

WHAT ARE 10-YEAR REQUIREMENTS?

Because the health care field continues to advance rapidly, it's important for ABII diplomates to keep up with changing standards. Patients, employers, and other professionals want to know your knowledge and skills are up to date. That's why ABII embraces continuous quality improvement and expects diplomates to meet our requirements for maintaining certification.

After you obtain initial certification and the CIIP credential, you'll need to periodically complete and report continuing education activities. In addition, every 10 years you'll have to document your ongoing qualifications in imaging informatics. The 10-Year Requirements offer a flexible approach for documenting continued qualifications, allowing you to select from several options. (See the Requirements Options section for detailed information.)

COMPLIANCE PERIOD AND ELIGIBILITY

Your compliance period runs from Jan. 1 to Dec. 31 in your 10th year of certification. For example, if you earned your certification in 2010, your compliance period would be Jan. 1 through Dec. 31, 2019.

ONLINE 10-YEAR REQUIREMENTS TOOL

The online 10-Year Requirements tool makes documenting your compliance and communicating with ABII easy.

You can access the tool on the first day (Jan. 1) of your one-year compliance period—as long as you're up-to-date with your renewal fees and biennial CE reporting. If you aren't,

you must complete those things before you can access the online tool and complete the 10-Year Requirements.

When you've completed and documented your 10-Year Requirements, we'll notify you of your status. Your dashboard (account homepage) will update the 10-Year Requirements compliance period to the next 10 years.

If your compliance period expires before you've completed and documented your 10-Year Requirements, the system will prevent you from submitting documentation or applying for another exam.

REVIEW PROCESS

ABII has created a volunteer committee of imaging informatics professionals to review submissions of quality improvement projects, mentorship documentation, and publication submissions.

ABII volunteers will review each submission. They'll assign points based on whether a submission "accepted" or "not accepted" in several categories.

TIMING AND YOUR COMPLIANCE PERIOD

Although you have a full year to complete your requirements, we recommend completing everything no later than Nov. 1 of that year. If you wait, the review committee might be unable to review your submission and respond to you before your compliance period expires on Dec. 31. If that happens:

- If you submit documentation after Nov. 1 and receive notification of "Accepted" after Dec. 31, you are in compliance.
- If you submit documentation after Nov. 1 and receive notification of "Not Accepted" after Dec. 31, you will have one more chance to update submission for re-review.

If you choose the exam option, we recommend scheduling and taking the exam as soon as possible.

If you wait until December of your compliance period, you run the risk of not getting an appointment before the deadline. In addition, if you take the exam late in the year and fail, little time remains to retake it or to complete one of the three other options.

ABII won't extend any compliance periods.

INCOMPLETE SUBMISSIONS

If you submit incomplete documentation for compliance with the quality improvement project, mentorship, or publication options, we'll note the reason and return your submission. You may revise and return the updated documentation **once**.

REQUIREMENTS OPTIONS

The four options for the Ten-Year Requirements are described below. You must complete **one** of the options during your compliance period. You may choose whichever activity you like; ABII doesn't need to preapprove your selection.

After you choose your option in the online tool, you may change your mind and select another option. Once you've paid your exam fee online, however, refunds aren't possible.

If you submit documentation for a quality improvement project, mentorship, or publication, and the review team does not accept the documentation, you may choose the same or another option and repeat the compliance process—as long as your compliance period hasn't expired.



Option 1 Practice: Quality Improvement Project

Complete a quality improvement project relevant to imaging informatics

You must have completed the quality improvement project within the 36 months before your one-year compliance period ends on Dec. 31. For example, if your compliance period ends on Dec. 31, 2017, you must complete the project on or after Dec. 31, 2014.

Then write a two- to four-page report summarizing the project. The report must include:

- A description of the problem addressed
- A discussion of pre-intervention measurements
- An overview of intervention planning tactics
- A description of the intervention that took place
- A review and discussion of post-intervention measurements
- Attestations by the principal participants that the project was conducted as described in the report.

Submit the report by uploading it in PDF format through your ABII online account.

You must upload the report and the attestations as one document. (The attestations don't count toward your required number of pages.) The volunteer review committee will review it, and ABII will let you know within eight weeks whether we've accepted the report. (See "Timing and Your Compliance Period" for more about what happens if you submit after Nov. 1.)



Option 2 Education: Mentoring a Non-CIIP

Mentor someone who isn't a CIIP in imaging informatics, with the expectation that the quality and scope of the mentorship will provide the mentee with the knowledge required to pass the IIP certification exam

This option may be completed by:

1. One-on-one mentoring of a non-CIIP

OR

2. Preparing and presenting a minimum of two hours of lecture related to informatics at a regional or national meeting that includes non-CIIPs in attendance. The two hours do not need to be presented at the same meeting or in one two-hour time block.

The mentoring activity must be completed within the 36 months before your one-year compliance period ends on Dec. 31. For example, if your compliance period ends on Dec. 31, 2017, the mentorship must end on or after Dec. 31, 2014.

If providing one-on-one mentorship to a non-CIIP, submit a written two- to four-page report summarizing the education and mentorship.

The report must include:

- A description of the process you used to conduct a needs analysis for the mentee
- A list of the goals and objectives for the education
- A description of the mentoring activities
- A list of the measures used to assess a successful outcome
- Attestations by mentor and mentee that each participated in the project as described in the report.

If preparing and presenting informatics related lecture(s) at a regional or national meeting, prepare

a report that includes the following:

- Summary outlining how the presentation(s) provided mentorship to non-CIIPs
- Objective and syllabus or outline for the presentation that shows content related to CIIP
- Copy of slides used during presentation
- Meeting information showing title, date, time and number of hours scheduled for the presentation and names of presenters.

Submit the report by uploading it in PDF format through your ABII online account. You must upload all required information as one document. (The attestations don't count toward your required number of pages.) The volunteer review committee will review it, and ABII will let you know within eight weeks whether we've accepted the report. (See "Timing and Your Compliance Period" for more about what happens if you submit after Nov. 1.)



Option 3 Research: Article Publication

Publish a research-based article relevant to imaging informatics

A peer-reviewed journal must have published your article within the 36 months before your one-year compliance period ends on Dec. 31. For example, if your compliance period ends on Dec. 31, 2017, the article must be published on or after Dec. 31, 2014.

The article must:

- Cover one or more topics from the ABII Test Content Outline
- Be published in a peer-reviewed journal
- List you (the diplomate submitting for compliance) as the first or second author

Upload a publication copy of the article in PDF format through your ABII online account. The volunteer review committee will review it, and ABII will let you know within eight weeks whether we've accepted the article. (See "Timing and Your Compliance Period" for more about what happens if you submit after Nov. 1.)



Option 4 Examination: Re-Pass the ABII Certification Exam

If you choose to retake and re-pass the ABII certification exam, you won't have to upload documentation that you've completed the 10-Year Requirements. ABII will already have that information.

You'll have to:

- Apply to take the exam.
- Pay the regular examination fee.
- Schedule an examination appointment within your one-year compliance period.
- Pass the examination within your one-year compliance period and within the three attempts allowed.

You may begin with this option and, if you're unsuccessful in passing the exam, switch to one of the other options if sufficient time remains in your compliance period to complete another option. ABII won't extend any compliance periods.

We'll score your exam in the same manner that we do all ABII certification examinations. We'll use the same score to demonstrate compliance that we use to determine passing or failing of initial certification exams.