

Published: May 6, 2019

Article 1. Purpose of 10-Year Requirements

Section 1.1 Statement of Purpose. The 10-Year Requirements assist Certified Imaging Informatics Professionals (CIIPs) in documenting their continued qualifications as an imaging informatics professional.

Article 2. Time-Limited Credentials

Section 2.1 10-Year Period. All certifications will be awarded for a maximum of a 10-year period. The 10-Year Requirements period begins January 1 the year of initial certification and runs to December 31 of ten years later.

Section 2.2 Annual Renewal of Certification and Registration. All requirements for annual renewal of certification will remain in effect during the 10-year period.

Section 2.3 Biennial CE. All requirements for biennial CE will remain in effect during the 10-year period.

Article 3. Compliance Period

Section 3.1 10-Year Requirements Compliance Period. The 10-Year Requirements compliance period is the one-year period immediately preceding the end of the tenth year. 10-Year Requirements compliance requires completion of one of the four options available to satisfy the requirement. Completion of the 10-Year Requirements, as described in Article 4 (which may be amended from time to time) must be documented prior to the end of the 10-year period to be eligible to continue certification for an additional 10-year period.

Article 4. Eligibility

Diplomates must be in compliance with annual renewal and biennial continuing education (CE) to be eligible to complete the 10-Year Requirements.

Article 5. Compliance Components

Section 5.1 Options. There are four options available to complete the 10-Year Requirements. Diplomates must complete one of the options during the compliance period. The four options are:

1. Practice
2. Education
3. Research
4. Examination

Section 5.2 Practice Option. The practice option requires completion of a quality improvement project related to imaging informatics within the 36 months prior to the end of the 10-Year Requirement compliance period. The diplomate will submit a report summarizing the quality improvement project on or before December 31 in the tenth year of certification. If the submission is not approved by the ABII 10-Year Requirements Review Committee, the diplomate is allowed to re-submit the quality improvement project report one time.

The summary report must include:

- A detailed description of the diplomate's role in the project, (e.g. project manager, medical imaging department lead)
- 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
- An attestation by the principal participants that the project was conducted as described in the report.

The report must be submitted through the diplomate's ABII online record in a PDF format as one document.

Section 5.3 Education Option. The education option includes three alternatives. A diplomate who submits under the education option is required to complete only one of the three alternatives.

5.3.1 Mentoring a non-CIIP. This alternative requires completion of a mentoring process with an individual who is not a CIIP with the expectation that the quality and scope of the mentorship will assist the mentee in understanding the knowledge and skills expected of an entry-level imaging informatics professional. The mentoring process must have been completed within 36 months prior to the end of the 10-Year Requirement compliance period. The diplomate will submit a report summarizing the mentoring project on or before December 31 in the tenth year of certification.

The summary report must include:

- A description of the process 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
- The mentor is not required to report whether the mentee has applied to ABII for certification.

The report must be submitted through the diplomate's ABII online record in a PDF format as one document.

5.3.2 Preparing and Presenting a Lecture for non-CIIPs. This alternative requires the diplomate to prepare and present a minimum of two hours of lecture related to imaging 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 block of time. The presentation(s) must have been prepared and presented within 36 months prior to the end of the 10-Year Requirement compliance period. The diplomate will submit a report summarizing presentation(s) on or before December 31 in the tenth year of certification.

The summary report must include:

- Summary outlining how the presentation(s) provided education 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.

The report must be submitted through the diplomate's ABII online record in PDF format as one document.

5.3.3 Serving as a Volunteer for the ABII Examination Committee. This alternative requires the diplomate to have served a minimum of 24 months on ABII's Examination Committee. The volunteer service must be completed within the 36 months prior to the end of the 10-Year Requirement compliance period. The diplomate must request an ABII Committee Service Verification letter from ABII staff and the letter must include the dates of service on the ABII Examination Committee.

The ABII Committee Service Verification letter must be submitted through the diplomate's ABII online record in PDF format on or before December 31 in the tenth year of certification.

Section 5.4 Research Option. The research option requires publication of a research-based article relevant to imaging

informatics. The diplomate must be the first or second author on the article and the article must be published in a peer-review journal within 36 months prior to the end of the 10-Year Requirement compliance period. The diplomate must submit a publication copy of the article on or before December 31 in the tenth year of certification.

The article must:

- Cover one or more topics from the *ABII Test Content Outline*
- Be published in a peer-reviewed journal
- List the diplomate as the first or second author

The publication copy of the article must be submitted through the diplomate's ABII online record in PDF format as one document.

Section 5.5 Examination Option. The examination option requires the diplomate to retake and pass the ABII certification examination. The examination must be successfully passed within the one-year compliance period. The diplomate is allowed three attempts to pass the examination on or before December 31 in the tenth year of certification.

To complete the examination option, the diplomate must apply and pay the \$125 exam fee for each attempt on or before the end of the one-year compliance period. The diplomate agrees to all rules and regulations regarding ABII certification examination as outlined in *ABII Rules and Regulations*.

A testing window will be set from the date the payment is made until December 31 of the following year.

The diplomate will follow all processes for scheduling and completing the examination as outlined in the *ABII Certification Guide*.

The ABII shall examine or cause to be examined candidates for certification at such times and places as shall be designated by the Board of Trustees. The ABII will provide certain personally identifiable information such as the candidate name and address to its examination administrator (Pearson VUE) for the sole purpose of arranging to administer and administering the examination for satisfaction of the 10-Year Requirement and for reporting the results back to ABII.

If a candidate fails to appear for examination as assigned by the ABII, and no rescheduling of the same has been authorized by the ABII, the candidate will be assigned to a subsequent examination date only at the request of the candidate and upon payment of an additional \$125 fee.

The examination is scored in the same manner as the initial ABII certification examination and a passing score to demonstrate compliance is the same passing score used to determine passing or failing of initial certification exams.

If unsuccessful in passing the examination, the diplomate may submit under the Practice, Education or Research options on or before December 31 in the tenth year of certification.

Section 5.6 Limitations on Submissions and Examination. For Practice, Education and Research options, the diplomate may submit the initial documentation as described above and if the initial submission is not approved by the 10-Year Requirements Review Committee, may resubmit one updated report for re-review. All documents must be submitted on or before December 31 in the tenth year of certification.

If a submission is not approved under Practice, Education or Research options, the diplomate may choose to submit in a different option or choose the examination option. For Practice, Education or Research options, documents must be submitted within the one-year compliance period, including re-submissions and submissions in additional options. The Examination option requires passing the examination on or before December 31 in the tenth year of certification.

For the examination option, a diplomate is allowed three attempts to pass the ABII certification examination on or before December 31 in the tenth year of certification.

Section 5.7 Incomplete Submissions. If the documentation submitted for the practice, education or research options does not include all the required elements as described above, ABII will email the diplomate outlining the deficiencies and request re-submission. The diplomate may revise the initial submission to address the deficiencies and re-submit the updated documentation once. The re-submission must be received on or before December 31 in the tenth year of certification.

Section 5.8 Review of Submission Under Practice, Education and Research Options. A volunteer committee of Certified Imaging Informatics Professionals, the ABII 10-Year Requirements Review Committee, is appointed by the ABII Board of Trustees to review submissions in the practice, education and research options. A minimum of two committee members will review each submission. The ABII 10-Year Requirements Review Committee will review each submission and determine if the submission is “accepted” or “not accepted” based on the reviews of the submission. Committee decisions on acceptance of submissions are final.

When the review is complete, the diplomate will receive an email from ABII communicating that the submission review has been completed and that the diplomate can access results in their ABII online record.

If the review is not completed on or before December 31 in the tenth year of certification, the diplomate will be allowed 30 days after notification of the submission not being accepted to re-submit an updated report for re-review.

Section 5.9 Posting of Examination Scores. The score from completing the examination option will be posted to the diplomate’s online record within 5 weeks of completing the examination. When the score has posted, the diplomate will receive an email from ABII communicating that the examination score has posted and the diplomate can access the results in their ABII online record.

Article 6. Non-Compliance with 10-Year Requirements

Section 6.1 Renewal When Not Compliant with 10-Year Requirements. A diplomate who fails to meet the 10-Year Requirements on or before December 31 in the tenth year of certification will be allowed a three-month extension to complete the Examination option and will be placed into a “pending” status until successfully passing the test and annual renewal 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 tenth year of certification and extend until the last day of March in the same year. If a diplomate does not complete the 10-year Requirements on or before December 31 in their tenth year of certification, the Examination option is the only option available to satisfy the 10-year Requirements. Diplomates must select and pay for the Examination option and successfully pass the examination on or before March 31.

After the 10-year Requirements have been satisfied, the diplomate will be able to pay the prior year annual renewal fee plus the late fee as described in *ABII Rules and Regulations*. The diplomate must be in compliance with CE requirements and pay the annual renewal fee, including late fee, on or before March 31.

When 10-Year Requirements compliance is confirmed, the “pending” status will be removed and “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 10-Year Requirements 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 10-year Requirements, may request to reinstate. The individual must request reinstatement and successfully pass the examination on or before December 31 in the year following non-compliance with 10-year Requirements. The individual will be required pay the prior year annual renewal fee, and a reinstatement fee of \$150.

If the 10-year Requirements 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 10-year Requirements dates will not change when put into “pending” status or discontinued certification.