

American Registry of Radiologic Technologists

CE Policy Statements CE Sponsors

16. CE Sponsors

CE Sponsors are the owners or authorized representatives of the owners of a CE activity and are responsible for the accuracy and relevance of content, quality, and integrity of delivery and timely process of the educational activity. CE sponsors plan, organize, support, endorse, subsidize, and/or administer educational activities.

CE sponsors are also responsible for documenting attendee participation in the CE activities that they sponsor for possible verification at a later date. CE sponsors may be, but are not limited to national, regional, state, and district professional societies; academic institutions; healthcare agencies; healthcare facilities; federal, state, and local government agencies; or individuals.

CE sponsors must submit information on a sponsored CE activity for which they wish to offer Category A or Category A+ credit. In addition to providing the learning objectives and course outlines, CE sponsors shall also provide the RCEEM or RCEEM+ documentation that identifies the CE owner and/or authorized representative of the CE owner.

16.1 Definitions

CE Owner:

The person or legal entity (e.g., corporation, nonprofit organization, limited liability company, partnership, or doing business as) recognized as having the ultimate control over and the right to develop, plan, organize, support, endorse, subsidize, and/or administer a continuing education activity.

CE Sponsor:

The CE owner or the individual/entity authorized by the CE owner as their representative.

CE Presenter:

A qualified individual designated by a CE sponsor to develop and/or deliver a continuing education activity. The CE presenter may be the CE sponsor (i.e., CE owner, authorized representative of the CE owner) or other individual.

16.2 CE Sponsor Eligibility

Anyone can be a CE sponsor provided that they are qualified and willing to carry out the responsibilities of a CE sponsor and are not otherwise prohibited (see 16.6).

16.2.1 CE Sponsor Qualifications

Evaluation of the educational qualifications of CE sponsors will not be required. (e.g., No requirement to have teaching credentials.)

16.2.2 Identification of CE Owner and/or Authorized Representative of the CE Owner -

A *Letter of Attestation* (ARRT form) shall be completed, signed, dated, notarized and submitted to the RCEEM, RCEEM+ or state licensing agency by the CE owner and/or

American Registry of Radiologic Technologists

CE Policy Statements CE Sponsors

authorized representative of the CE owner. This information needs to be updated on an annual or as needed basis. (*Letter of Attestation not currently required.*)

16.3 CE Sponsor Responsibilities

CE sponsors are responsible for the accuracy and relevance of content, quality, and integrity of delivery and timely process of the educational activity. The CE sponsors plan, organize, support, endorse, subsidize, and/or administer educational activities.

16.3.1 ARRT Requirements for Approval of CE Activities

CE sponsors shall apply for and receive approval from a RCEEM or RCEEM+ for each individual CE activity for which Category A or A+ credit is to be awarded. The evaluation of the CE activity by the RCEEM or RCEEM+ shall include the following:

- 16.3.1.1 The CE activity title shall match the title under which it was submitted on the CE credit application form. For CE renewal applications, the title shall match the title approved by the RCEEM or RCEEM+.
- 16.3.1.2 The CE activity content shall:
 - Support the stated objectives; and
 - Be current and accurate; and
 - Provide sufficient depth and scope of the subject matter; and
 - Be appropriately identified and referenced if taken from copyrighted materials.
- 16.3.1.3 Documentation of appropriate permission for use of reprinted materials shall be clearly referenced.
- 16.3.1.4 All supporting materials (e.g., images, photos, diagrams, charts, tables and text) shall be legible (capable of being read) and labeled correctly.
- 16.3.1.5 Acronyms shall be spelled out with the first use or a glossary of terms provided.
- 16.3.1.6 Credit awarded for the CE activity shall be determined by the length of time it takes to complete the activity. Time utilized to complete the post-test shall not be considered part of the learning activity.
- 16.3.1.7 The CE application materials shall include a description of the grading (for self-learning CE activities) and verification of participation process. A copy of the certificate of participation to be awarded shall be included.
- 16.3.1.8 The RCEEM or RCEEM+ shall review their database to determine if the CE sponsor has offered the same program under different formats. Efforts shall be made to maintain the same reference number and same number of CE credits for all similar course content from the same CE sponsor. The assigned credit is based upon the format requiring the least amount of time to complete.
- 16.3.1.9 CE activities that were not developed by the CE sponsor applying for credit shall indicate the following information on the application:
 - The name of the individual or organization that developed the CE activity or materials (e.g., textbook) used in CE activity.
 - Affirmation statement that the developer of the CE activity has granted the CE sponsor permission to use and distribute the CE activity.
- 16.3.1.10 For all formats of any CE activity and at all sites, the RCEEM or RCEEM+ shall be provided with access (i.e., user ID and password) in order to evaluate the

American Registry of Radiologic Technologists

CE Policy Statements CE Sponsors

CE activity in the manner in which it is being presented prior to the CE activity being made available for use by customers.

16.3.2 Attendance Documentation

CE sponsors are responsible for documenting attendee participation for verification at a later date.

16.3.3 Attendance Verification Mechanisms

A CE sponsor shall not use an honor system for recording participation in activities by attendees. Attendance verification shall be maintained by the CE sponsor for a minimum of three years.

Examples of live lecture acceptable attendance verification mechanisms include, but are not limited to, sign-in sheets, stamps, stickers, tickets, RFIDs (Radio Frequency Identifying Devices), or other electronic means.

Post-tests are used to verify participation in self-learning CE activities.

16.3.4 Negative Speaker Evaluations

It is the CE sponsor's responsibility to notify the RCEEM or RCEEM+ if the speaker evaluation is poor or if the lecture does not meet the CE requirements. The RCEEM or RCEEM+ should notify the speaker and take action as appropriate for the situation. Future activities presented by this speaker may be denied by the RCEEM or RCEEM+ if the deficiencies are not corrected.

16.3.5 Post-Test Retention

Post-test and answer sheets for self-learning CE activities, whether paper or electronic, shall be stored by the CE sponsor for a minimum of three years to facilitate verification of participation. Paper documents may be electronically scanned and stored. The scanned information must be able to be retrieved and printed. Paper documents, once scanned, can be discarded.

16.4 Certificate of Participation

16.4.1 Certificate of Participation Purpose

The CE sponsor or CE presenter is required to issue a certificate of participation to document the R.T.'s successful completion of the CE activity.

16.4.2 Certificate of Participation Required Sections

A certificate of participation must include:

- Name of the participant
- Pre-printed date(s) of attendance
- Title and content of the CE activity
- Number of contact hours
- Name of the CE sponsor
- Signature of the CE sponsor, authorized representative of the CE owner, or CE presenter
- CE reference number assigned by a RCEEM or RCEEM+
- Identification of the approving RCEEM or RCEEM+

American Registry of Radiologic Technologists

CE Policy Statements CE Sponsors

Category A or A+ designation

Expiration date of CE activity

16.4.3 Certificate of Participation Distribution

Certificates of participation shall be awarded only after successful completion of the CE activity. The participant shall not be able to alter the information for the certificate of participation (i.e., hard copy, online) in any way before printing. Duplicate online certificates may be made available by the CE sponsor for re-printing.

16.4.4 Hand Written Certificates of Participation

Certificates with a hand written date of completion, CE credit amount, or CE reference number will not be accepted by ARRT. If an unacceptable certificate is identified in a CE audit the registrant will be informed that a replacement certificate is required. If another certificate is not provided and 24 Category A or A+ CE credits are not reported the registrant will be assigned CE probation.

The pre-printed date on the certificate is the date of completion of the CE activity and must be applied by the CE sponsor. R.T.'s may not alter this date and doing so is prohibited by the *ARRT Rules of Ethics*.

16.4.5 Awarding Certificate of Participation to Self

A CE sponsor shall not issue a certificate of participation, with his/her signature, for him/herself. The certificate of participation for the CE sponsor shall have the signature of the CE presenter or CE owner. If the CE sponsor is also the presenter, credit shall not be given for attendance. CE presenters receive a onetime preparation credit. For self-learning activities a CE sponsor shall not issue him/herself a certificate of participation due to the accessibility to the answers to the post-test.

CE sponsors shall not issue a certificate of participation to themselves for self-learning activities. Credit shall only be awarded for authoring/creating the CE activity. As the post-test for self-learning CE activities is no longer granted credit upon completion, creating the post-test does not earn author credit.

16.4.6 Date of Completion

Directed readings, home study courses, and Internet activities, all of which require submission of a post-test to the CE sponsor, are considered complete when the R.T. submits the post-test (assuming it is subsequently scored as passing). Submission is defined according to the postmark date for USPS or private delivery services (e.g., Fed Ex) or when received by the CE sponsor if submitted electronically (see time zone dependency information below for electronically submitted post-test). The date on the certificate of participation is the "date of completion" as defined here.

As noted above, the "date of completion" for electronically submitted post-tests, is the date the CE sponsor received the completed post-test. The time zone is dependent upon where the CE sponsor is located. It is the responsibility of the technologist to know the time zone of the CE sponsor they are using. Due to time zone differences the R.T. shall be aware that the time zone may adversely impact the "date of completion" for CE activities resulting in a completion date different from that in which the R.T. is

American Registry of Radiologic Technologists

CE Policy Statements CE Sponsors

located. This may affect whether the activity was completed in the CE biennium on the last day of the month or on the first day of the month as a new CE biennium begins.

When a CE activity spans the end of one month and the beginning of the next month (i.e., 30th, 31st, 1st and 2nd), the CE sponsor should award certificates of participation on a daily basis to avoid reporting problems for the participant whose biennium ends at the close of the month.

RCEEMs and RCEEMs+ should encourage CE sponsors to seek single day approvals rather than one reference number for a multi-day seminar. If a multi-day seminar is approved under one reference number, the last day is the date of completion.

16.4.7 Incomplete Certificates of Participation

It is the responsibility of CE sponsors and/or CE presenters to assure that incomplete certificates of participation are not left with the facility. The facility is not authorized to distribute any certificates of participation to technologists who have been trained by co-workers who completed the formal training program since the co-worker's qualifications to present the training was not part of the RCEEMs or RCEEMs+ evaluation process when the activity was approved.

16.5 Uncooperative CE Sponsors

CE sponsors who do not cooperate with ARRT when requested to verify the participation of an R.T. in one of their CE activities will be referred to the RCEEM, RCEEM+ or State Licensing Agency (SLA) to resolve the issue. ARRT shall recommend possible actions to the RCEEM, RCEEM+, or State Licensing Agency. ARRT will refuse to accept CE activities from uncooperative CE sponsors unless and until resolution is to ARRT's satisfaction.

Each RCEEM, RCEEM+, or SLA should handle reprimands of CE sponsors in their own manner. ARRT will not post the names of reprimanded CE sponsors on the RCEEM, RCEEM+, SLA SharePoint Site.

16.6 Revoked CE Owner and/or CE Sponsor

An individual who has had their certification and registration revoked by ARRT, or is no longer licensed by the state to practice, or is not currently "in good standing" with their professional organization may not award CE credit or sponsor CE activities. ARRT will not accept CE credits awarded by an individual who has had their certification and registration revoked. The individual so revoked may present CE activities, however, CE sponsor responsibilities (see [16.3](#)) must be assigned to someone else. RCEEMs, RCEEMs+, and State Licensing Agencies shall be notified of the restriction after a revocation becomes final.

Whenever ARRT restricts sponsorship of CE activities through this policy, staff will make accommodations for R.T.s who have already taken or are scheduled to take a CE activity from the revoked CE sponsor. If a revocation has been removed and certification and registration reinstated for a previously revoked CE sponsor, ARRT will notify the RCEEM, RCEEM+, and State Licensing Agency and then resume accepting CE

American Registry of Radiologic Technologists

CE Policy Statements CE Sponsors

credits they offer. These CE activities must be approved by a RCEEM, RCEEM+, or State Licensing Agency prior to acceptance for CE compliance.

16.7 Job Duties

CE sponsors/CE presenters may not receive credit for courses that they teach as part of their job responsibilities.

16.8 Dual Ownership of an Activity

The ultimate responsibility lies with the R.T. considering participation in a CE activity to determine if a CE activity provided by different CE sponsors are the same or different. All CE sponsors shall use a disclaimer indicating the CE activity may be available from different CE sponsors as well as in different formats.

16.9 ARRT Requirements for CE Activities (Live Lecture and Self-Learning)

The following requirements have been compiled to assist CE sponsors in obtaining RCEEM or RCEEM+ approval for submitted CE activities. These requirements are the minimum criteria for approval of the CE activity.

16.9.1 General Format for CE Activities

*Indicates requirements for only self-learning CE activities

Opening page(s)/introduction of the CE activity must include the following:

- 16.9.1.1 Name of the activity CE sponsor.
- 16.9.1.2 Documentation identifying the CE owner and/or authorized representative of the CE owner.
- 16.9.1.3 Name of the CE presenter, if different than the CE activity sponsor.
- 16.9.1.4 Name/title of the CE activity. The title when presented and/or advertised must be the same as approved by the RCEEM or RCEEM+.
- 16.9.1.5 CE activity/course description.
- 16.9.1.6 CE activity learning objectives and course outline.
- 16.9.1.7 Other references or source materials required for the activity. (e.g., textbook).
- 16.9.1.8 CE activity instructions: "In order to receive CE credit, you must first complete the CE activity content. When completed, go to the last page of the activity to access the post-test."
- 16.9.1.9 Post-test instructions: "Submit the completed answers to determine if you have passed the post-test. You must obtain a score of 75% to receive the CE credit. You will have no more than 3 attempts to successfully complete the post-test."
- 16.9.1.10 Number of CE credits awarded for successful completion of the CE activity.
- 16.9.1.11 RCEEM or RCEEM+: "Approved by (RCEEM or RCEEM+ name) for ARRT Category A (or A+) credit."
- 16.9.1.12 **The approval reference number shall not be printed anywhere other than on the certificate of participation.**

*16.9.1.13 Statement about repeating a CE activity: "ARRT will accept CE credits for CE activities that have similar content. However, the credits cannot be for the same CE activity completed from different formats, in the same CE biennium. For example, two different

American Registry of Radiologic Technologists

CE Policy Statements CE Sponsors

courses on Radiation Protection would be acceptable. Two courses with the same content would not be acceptable.” The following statement shall be included on the certificate: “This CE activity may be available in multiple formats or from different CE sponsors. ARRT does not allow self-learning CE activities (e.g., Internet courses, home study programs, directed readings) to be repeated for CE credit in the same CE biennium.”

- 16.9.1.14 Statement about multiple CE reference numbers: Depending on the situation, a CE activity may be awarded credit through multiple evaluation programs for use by different credentialing organizations. Different reference numbers are then awarded to the same activity. In such a situation, the following statement shall be included on the certificate: “Some organizations may not allow CE credit to be awarded for completing the CE activity a second time even if the CE activity is presented in a different format such as: lecture, home study, or webinar. You should check with the organization requiring the CE credit for information specific to your professional credential requirements.”
- 16.9.1.15 CE sponsor contact information must be provided for the participant who has questions regarding the CE activity.

16.9.2 POST-TEST FOR SELF-LEARNING CE ACTIVITIES

- 16.9.2.1 Purpose
- 16.9.2.1.1 The purpose of the CE post-test is to verify participation in a CE activity and provide an opportunity to learn. Correct answers to the post-test shall not be provided until after the post-test has been passed or after three unsuccessful attempts. All post-tests received should be date/time stamped. The date stamp is used to determine the date the activity was completed.
- 16.9.2.2 Format
- 16.9.2.2.1 Post-tests must have a minimum number of questions based upon the number of CE credits awarded to the CE activity.
- 16.9.2.2.2 When submitted for evaluation, the information within the content of the CE activity that answers the post-test questions shall be identified with paragraph and page numbers.
- 16.9.2.2.3 If the CE sponsor is using a test item bank, all questions and answers that a participant might see must be provided to the RCEEM or RCEEM+ for review.
- 16.9.2.3 Scoring
- 16.9.2.3.1 A maximum of three attempts to pass the post-test is allowed. No CE credit will be awarded if there are three failed attempts.
- 16.9.2.3.2 If a participant fails to score a 75% on the post-test, the number of incorrect answers or the percent correct may be provided to the individual, but the specific questions answered incorrectly must not be identified. Correct answers to the post-test must not be provided until after the post-test has been passed or after three unsuccessful attempts.

American Registry of Radiologic Technologists

CE Policy Statements CE Sponsors

16.9.3 CE ACTIVITIES SOLD OR RENTED TO A NEW CE SPONSOR

- 16.9.3.1 The original CE sponsor may sell, rent or license a CE activity (along with the RCEEM or RCEEM+ approval and reference number) to another CE sponsor.
 - 16.9.3.1.1 The content, post-test and approval (valid reference number) may be sold to another CE sponsor (the activity may be hosted on a completely different site/server).
 - 16.9.3.1.2 The original CE sponsor/developer of the CE activity, attached to the reference number, is responsible for maintaining all attendance/completion documentation.
 - 16.9.3.1.3 The original CE sponsor or CE owner shall ensure that participants are aware that they cannot receive credit for completing self-learning activities more than once in a CE biennium.
 - 16.9.3.1.3.1 This can be accomplished by including the following language in the activity: "This CE activity may be available in multiple formats or from different CE sponsors. ARRT regulations state that an individual may not repeat a self-learning CE activity for credit if it was reported in the same CE biennium."
 - 16.9.3.1.4 The original CE sponsor/developer of the activity (attached to the reference number) is responsible for renewing the RCEEM or RCEEM+ approval.
- 16.9.3.2 The content and post-test (without the RCEEM or RCEEM+ approval or reference number) of any CE activity may be sold, rented or licensed to a new CE sponsor (so the activity may be hosted on a completely different site/server).
 - 16.9.3.2.1 The new "host" or CE sponsor is responsible for applying for Category A approval from a RCEEM or RCEEM+.
 - 16.9.3.2.2 Once approved, the CE activity will receive a reference number exclusive to the new CE sponsor.
 - 16.9.3.2.3 The new CE sponsor shall ensure that participants are aware that they cannot receive credit for completing the self-learning CE activity more than once in a CE biennium.
 - 16.9.3.2.3.1 This is accomplished by including the following language in the CE activity: "This CE activity may be available in multiple formats or from different CE sponsors. ARRT regulations state that an individual may not repeat a self-learning CE activity for credit if it was reported in the same CE biennium."
- 16.9.3.3 The original CE sponsor of record is removed from any responsibility of duplicate credit from participants completing the activity through the new CE sponsor's site.
- 16.9.3.4 The new CE sponsor of the activity (attached to the reference number) is responsible for renewing the RCEEM or RCEEM+ approval.