

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 below 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, 2019 through Dec. 31, 2019.

ONLINE 10-YEAR REQUIREMENTS TOOL

The online 10-Year Requirements tool is located in our ABII secure account. It 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. After your practice, education or research option submission has been accepted or if you successfully pass the 10-Year Requirements examination option, 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 for the practice, education or research options or applying for the 10-Year Requirements examination option.

REVIEW PROCESS

ABII has created a volunteer committee of imaging informatics professionals to review submissions in the practice, education and research options.

ABII volunteers will review each submission. They'll assign points based on whether a submission "accepted" or "not accepted" in several categories. You will receive an overall rating of "accepted" or "not accepted" based on the reviews of your submission. Once the review is complete, you will receive an email from ABII letting you know that your submission review has been completed and that you can access your results in your ABII record through www.abii.org.

INCOMPLETE SUBMISSIONS

If you submit incomplete documentation for compliance with the practice, education or research options, we'll note the reason and return your submission. You may revise your initial submission to address the deficiencies in your initial submission and resubmit the updated documentation **once**.

PROJECTS: 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 but before Dec. 31 and receive notification of "Accepted" after Dec. 31, you are in compliance. No initial submissions will be received after Dec. 31 in the year of your one-year compliance period.
- If you submit documentation after Nov. 1 but before Dec. 31 and receive notification of "Not Accepted" after Dec. 31, you will have one more chance to update your submission for re-review within the timeframe communicated to you when the submission is not accepted.

EXAMINATION: TIMING AND YOUR COMPLIANCE PERIOD

If you choose the examination option of the 10-Year Requirements, you are required to select and pay for the exam on or before Nov. 30 of your compliance year. This allows enough time to schedule, take, and pass the exam. The exam option will not be available after Nov. 30.

The 10-Year exam option costs \$125 for each attempt.

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 the practice, education or research options, and the review team does not accept the documentation, you may choose the same option 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, 2018, your project must be completed between Jan. 1, 2016 and Dec. 31, 2018.

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

- A detailed description of your role in the project, i.e. 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.

Submit the report by uploading it 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 documentation for compliance with the 10-Year Requirements.

(See "Timing and Your Compliance Period" for more about what happens if you submit after Nov. 1.)

For an example submission (used with permission from the author), see this accepted [practice submission sample](#).



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 assist the mentee in understanding the knowledge and skills expected of an entry-level imaging informatics professional.

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, 2018, the mentorship must occur between Jan. 1, 2016 and Dec. 31, 2018.

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

For an example submission (used with permission from the author), see this accepted [mentorship submission sample](#).

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. The volunteer review committee will review it, and ABII will let you know within eight weeks whether we've accepted the documentation for compliance with the 10-Year Requirements.

(See "Timing and Your Compliance Period" for more about what happens if you submit after Nov. 1.)

Serving as a Volunteer for the ABII IIP Examination Committee

The level of knowledge of the field and continued engagement in the field are required

to serve as a member of the examination committee and write items to be included

on the examination.

To qualify, diplomates must serve a minimum of 24 months on the examination

committee and the volunteer service on the committee 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, 2018, the volunteer service must occur between Jan. 1, 2016 and Dec. 31, 2018.

If serving as a member of the IIP examination committee, request an ABII Committee Service Verification letter from ABII staff that includes the dates you served on the committee.

Submit the ABII Committee Service Verification letter by uploading it in PDF format through your ABII online account. The volunteer review committee will review the letter and ABII will let you know within eight weeks whether we've accepted the documentation for compliance with the 10-Year Requirements.



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, 2018, the article must be published between Jan. 1, 2016 and Dec. 31, 2018.

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 for compliance with the 10-Year Requirements. (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 and pay the \$125 fee for the exam on or before November 30. The retest option will not be available to select as an option to satisfy the 10-Year Requirements after November 30.
- Testing window will be set from the date you make the payment until December 30 of the same year.

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.