

## Certification Guide

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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 credentials/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. Look online at [www.abii.org](http://www.abii.org) for details showing the maximum and minimum number of points required from each category (experience, formal education and credentials/ continuing education). Additional details on the credentials recognized for points may be found in the [Qualification Requirements](#) sections of the ABII website.

### 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.

### Preparing to Take the Test

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. The [Test Content Outline](#) is available online.

### Test

The ABII 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.

Please note: ARRT contracts with Pearson VUE on behalf of ABII. Pearson VUE test center personnel and scheduling representatives will refer to the ABII and the IIP test as an ARRT test. The test is composed of 150 multiple-choice 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.

The maximum time allowed to complete the test is 2.5 hours (150 minutes). Thirty additional minutes is allotted for a 20-minute tutorial before the test and 10 minutes for a survey at the end of the test.

## Test Fee

The Imaging Informatics Professional (IIP) test fee is \$500, and the retake fee is \$250. Candidates are allowed three attempts or three years to pass the test. Individuals who pass the test will be eligible to refer to themselves as Certified Imaging Informatics Professionals (CIIP). Fees are non-refundable and cannot be transferred. The fee may qualify as an employee business expense deduction on your personal taxes.

## Scheduling

Candidates are responsible for scheduling their test directly with Pearson VUE at a test center location of their choice and at a time convenient to them. Candidates may choose to call the toll free number 1 (800) 632 9055 or go online to Pearson VUE's website to schedule. The list of available test centers can be accessed at [pearsonvue.com/abii](https://www.pearsonvue.com/abii).

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. Interpret any mention of ARRT as ABII.

## Missing Your Appointment

If you fail to keep an appointment or to re-schedule as detailed in the next section, you are required to forfeit your application fee. However, a missed appointment does not count as an attempt for the three-attempt, three-year limit policy. ABII is not responsible for appointment discrepancies between candidates and the test center.

## Canceling or Re-scheduling Your Appointment

Candidates may cancel or re-schedule an appointment up to 24 hours (one business day) prior to the scheduled appointment – either by phone at (800) 632-9055 (leaving a message on an answering machine is not acceptable) 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 re-apply and pay a re-application fee of \$250.

Pearson VUE charges a \$10 re-scheduling fee for test appointments that are canceled and/or re-scheduled. Pearson VUE collects fees by credit card payment at the time the appointment is canceled and/or re-scheduled. 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 phoning Pearson VUE 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

If candidates fail to appear for a scheduled appointment and don't re-schedule through the prescribed procedure, application fees will be forfeited. To re-schedule, candidates will be required to re-apply and pay an additional application fee. Neither ABII nor Pearson VUE is responsible for appointment errors.

### **Test Center Environment**

Pearson VUE test centers provide computerized testing for many organizations. Be aware that other tests for these organizations may be administered in the test center at the same time as ABII tests.

Test center personnel try to maintain a comfortable temperature in the testing rooms. In spite of these efforts, the room may be too cool or too warm for an individual's preference. Dress accordingly.

Keep in mind that there may be computer keyboard noise from numerous examinees. If you feel the typing noise may be disruptive to your testing, be sure to request earplugs before beginning your test.

### **Arrive Early**

Having already confirmed the location of the test center, plan your schedule and route to ensure that you arrive at least 30 minutes before the scheduled appointment, to allow time for check-in procedures. Be sure to allow ample time for your commute, especially if inclement weather is a factor.

If you arrive at the test center 15 minutes or later after the scheduled appointment, you may be required to forfeit the appointment. If an appointment is forfeited, the test center will report to ABII the candidate's failure to take the test. ABII does not refund application fees on forfeited appointments.

To schedule another test appointment, a candidate must re-apply and pay the re-application fee of \$250.

### **Follow Procedures**

Test center personnel adhere to designated procedures to ensure that their operations meet ABII criteria for standardized testing. Review the following information before the test to become familiar with procedures. You can expect additional instructions directly from Pearson VUE staff during your test appointment.

### **ID, Photo, Signature, Name Requirements**

You are required to show two forms of ID, provide a digital signature, 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 shown below.

### **Acceptable Forms of Identification**

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

- Driver's license
- State ID
- Passport

Secondary: Must have preprinted name, signature, and not be 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

Your name on the government-issued ID must be identical as that on record with ABII, as reflected on your ABII profile. Your ID may contain your full middle name as long as 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, i.e., two last names "Marie Margolles Beran."**

### **Name Change Procedure**

If the name you used to apply does not meet the criteria described here (matching your IDs), you must submit a request to change your name registered with ABII by sending an email to [info@abii.org](mailto:info@abii.org). Include ABII ID#, previous name, current correct name, address and a daytime phone number.

**Candidates without proper ID or with discrepancies in the name listed on their IDs will not be admitted to the test center.** They will not be allowed to reschedule the testing appointment and will forfeit their test application fee. If a test center admits a candidate with questionable ID, ABII reserves the right to have his or her score canceled following investigation by ABII.

Upon checking in, you will be asked to provide a digital signature, be photographed

and will have your palm vein electronically scanned (similar to fingerprinting). If you leave the testing area for any reason, your palm will be scanned upon leaving and again before re-entering. These processes are for identification purposes only. The information is kept confidential and not shared with any organization.

### **Palm Vein Recognition**

At the test center, candidates also have their palms scanned for identification purposes. This biometric procedure uses a safe, near-infrared light source, similar to a television remote, to create a digital template representing the vein pattern. Learn more about [palm vein technology](#).

### **Assignment to Testing Station**

Test center personnel will give you a short orientation and then escort you to an assigned workstation. All candidates must remain in their assigned seats during the test, except when authorized to leave by a test center staff member.

Test center personnel are not trained to answer specific questions related to ABII test content

## Computer-Based Testing Overview

After you have completed the check-in procedures, test-center staff will show you to a work station and will make sure the computer is ready to deliver your test. 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 respond within two minutes your test session will end and you will be unable to complete the test and forfeit your fee.

The entire introductory segment will take from a few minutes up to 20 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:
  - Select Multiple:* This format consists of a question or statement followed by a list of 4 to 8 response options. You are required to select all options that are correct.
  - Sorted List:* This format presents a list of 4 to 8 options and requires you to place them in correct sequence. You accomplish this by using the mouse to “drag-and-drop” the options into a table so that they end up in proper order.
  - 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.



Play



Pause



Stop



Loop (press play, then loop to play video continuously)

- 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. **Item 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 Appendix.
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.

*Continued next page –*

## Computer-Based Testing Overview (cont.)

When the test starts, the clock will be set to the time allowed for the test session (see Test Timing under the Test Administration Day Section 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.

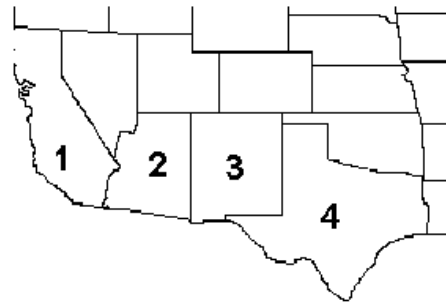


You can comment on specific test questions by clicking on the "Comment" button. The "Calculator" button gives access to an on-screen calculator (see next page).

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.

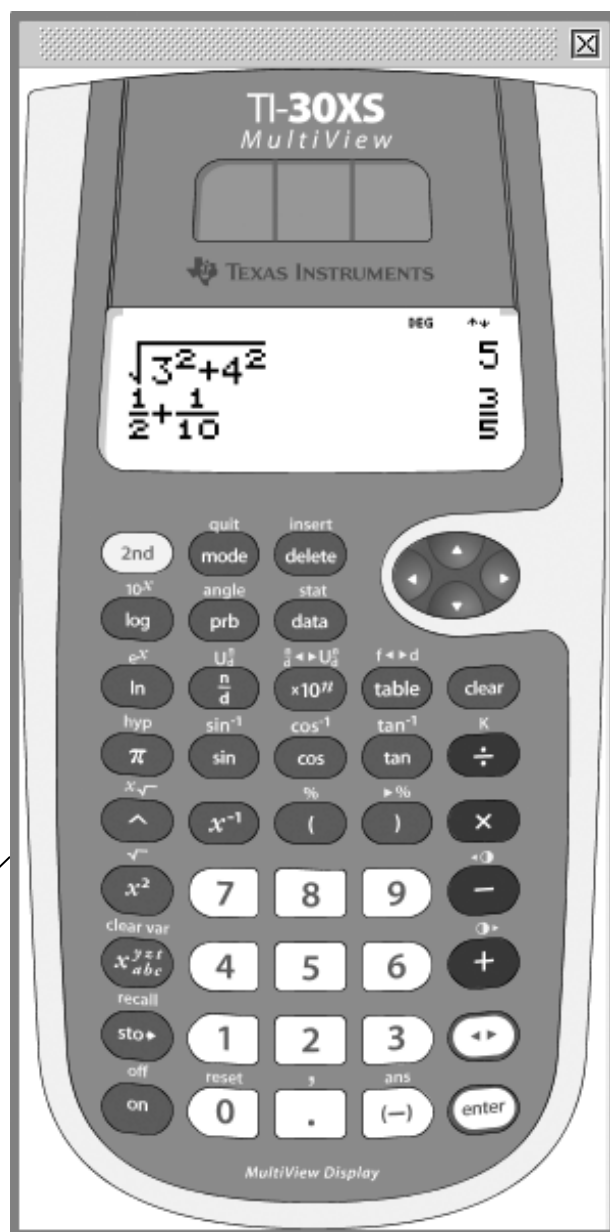
To use the calculator, click on the "Calculator" button at the upper left side of the test screen. You can operate the calculator by using the mouse to click on numbers or arithmetic operations. Alternatively, the keyboard can be used. Note: Please make sure to check the display screen on the calculator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



### 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.

## Notes and Calculators

Test center personnel will provide an erasable note board and pen, which may be replaced as needed during testing but may not be removed from the testing room at any time. Scratch paper, pens or pencils are not allowed in the testing room.

Do not use the note board until after responding to the non-disclosure statement. Remember, you have 2 minutes to read and agree to the non-disclosure statement or your session will automatically end and you would then not be able to complete the test and forfeit your fee.

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.

## Requesting Assistance

Raise your hand to notify test center personnel if:

- you need assistance to adjust the computer's brightness or contrast;
- you need earplugs;
- an image appears too large to be fully viewed;
- you suspect a problem with the computer;
- you need another erasable note board;
- you would like a hand held calculator;
- you need a break;
- you need a staff member for any other reason;
- you have completed the test.

## Test Timing

The IIP test can take up to two and one-half hours. In addition to the 2.5 hour test, up

to 20 minutes is devoted to a tutorial at the beginning and 10 minutes to a survey at the end. ABII recommends that you complete the tutorial to familiarize yourself with the testing program.

## 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. Testing accommodations will not be approved unless the candidate submits the necessary documentation. Applicants must contact ABII before applying and ask for an ADA testing accommodations request form.

## Test Center Restrictions

Maintaining a standardized testing environment ensures that the test results of all ABII candidates are earned under comparable conditions and represent fair and accurate measurement. All candidates must adhere to the following regulations:

- No reference material may be brought into the testing room.
- No papers, pamphlets, books, food or purses are allowed in the testing room. Do not take large bags, textbooks, notebooks, etc., to the test center. You will be required to leave personal belongings in secure storage, but space is limited so plan accordingly. Test centers assume no responsibility for candidates' personal belongings.
- No unauthorized testing aids are permitted in the testing room. This includes calculators, pens, rulers, highlighter pens, stereos or radios, headphones, watch calculators, watch alarms (including those with flashing lights or alarm sounds), dictionaries,

translators, personal digital assistants (PDAs), electronic devices or keyboards.

- You may be asked to remove your watch or other jewelry that creates noise and may be distracting to other examinees.
- Pagers and cell telephones are not allowed. If you bring them they must remain in your assigned locker at all times.
- Candidates may not leave the test center to make telephone calls.
- Eating, drinking or use of tobacco is not allowed in the testing room.
- Waiting areas at the test centers are small. Friends, relatives or children who accompany you to the test center will not be permitted to wait in the test center or to contact you during the test.
- If you need to leave the testing room for personal reasons, you must first get test center staff's permission. No additional time is allowed to make up for time lost due to this reason.
- Checking notes, textbooks or with other individuals, in person or by phone, while out of the room is considered misconduct (see following "Misconduct" section).
- Any candidate who leaves the test center building may not return to continue the test.

### **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.

### **Test Center Closure**

If you are unsure whether a test center is closed because of inclement weather or some other factor, phone Pearson VUE's Call Center at 1 (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.

### **What if the Computer Experiences Technical Difficulties?**

On rare occasions, you may encounter technical difficulties at the test center. If you experience a technical difficulty, notify the test center administrator immediately. Test center personnel will make every effort to correct any difficulties as quickly as possible.

If you encounter technical difficulties that could impact your score, ensure before you leave the test center that the administrator files a report. You must alert ABII within two business days so your score can be held until the situation has been resolved. ABII will not investigate complaints it receives after test scores have been released.

Should the test center experience a loss of power, back-up systems are in place, so every reasonable effort will be made to retrieve testing data. Once power is restored, you will be able to continue your testing session from the point where it was interrupted. If a candidate is unable to continue the testing session due to severe technical difficulties, reasonable accommodations will be made, including

rescheduling of a testing appointment. ABII will evaluate individual requests for rescheduling at no cost.

### **Order of Questions**

ABII 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, use the mouse to sort a list of options into a particular order, or select a specific area on an image. The Overview of Computer-Based Testing 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.

## **Candidate 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.

## **Leaving the Test Center**

When you are finished with the test and evaluation survey, test center staff will collect the erasable note board before dismissing you. Do not leave your seat before you have been dismissed. You may not remove note boards from the testing room. Your palm will be scanned again before leaving the test center.

## **Non-Attendance**

If you fail to appear for the test, you forfeit the fee and your file is closed. You must re-apply and pay \$250 to reschedule the test.

## **Appeals of Test Administration Procedures**

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

## **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 at a later date. 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.

## Score Reporting

ABII will post scores and certification results to your profile page on the ABII website. Allow ABII up to 5 weeks after the test to post your official score report. Test results are not given out over the telephone. If your results have not arrived five weeks 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 take into account 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, contact the ABII office to request a copy of the “Settle the Score” brochure. Or, view it online at [www.arry.org/handbooklinks](http://www.arry.org/handbooklinks).

## 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.

## 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.

### **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.

### **Three-Attempt, Three-Year Limit**

Candidates who are eligible for CIIP certification are allowed three attempts to pass the test. You must complete the three attempts within a three-year period of time that begins with the initial

scheduled test after you initially establish eligibility. (Postponing or canceling an appointment does not alter the beginning of the three-year time period.) After three unsuccessful attempts or three years have expired, you are no longer eligible.

### **How/When Will I Know Whether I'm Certified?**

Official scores and certification results are usually posted to your ABII profile within seven to ten days after the test. 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.

### **Initial Certification**

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

The CIIP 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 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 [ABII 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 2016 will begin their two-year cycle on January 1, 2017 and report CE on or before December 31, 2018.

### Annual Renewal Requirement:

Annual renewal fees of \$60 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 31 following the

original deadline is \$10. The late fee for payments received between February 1 and 28 following the original deadline is \$20. The late fee for payments received between March 1 and 31 following the original deadline is \$30.

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, certification will be discontinued. To regain certification, all initial certification requirements must be satisfied – including the test.

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

### Time-limited Certification:

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 option selected by the diplomate must be completed during a 1-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 2008 must complete the Ten-Year Requirements in 2017, those first certified in 2009 must complete the requirements in 2018, and so forth.

The four options for the Ten-Year Requirements include: Practice, Education, Research, and 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 four options are:

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

Visit the ABII website for more details on the [10-Year requirements](#).