two buttons: 'Previous' with a left arrow and 'Next' with a right arrow. Red callout boxes with arrows point to various elements: the 'Flag for Review' button, the clock, the 'Comment' button, the 'Calculator' button, the question counter, the question text, the map, and the navigation buttons.

Personal calculators are not permitted. Both scientific and basic four-function calculators are provided online on your computer, or you may request a basic four-function calculator from test center personnel.

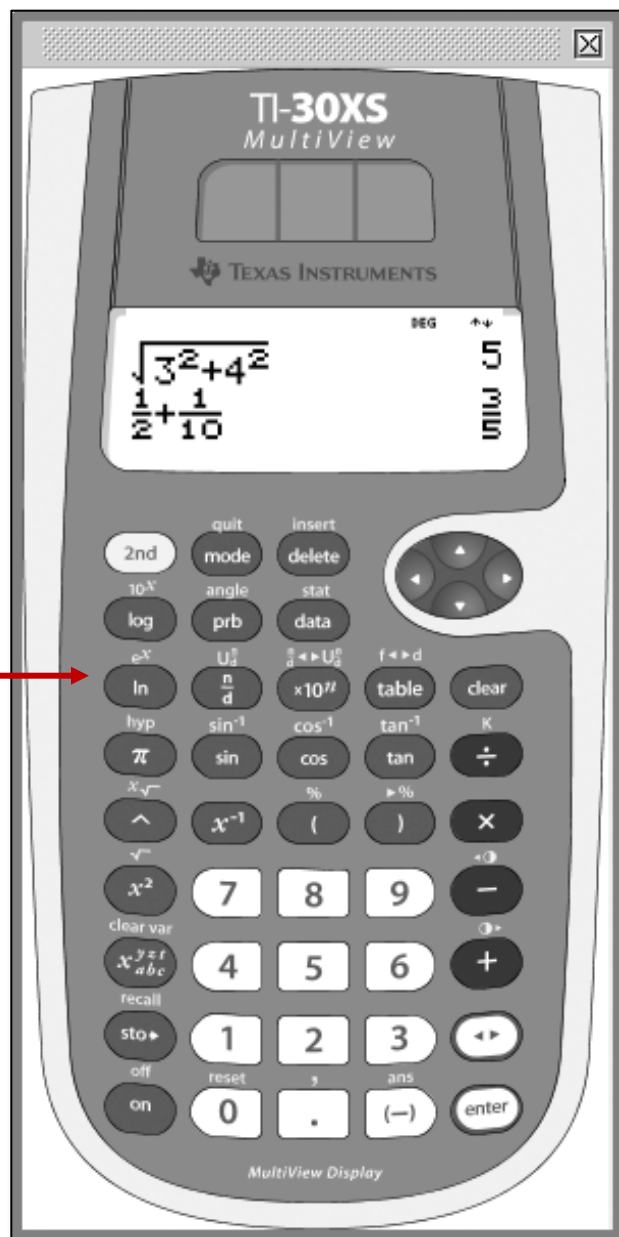
To use the calculator, click on the "Calculator" button at the upper left side of the test screen. You can operate the calculator by using the mouse to click on numbers or arithmetic operations. Alternatively, the keyboard can be used. Note: Please make sure to check the display screen on the calculator to verify the correct entry of numbers.

The "Modes" button on the calculator allows you to toggle between the Standard and Scientific calculators. Note that most calculations on the test can be done with the Standard calculator. However, some candidates may wish to use the Scientific calculator for certain calculations.

### Standard



### Scientific



Some calculations may require the use of the natural logarithm function.

("ln" key) or the  $e^x$  function ("2nd" key, then "ln" key).

First press the key for the function that you would like, then enter the relevant number for the calculation.

After you have completed all questions on the test, a screen appears that allows you to go back to review questions. A filled-in flag icon appears next to any questions that you selected for review.

Time Remaining 03:25:44

### Exam Review

**Instructions**

The buttons in the lower right-hand corner allow you to review questions two (2) ways:

1. Review all of your questions and answers.
2. Review questions that are flagged for review. (Click the "flag" icon to change the review status.)

Note: Although the "Review Incomplete" button appears, this button is not functional; all questions on the exam require an answer.

**Computed Tomography Section (0 Unseen/Incomplete)**

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24
Question 25	Question 26	Question 27
Question 28	Question 29	Question 30
Question 31	Question 32	Question 33
Question 34	Question 35	Question 36

**End Review** | **Review All** | **Review Incomplete** | **Review Flagged**

This button ends the test. When you are done with your review, click this button to exit.

Once you click "End Review" you will no longer be able to review questions or change answers, **so be sure you are really ready to stop.**

You can return and review all questions on the test by clicking on the "Review All" button

You can return to the questions you selected for review by clicking on the "Review Flagged" button.

To review all items on the test, just click on "Review All."

If you click this button you will see that you have no incomplete questions, because skipping of questions is not an option on IIP tests.

## HOW/WHEN WILL I KNOW WHETHER I'M CERTIFIED?

You will see a preliminary score at the end of your test. Once we process your test, your final results will appear in your ABII account profile. Official scores and certification results are usually posted to your ABII profile within seven to ten days after the test, but please allow up to 30 days for us to post your

results. Please update any change to your email address or mailing address on your profile. You may also check the ABII “Verify Credentials” at [www.abii.org](http://www.abii.org) which will reflect your registration status generally within five weeks after the test.

## SCORING

### Score Reporting

ABII will post scores and certification results to your profile page on the ABII website. Allow ABII up to 30 days after the test to post your official score report. Test results are not given out over the telephone. If your results have not arrived 30 days after your test date, email ABII at [info@abii.org](mailto:info@abii.org).

### Interpreting Scores

ABII uses “scaled scores” to report test results. Scaled scores are more meaningful than raw scores (i.e., number or percentage correct) because they consider the difficulty of a particular test compared to other forms of the same test. Therefore, a scaled score of 75 represents the same level of test performance, regardless of which test form was administered.

Total scores are reported on a scale that ranges from 1 to 99. Keep in mind that ABII total scaled scores *do not* equal the number or percentage of questions answered correctly. A total scaled score of 75 is required to pass the test, and the number of correct answers required to achieve a score of 75 was determined through a standard-setting (or passing score) study. ABII and panels of experts periodically review the passing score to assure its validity.

Performance on each section of the test is also reported using scaled scores. Section scores range from 0.1 to 9.9 and are reported in one-tenth point intervals (e.g., 8.1, 8.6). These scores are designed to provide information to candidates regarding their strengths and weaknesses in particular content categories. Each section score can be considered as a separate score. For example, a scaled section score of 7.9 would indicate that *if* that section had been the whole test, the total score would have been a 79. It is important to note that pass/fail decisions are based on the *total number* of items correct and *not* on individual section scores. Because test sections have different numbers of items, a simple average of scaled section scores will not re-create the total scaled score.

Since section scores are based on fewer test questions, they are not as reliable as the total scaled score and should be interpreted with some discretion. For more information on ABII test scoring, email ABII at [info@abii.org](mailto:info@abii.org).

### Delayed Score Reporting

If ABII finds that information or fees provided by you are inaccurate or incomplete, ABII may hold your results for six months after the date of your test. If the issue is not resolved after six months, the scores are canceled. If investigation determines that you were ineligible to take the test, scores are canceled. ABII will not refund your fees.

## MISCONDUCT

Many security measures are enforced during test administration to ensure the integrity of ABII tests. Be aware that candidates will be observed at all times while taking the test. This includes direct observation by test center staff, as well as video and audio recording of the testing session.

Any irregular behavior during or in connection with the test – as evidenced by observation, statistical analysis of answers or otherwise – will constitute grounds for ABII to permanently bar the candidate from all future tests, to terminate the candidate's participation in the test, to invalidate the results of that test and any prior ABII test, to withhold scores or certificates, to revoke or suspend a certificate, to censure or to take any other appropriate action.

The test and related materials are copyrighted as the sole property of ABII and must not be removed from the test area or reproduced in any way. Reproduction of copyrighted material, in whole or in part, is a federal offense and may subject the candidate to the sanctions listed above.

Individuals who engage in any of the following conduct will be dismissed from the test center and test administration, and their test scores will be canceled.

Examples of misconduct include, but are not limited to, the following:

- failing to provide acceptable identification.
- making phone calls.
- giving or receiving unauthorized help.
- attempting to take the test for someone else.
- using notes, books, or other unauthorized aids.
- bringing any materials to the test center that may compromise the test administration.
- eating or drinking during the test.
- attempting to remove test questions (in any format) from the room.
- failing to follow the test center staff's instructions or instructions presented by the computer.
- using scratch paper.
- tampering with the operation of the computer or attempting to use it for any function other than taking the test.
- creating a disturbance of any kind.
- leaving the test center building.

### Non-Attendance

If candidates fail to appear for a scheduled appointment and don't reschedule through the prescribed procedure, application fees will be forfeited. To reschedule, candidates will be required to reapply and pay an additional application fee. A missed appointment does not count as an attempt for the three-attempt, 12-month limit policy. Neither ABII nor Pearson VUE is responsible for appointment errors.

## APPEALS

### Appeals of Test Administration Procedures

ABII makes every effort to assure that tests are fairly administered in a comfortable and safe environment. You may request a review of procedures if you believe that a test was administered in a manner that substantially deviated from normal testing procedures.

If you wish to request a review you must submit a specific letter to ABII detailing the nature of the alleged deviation from normal testing procedures. Letters to ABII should indicate the administration date and test center location. The letter must be postmarked within two days of the date of test administration.

You must notify ABII in writing of any negative situations before test results are released. ABII will not investigate complaints after the candidate has received his or her results.

### To File an Appeal

If you think the administration of your test deviated substantially from normal procedures, you may request a review of the procedures. To do so:

- Verify that the proctor will file a report regarding your issue.
- Request the incident number from that report.
- Submit a completed eligibility appeal request to ABII, detailing the specific nature of the alleged deviation from normal testing procedures, within two business days of the date of your test.

### Appeals of Test Scoring

ABII employs several quality-control procedures to ensure that all tests are scored with complete accuracy. However, you may request a review of the accuracy of the scoring process for the selected response (e.g., multiple choice, sorted list, select multiple) section of the test if you feel an error has occurred.

To obtain a review of scoring, send a letter or request detailing the specific reason a scoring error is suspected. Requests must be postmarked within 14 days of the score report having been posted by ABII and must be accompanied by a \$25 fee. ABII will review your responses to each question, compare those responses to the answer key, and recalculate both raw scores and scaled scores.

ABII will inform you of its findings within 30 days of receiving your written request. If ABII finds evidence of any scoring error, your original score will be canceled, and you will be notified of your corrected score.

### Cancellation of Scores

If you have been deemed ineligible, your test scores will be canceled and not available. Your fee will be forfeited, and the attempt is counted as one of up to three allowable attempts.

ABII may withhold or cancel scores if there is evidence that the security of the test has been compromised. Such action may be necessary even in the absence of evidence indicating that a candidate was knowingly involved in the compromising activities. ABII expects candidates to cooperate in any investigation.

Once results are canceled, they are not available for reporting later. The candidate forfeits fees paid for the test. Canceled scores are counted as an attempt. Some scores may be rendered invalid because of circumstances beyond a candidate's control, such as technical difficulties. ABII investigates each of these situations. When this results in a cancellation of scores, ABII arranges for a makeup administration of the test at no additional cost.

## INITIAL CERTIFICATION

Your certificate confers the right to use the title "Certified Imaging Informatics Professional<sup>®</sup>" and its abbreviation "CIIP<sup>®</sup>" in connection with your name.

The CIIP<sup>®</sup> certification mark is protected by law. ABII pursues legal action against individuals who use the certification mark without authorization.

## MAINTAINING CERTIFICATION

### Biennial Continuing Education (CE) Requirement:

The healthcare industry is constantly evolving. Changes in patient care, technology and quality requirements make keeping abreast with continuing education important to remaining qualified as a Certified Imaging Informatics Professional (CIIP).

Because continual learning is important, ABII has a continuing education (CE) requirement for diplomates. The requirement is the successful completion and reporting of 24 credits every two years on or before December 31. This biennial CE requirement must be completed or certification is dropped.

CE activity content or topics must align with the most current [Test Content Outline](#) at the beginning of your biennium.

CE reporting is completed on a diplomate's online account located at [www.abii.org](http://www.abii.org).

### Newly Certified:

For individuals having just passed the exam, their two-year CE reporting cycle begins on January 1 of their first full year of certification. For example, an individual having passed the exam in April 2024 will begin their two-year cycle on January 1, 2025 and report CE on or before December 31, 2026.

## Annual Renewal Requirement:

Annual renewal fees of \$70 are due by December 31 of each year. Renewal payments received after the deadline incur late fees. The late fee for payments/CE received between January 1 and March 31 following the December 31 deadline is \$20. The reinstatement fee for renewals/CE received between April 1 through December 31 following the original deadline is \$150.

During biennial years in which a diplomate is required to report CE, both the CE and annual renewal fee must be completed during the same transaction on the diplomate's online account located at [www.abii.org](http://www.abii.org). For example, a diplomate cannot pay the annual renewal fee one day and then report CE later the same week.

If CE is not reported and/or annual renewal payment not received before March 31 in the year following non-compliance with biennial CE requirements, certification will be discontinued. Individuals who have had their CIIP certification discontinued for non-compliance with biennial CE and annual renewal fee requirements after March 31 may request to be reinstated. 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 and pay the prior year annual renewal fee and a reinstatement fee. When the annual renewal payment and reinstatement fee are received, the discontinued status will be removed and "valid through date" will be updated to December 31 of the current year.

For more information on CE requirements, review the [CE Resources](#) pages of the website.

## Time-limited Certification / Ten-Year Requirements

Because of accelerating advancements in technology and growing capabilities in the healthcare field, the idea of "Once certified, forever qualified" no longer meets the expectations of patients, employers, or the profession. Today, this is more accurately described as "Once certified, forever learning, evolving and developing as a qualified professional." ABII embraces continuous quality improvement as the expectation for diplomates and the requirements for maintaining certification reflect that philosophy.

After successful completion of the requirements to obtain initial certification and the CIIP credential, individuals are required to periodically report completion of continuing education and, every ten years, complete additional requirements to document ongoing qualifications in imaging informatics. The Ten-Year Requirements are designed to document continued qualifications through a flexible approach by allowing diplomates to select from several options.

The four options for the Ten-Year Requirements are:

1. Practice: Quality improvement project relevant to imaging informatics
2. Education: Mentoring a non-CIIP imaging informatics individual
3. Research: Publish a research-based article relevant to imaging informatics
4. Examination: Re-pass the IIP examination



Only one of the four options must be completed during the compliance period and pre-approval by ABII of the activity selected by the diplomate is not required. The option selected by the diplomate must be completed during a one-year compliance period. The compliance period is the one-year period immediately preceding the end of the tenth year. For example, those first certified in 2015 must complete the Ten-Year Requirements in 2024, those first certified in 2016 must complete the requirements in 2025, and so forth.

During the Ten-Year Requirement compliance Year, the Ten-Year Requirements must be completed before submitting annual renewal fee and must be completed through the diplomate's online account located at [www.abii.org](http://www.abii.org).

Visit the ABII website for more details on the [Ten-Year Requirements](#).