

Continuing Education Guidelines

Definition of Continuing Education (CE) Activity: 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 Test Content Outline (TCO).

Definition of Continuing Education (CE) Credit: Unit of measurement for CE activities.

- 1) One CE credit is awarded for one contact hour (1 contact hour is defined as 50 - 60 minutes of activity).
- 2) Partial credit will be allowed in 30 minute increments (.5 contact hours is defined as 30 minutes of activity).
- 3) One CME (continuing medical education credit) = 1 contact hour.
- 4) One CEU (continuing education unit) = 10 contact hours, so 0.1 CEU = 1 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 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.)

1 college semester credit = 16 contact hours = 16 CE (example: 3 credit course = 48 contact hours)

1 college quarter credit = 12 contact hours = 12 CE (example: 3 credit course = 36 contact hours)

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

ACTIVITY TYPE: All reported CE must be linked to a primary area of content on the TCO	VERIFYING DOCUMENTS: Only submitted upon request for audit purposes	REFERENCE OR COURSE NUMBER:	CE CALCULATION
Lecture: Attend live lecture with certificate of attendance awarded	Certificate copy	Provide assigned course number if available	Equal to contact hours for activity
Lecture: Attend live lecture without certificate of attendance awarded	<u>Standardized form</u> completed by diplomate for records (effective Fall 2016)	Provide assigned course number if available	Equal to contact hours for activity
Lecture: Prepare AND 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	2 times the contact hours for presentation of the activity (e.g., 50 minute activity = 2 CE credits)
Webinar: 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
Webinar: 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
Self-Learning: Review material with quiz to document participation (e.g., directed/journal reading)	Certificate of completion	Provide assigned course number if available	Assigned credit value from sponsor that evaluated activity
Online training: Complete training modules	Certificate or email verification of completion	Provide assigned course number if available	Equal to contact hours for completion

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Applications training: Complete instructor-led onsite training	Certificate or email verification of completion	Provide assigned course number if available	Assigned credit value from sponsor that evaluated activity
Applications training: Complete training at provider's facility/classroom	Certificate of completion	Provide assigned course number if available	Assigned credit value from sponsor that evaluated activity
Academic Course: 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	1 semester credit = 16 contact hours 1 quarter credit = 12 contact hours
Academic Course: 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.
Training/User Group: Participate in facility training/user group meetings	Syllabus that shows linking to TCO	Provide assigned course number if available	Equal to contact hours for training/meeting
Training/User Group: 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
Testing: 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

ACTIVITY TYPE: All reported CE must be linked to a primary area of content on the TCO	VERIFYING DOCUMENTS: Only submitted upon request for audit purposes	REFERENCE OR COURSE NUMBER:	CE CALCULATION
Scientific Poster: Develop AND provide live presentation at a professional society meeting (e.g., SIIM conference)	Copy/Image of poster & correspondence from accepting organization	Provide assigned course number if available	Two times the contact hours for live presentation of the poster
Author: Published peer review journal (First or second author only)	Copy Publication	Provide assigned number if available	Per article published
Author: Published chapter in a textbook (First author only)	Copy of Book	ISBN	Per chapter published
Other CE activities (Note: Must provide a detailed description of the activity.)	<u>Standardized form</u> completed by diplomate for records	Provide assigned course number if available	Equal to contact hours for completion
Viewing scientific posters and demonstrations	No credit accepted	No credit accepted	No credit accepted
Viewing Podcasts (e.g., HIMSS health IT podcasts)	No credit accepted	No credit accepted	No credit accepted
Providing Applications Training	No credit accepted	No credit accepted	No credit accepted
Panel Discussions	No credit accepted	No credit accepted	No credit accepted
Earning Additional Certification Credentials	No credit accepted	No credit accepted	No credit accepted